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PRESIDENT’S WELCOME

Whether you’re an incoming freshman student, a transfer student, or a returning Falcon, I want to welcome you to Fairmont State University!

Fairmont State is truly a place where personal attention and friendly support go hand in hand with opportunity. We’re eager to transform your passion and hard work into excellence in a vibrant, close-knit campus community where your fellow students (and even a faculty or staff member) will become your friends for life.

I’ll make this promise: if you bring a willingness and a determination to pursue your dreams, we will provide you with everything you need to achieve them. I urge you to make use of the many campus resources at your disposal. Our most valuable resource is our people – and Falcons are a special ‘cast’ (the collective noun for a group of falcons). I encourage you to get to know our faculty and staff. Many of them have traveled the journey you’re now on and are eager to serve as guides.

Finally, I hope you get involved and enmesh yourself in the campus experience. Make use of the opportunities you’ll find here, whether you take part in our clubs and organizations, attend fine and performing arts events, cheer on the Falcons at athletic events, or squeeze in a workout at the Falcon Center. Explore everything we have to offer – and discover yourself in the process. Your safety and success are my top priorities. If I can ever be of assistance or you just want to say hello, please catch me on campus or stop by my office at 222 Hardway Hall.

Falcons soar – that’s what we were born to do. There’s a lot of open sky out there, and as Falcons, we’re going to fly as high and far as our imaginations can take us.

Welcome Home!
Mirta M. Martin, Ph.D., President
#SoarFalcons

CAMPUS INFORMATION

CAMPUS DIRECTORY
Click here for our online Campus Directory

COLLEGES AND SCHOOLS

<table>
<thead>
<tr>
<th>Department</th>
<th>Contacts</th>
<th>Location</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>School of Business</td>
<td>Interim Dean Timothy Oxley</td>
<td>111 JH</td>
<td>304-367-4239</td>
</tr>
<tr>
<td>School of Education</td>
<td>Interim Associate Dean Amanda Metcalf</td>
<td>352 ED</td>
<td>304-333-3679</td>
</tr>
<tr>
<td>School of Fine Arts</td>
<td>Dean Anne Patterson</td>
<td>304 WH</td>
<td>304-367-4219</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>Dean Deanna Shields</td>
<td>230 HB</td>
<td>304-367-4136</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Dean Mary Sharon Boni</td>
<td>245 ED</td>
<td>304-367-4767</td>
</tr>
<tr>
<td>College of Science &amp; Technology</td>
<td>Interim Dean Steven Roof</td>
<td>328B HH</td>
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BUILDING CODES

<table>
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<tr>
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<td>Jaynes Hall</td>
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<td>Buckhannon Upshur High School</td>
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<td>Library</td>
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<td>Braxton County</td>
<td>BX</td>
<td>Lewis County</td>
<td>LW</td>
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<tr>
<td>Charles Pointe</td>
<td>CP</td>
<td>Morrow Hall</td>
<td>MOR</td>
</tr>
<tr>
<td>Colebank Hall</td>
<td>CH</td>
<td>Merchant Street Facility</td>
<td>MSF</td>
</tr>
<tr>
<td>Erickson Alumni Center</td>
<td>EC</td>
<td>Robert C Byrd Aerospace Center</td>
<td>MT</td>
</tr>
<tr>
<td>Education &amp; Health Careers</td>
<td>ED</td>
<td>Pence Hall</td>
<td>PEN</td>
</tr>
<tr>
<td>Engineering &amp; Technology Building</td>
<td>ET</td>
<td>Physical Plant</td>
<td>PP</td>
</tr>
<tr>
<td>Falcon Center</td>
<td>FAL</td>
<td>Prichard Hall</td>
<td>PRI</td>
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<tr>
<td>Feaster Center</td>
<td>FC</td>
<td>Turley Student Services Center</td>
<td>TC</td>
</tr>
<tr>
<td>Hardway Hall</td>
<td>HB</td>
<td>Wallman Hall</td>
<td>WH</td>
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<tr>
<td>Hunt Haught Hall</td>
<td>HH</td>
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</tr>
</tbody>
</table>
CAMPUS FACILITIES

COLEBANK HALL
Housing and Residence Life

Alicia Kalka, Executive Director of Residential and Student Life
Alexis Keller, Assistant Director of Residential Life
Colebank Suite 300
(304) 367-4216

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 Terrance 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 2018-2019 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 Counseling and Disability Services, 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 form.
Click here to access the Residential Life website.

Identification Cards
Shana Bock, Campus Card Services
149 Colebank Hall
Shana.Bock@fairmontstate.edu
(304) 368-7227

Your Student ID card is the official Fairmont State University identification. To obtain an ID card, one of the following is needed:
- Driver's License
- Military ID
- Passport
- State ID Card

ID card is required to use the following:
- Meal Plans/Flex Dollars/Falcon Dollars
- Recreation Center
- Libraries
- Residence Hall Access
- Campus Activities and Athletic Events

*IMPORTANT: REPORT YOUR CARD LOST ASAP- call (304) 368-7227! Fairmont State University is not responsible for any transactions that occur when your card is out of your possession. Replacement ID Cards: A $20.00 replacement fee will be charged. For more information, visit our website.

Intramurals and Club Sports
Tina Mascaro, Director of Intramural Sports
208 Colebank Hall via the 2nd Floor of the Falcon Center
tmascaro@fairmontstate.edu
(304) 367-4291

Intramural Sports offers students, faculty & staff at Fairmont State the opportunity to participate in many organized sports and activities on a competitive and 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 sporting 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 over 15 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, Kockerball, indoor soccer and many more.

Several club sports are organized on the campus and all Fairmont State students are eligible to participate. Current clubs include Men's and Women's Rugby, Cheerleading, Dance, Fishing and Powerlifting. Club Sports are 100% Student supported with guidance from the Intramural Department. Contact information for each club sport can be found by clicking here. Intramural sport information can be found by clicking here.
Student Activities and Greek Life
Alicia Kalka, Executive Director of Residential and Student Life
Colebank Suite 300
(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 students events that aims to enhance the students’ college experience while broadening their views of the world around them. Fairmont State University offers over 55 different student organizations, including national and local Greek Life chapters, that provide additional academic, community service, leadership, and social opportunities to students who seek to be actively involved on campus. Click here to access the Student Organizations Handbook. For more information on Greek Life, click here.

FALCON CENTER
Robin Yeager, Director
341 Falcon Center
(304) 367-4783
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. The building features a four-lane lap pool, Whirlpool and sauna; three large gymnasiums; 7,000 square feet of fitness equipment; “Bound for Success” bookstore; computer labs, and sit-down dining at the Dining Hall; Printing Services; Student Health Services and the Student Government Office.

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.

Chilaca
In recognition of students craving new dining opportunities at Fairmont State University, Chilaca, an authentic Mexican dining concept, opened its doors this fall on the 2nd Floor of the Falcon Center. Chilaca offers students a variety of tacos, burritos and bowls prepared-to-order with fresh ingredients.

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
Ellic Taylor, 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.

Printing Services
Lynne Conrad (304) 367-4018
Georgeann Cain (304) 367-4185
3rd Floor Falcon Center
The Copy Center provides a wide range of services to students. Printing and copying services includes sizes from 8 ½” x 11” to 11” x 17”, as well as large format printing up to 42” wide. From your thumb drive, email or hard copies, we can print your school assignments, party and wedding invitations, photographs, event flyers, wall murals and banners, and so much more! Please check out our website by clicking here.

Student Health Services
3rd Floor Falcon Center
(304) 367-4155
Valid student ID required. Students with urgent needs will be seen first. Students should be patient and realize that some waiting may be necessary. Referrals to outside health care providers or local medical facilities will be made when deemed necessary. There is no additional charge above the Health Service Fee for services provided in the center. We do not bill insurance. If x-rays are ordered or lab tests are beyond what we offer on-site, they are at the student’s expense. Every effort is made to provide the best, most cost effective care.
Fairmont State University is a member of the Mountain East Conference in Division II. Our current athletic teams include:

<table>
<thead>
<tr>
<th>Men's Sports:</th>
<th>Women's Sports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Baseball</td>
<td>-Acrobatics &amp; Tumbling</td>
</tr>
<tr>
<td>-Basketball</td>
<td>-Basketball</td>
</tr>
<tr>
<td>-Cross Country</td>
<td>-Cross Country</td>
</tr>
<tr>
<td>-Football</td>
<td>-Golf</td>
</tr>
<tr>
<td>-Golf</td>
<td>-Soccer</td>
</tr>
<tr>
<td>-Swimming</td>
<td>-Softball</td>
</tr>
<tr>
<td>-Tennis</td>
<td>-Tennis</td>
</tr>
</tbody>
</table>

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/lounge has an emotional support dog, Tobey, who is in the office for anyone who needs some encouragement. The office provides snacks, coffee, and cold water to veterans and dependents. Every Tuesday is Taco Tuesday and a free taco bar is available to student veterans and dependents.

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 Language and Literature Office, located in 311 Jaynes Hall.

Whetstone
The literary and art journal – Students gain experience producing literary pieces like poetry and short stories as well as works of art, organization of the publication, and editor. Whetstone is an award-winning undergraduate literature and art publication focused on creating communication between the submitters and editors not only to create a more enjoyable and beautiful journal, but to help everyone involved to develop their skills with and appreciation of the many aspects of publication.
The Fairmont State University Writing Center offers one-on-one peer tutoring to help students with writing assignments. This service is free for all full-time and part-time students. Tutors are trained to help with any kind of writing, including essays, research papers, technical documents, and writing in any discipline. Additional assistance is available for students with documented disabilities and those for whom English is not their first language. For hours of availability, call the Center. The Writing Center accepts walk-ins or appointments.

**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 of what a traditional library is. At Fairmont State, we want it to be your home. Charge your device at our charging station. Relax on our comfy couches. Download audiobooks and e-books through WVDeli. Get help researching a project or writing a paper. 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 115 hours a week during fall and spring semesters and over 70 hours a week during the summer sessions. Your student ID is your Library card. We are always happy to help you!

**Starbucks at the Library**

The computer lab on the first floor of the Ruth Ann Musick Library offers lattes, Starbucks coffee, tea, “Grab and Go” sandwiches, salads, fruit, and fresh baked pastry items. Flex dollars, credit and debit cards, and cash are accepted.

**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 here.

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**TURLEY STUDENT SERVICES CENTER**

Tim McNeely, Vice President for Student Affairs and Operations  
306 Turley Student Services Center  
(304) 367-4303

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 post-graduate life.

**BrickStreet Career Development Center**

222 Turley Student Services Center  
(304) 367-4214

The mission of the Career Development Center at Fairmont State University is to promote the professional and personal growth of the individuals it serves. There are 3 offices that reside in the center: the Offices of Career Services and Civic Engagement.

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

- Personalized career coaching for choosing a career path, resume writing/critiques, cover letters, job searching, salary negotiation, interview skills, applying to graduate schools/professional programs, etc.
- Organizes a variety of events including workshops on career development topics
- Hosts an annual Career Fair in the spring semester
- Provides students access to an online job database covering full and part-time job opportunities and internships
- Facilitates relationships with employers for on-campus recruitment, on-campus interviewing, informational sessions.
- Career resources library

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 a community service learning course for academic credit
- Organizes campus-wide service campaigns
Honors Program
J Robert Baker
231 Turley Student Service Center
(304) 367-4197

The Honors Program encourages students to deepen their critical thinking and to increase their knowledge base to consciously balance their academic, working, social, and inner lives while learning to deploy both cooperative and competitive skills, and to learn about and appreciate visual and performing arts to which they may not have been exposed.

Admission Requirements:
- First-year students are required to have a minimum ACT composite score of 26 (1180 SAT).
- Full-time students, who have completed 15 credit hours with a 3.4 GPA, are required to have a composite ACT score of 24 (1110 SAT).
- Transfer students with at least a 3.4 GPA from an accredited college and who are transferring no more than 36 hours are required to have a composite ACT score of 24 (1110 SAT).

For more information on the honors program, click here.

International Student Services
Amanda Stinemetz
Director of Educational Pathways for International Centers and Students (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. Further, the university’s commitment to internationalization provides opportunities for students to have meaningfully engaging cultural experiences through education not only at home in Fairmont but also abroad. As such, the university’s International Services Office provides support services to domestic students with “wanderlust” 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 International Services 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 Advising Center
Jennifer Jones
Director of the Advising Center
225 Turley Student Services Center
(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 Counseling and Disability Services
Andrea Pammer
Director of Counseling and Disability Services
316 Turley Student Services Center
(304) 367-4686

The Office of Counseling strives to support emotional health, personal growth, and interpersonal development of the student body. The counseling 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 Office of Counseling will work to assist you in dealing with these crises and their aftermath. For more information, please visit our website.

The Office of Disability Services mission is to ensure equal educational access and opportunity for students who qualify as someone with a disability under the applicable laws (ADA, Section 504). 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 requests and the standard, scope, and content of programs/classes. 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) 367-4686, by email at access@fairmontstate.edu, or stop by our office in 316 Turley Student Services Center.

Office of Student Success
Mark McDonald
Manager of Student Success
Suite 105 Turley Center
(304) 367-4782

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.

WALLMAN HALL
Department of Public Safety
Chief Matt Swain
102 Wallman 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 Public 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 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 Public 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 Public 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 provides assistance to officers investigating offenses concerning crimes against persons.

Questions
Questions concerning the Department of Public Safety call (304) 367-4157 or visit our website.
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 prosenium 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 180 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 is illegal and will be subject to disciplinary action.

Blackboard
Fairmont State University uses Blackboard as our learning management systems. 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, option 3 or help@fairmontstate.edu.

Computer Lab Locations and Hours

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Qty.</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon Center</td>
<td>305*</td>
<td>21</td>
<td>Follows Falcon Center Hours of Operation</td>
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<tr>
<td>Library</td>
<td>Starbucks*</td>
<td>24</td>
<td>Follow Library Hours of Operation</td>
</tr>
<tr>
<td>Library</td>
<td>2nd Floor*</td>
<td>120</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Library</td>
<td>3rd Floor*</td>
<td>30</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Wallman Hall</td>
<td>232</td>
<td>21</td>
<td>Only open intermittently. Call for availability: 304-367-4219</td>
</tr>
</tbody>
</table>

*Hours vary depending upon the time of the semester. Up-to-date information is posted online

Printing Charges
Students who log into machines using their UCA and print to a copier in classrooms, labs, the Library or offices will be subject to printing charges. Fifty (50) free pages of printing are allotted to students before charges are incurred. Black and white prints are five (.05) cents each and color prints are fifteen (.15) cents each and will be billed to the student’s account accordingly.

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
Jennifer Jones
Director of Advising Center
225 Turley Student Services Center
(304) 367-4709

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 places. 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. Testing is given by appointment only on Wednesdays at 9 am and Thursdays at 1 pm. To reserve a seat and obtain study resources, call the Office of Exploratory Advising at (304) 367-4709.
Organizations are exempt from some of the Reservation Fees for a few locations on campus. The organization will be expected to pay upfront for costs associated with such reservations. Student Presidents or Advisors may make facilities requests for Student Organizations. If your organization established policies and procedures for those wishing to schedule activities on campus. Only club members requesting to use a facility at the same time. Fairmont State University has a department for such activities. Advanced planning and scheduling are necessary to avoid conflicts. Any recognized campus organization, committee, board, or department may plan an activity as early as the end of the spring semester.

REGULATIONS FOR RESERVING MEETING SPACE:

- All organizations using campus facilities for a meeting must reserve a time and room with proper campus contacts and complete the “Request for Facility” form. Classrooms are the best space for meetings. Most classrooms are reserved through Laura Ransom by filling out the request form at https://www.fairmontstate.edu/studentservices/registrar/event-request.
- All organizations are requested to keep their meetings to scheduled times.
- No food or drinks are allowed in classrooms.
- Because of fire regulations, lighted candles are prohibited in meeting rooms.
- All furniture and chairs in the meeting rooms are to be in their proper place after the meeting.
- Organizations that do not clean their meeting rooms or return the furniture to their proper setting will be subject to a cleaning fee and possible loss of use of the room.
- Smoking is prohibited in all facilities.

PLANNING AND SCHEDULING A CAMPUS ACTIVITY

Any recognized campus organization, committee, board, or department may plan an activity and publicize it on campus. In most cases, a facility may be reserved by that organization or department for such activities. Advanced planning and scheduling are necessary to avoid conflicts. 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 club Presidents or Advisors may make facilities requests for Student Organizations. If your organization would like to reserve space, please contact Conference Services, (304) 367-4950. There are reservation fees and set up fees associated with most of the facilities on campus and your organization will be expected to pay upfront for costs associated with such reservations. Student Organizations are exempt from some of the Reservation Fees for a few locations on campus.

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/aboutFairmont State University/sites/default/files/bog-policies/ Fairmont State University_policy_05.pdf
http://www.fairmontstate.edu/aboutFairmont State University/sites/default/files/bog-policies/Fairmont State University_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 is 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 Chad Fowler, 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.

Violation
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 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., and 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)

Directory Information
At its discretion the institution may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation, officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying in writing. A full description of the University's policy relating to the Family Rights and Privacy Act (FERPA) is in the academic catalog. The FERPA form can be found by clicking here.

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.

Best Practices for Posting and Commenting on Social Media
What should you post on social media?
- Announcements/Shoutouts- 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.

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.
FREE SPEECH (PRESIDENTIAL GUIDELINES)

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
- Paddling
- 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.

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 Bloglines to subscribe)
- Tip: To get more specific search results, use Twitter Advanced Search.
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 crosswalks.

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 weekends 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
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.

Further inquiries may be directed to the Director of Affirmative Action, who is the Section 504 and Title IX Coordinator, located on the 2nd Floor of Hardway Hall, telephone (304) 367-4689, or the Americans with Disabilities Act Coordinator, located in the Turley Student Services Center, (304) 367-4686.

POLICY ON SEXUAL MISCONDUCT AND SEXUAL ASSAULT

Fairmont State will not tolerate, in any manner, any sexual assault, sexual harassment, domestic or dating violence, stalking, hostile environments 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 number 9 here, for definitions, contact information for institutional assistance, and steps on registering a complaint.

In accordance with Title IX regulations, the institution has designated Jessica Kropog Furgason as Title IX Coordinator and Compliance Specialist. She is charged with monitoring compliance with these regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her at 304-367-4689, Jessica.Kropog@fairmontstate.edu or in person in room 208A Hardway Building.

The Title IX Coordinator oversees the dissemination of information regarding Title IX to students, staff and faculty; coordinates training for employees and students; maintains Title IX grievance/complaint files; monitors Title IX Deputies in the investigation and disposition of complaints; and answers inquiries from university and community members.
The University has also designated Title IX Deputy Coordinators. Contact information for the Deputy Coordinators can be found on the Title IX webpage listed above. The Title IX Deputies field inquiries from students, faculty, staff and administrators regarding their rights and responsibilities under Title IX; help to investigate cases of alleged discrimination; and assist the Title IX Coordinator in oversight and implementation of Title IX compliance and training efforts.

In addition, Fairmont State provides counseling to sexual assault victims as well as family and friends of victims. Counseling services are free of charge and appointments are made by phone (304) 333-3661 or in person during regular hours of operation of the Counseling Center in the Turley Student Services Center.

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 off-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 and Off-Campus Organizations 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.

The detailed Board of Governors Social Justice Policy #8 can be found [here](#).

ACADEMIC REGULATIONS AND POLICIES

ACADEMIC DISHONESTY

Dr. Richard Harvey
Provost and Vice President of Academic Affairs
210 Hardway Building
(304) 367-4101

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 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 cumulative grade point average, based upon coursework taken in Fairmont State University, is 2.0 or higher.
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:

1. 10th Week of a Full Semester
2. 5th Week of the 1st 8 Week Session
3. 5th Week of the 2nd 8 Week Session
4. 3rd Week of the 1st 5 Week Summer Session
5. 3rd Week of the 2nd 5 Week Summer Session
6. 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/studentservices/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 into your FELiX account. Once you login 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. Richard Harvey  
Provost and Vice President of Academic Affairs  
210 Hardway Building  
(304) 367-4101

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. Richard Harvey
Provost and Vice President of Academic Affairs
210 Hardway Building
(304) 367-4101
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 or School 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 chairperson’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 chairperson 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.

Students who believe that their final grade reflects inconstant changes (without apparent reason) or 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.

Except in certain unusual circumstances the following procedures must be followed in sequence by students who believe 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.

Students must contact the instructor involved within the first ten days of the term immediately following grade issuance. Errors in evaluation or misunderstanding of the grading system of the instructor may be resolved in this way. If, for some unforeseen reason, the instructor is unavailable in that period, students must inform the School or College Dean in writing within the first ten days of the term immediately following the grade issuance that they question their final evaluation in the course. The Dean is then charged with contacting that instructor to attempt resolution.
If students do not receive satisfaction from consultation with the instructor and believe their grade to be the result of prejudicial or capricious evaluation, or that it reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability, they may appeal the grade. They must notify the Dean of the School or College of the instructor in writing of their intent to appeal, including a summary of the reason(s) and the grade they feel they deserve, with a copy sent to the Associate Provost for Academic Affairs, the department chair, where appropriate, and the instructor. The notification must be filed within the first ten school days that school is in session following the semester or term for which the grade was received. Summer school grades may be appealed within the first ten days of the fall term. In the event that the instructor is also the Dean, Associate Dean or Chair, this notice of intent to appeal shall be sent to the Associate Provost, who shall take the Dean or Chair’s part in the next procedure.

Upon being notified of the appeal, the School or College Dean (Associate Provost, if applicable) will schedule a meeting of the chair, the student, and the instructor. This meeting should be scheduled within ten school days of the notification, except for extraordinary circumstances, in which case it would be as soon as possible. At this meeting, in an informal conference, the Dean should try to resolve the issue between the student and instructor. All pertinent information must be presented to the issue. Written copies of this decision shall be forwarded immediately to the Provost and Vice President for Academic Affairs, the chair, where appropriate, the instructor, and the student, with off-campus mail being sent certified or registered. This correspondence should specify the next possible stage in the appeal process and should also specify the exact deadline date of any further appeal. That date shall be ten school days from the mailing date of the Dean’s decision.

If either 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 appealer must send written notice of intent to appeal within ten school days of the mailing date of the Dean’s mailing, unless postal officials verify that the party did not receive the earlier correspondence within the specified period. The Associate Provost will schedule a meeting with the student and instructor as soon as possible to hear the case. Then a decision will be made to uphold the Dean’s decision or to reverse it. Notice of this decision will be sent to the student, instructor, chair, where appropriate, and Dean, with off-campus mail being certified or registered. This correspondence shall also outline the next possible step in this process and shall specify the exact date (ten school days following this mailing) of the next deadline. In the event of the absence of the Dean or Associate Provost beyond these deadlines, the Provost and Vice-President for Academic Affairs shall appoint an administrative officer with academic rank to act in this capacity.

If either the student or the instructor is not satisfied with the decision of the Associate Provost (or, if applicable the alternate administrative officer appointed) an appeal may be made to the Academic Appeals Board of the Faculty Senate. The procedures of the Academic Appeals Board are available in the Faculty Handbook.

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.

In cases where the student’s grade is jeopardized by the instructor’s ruling that the absence is unexcused, the student may appeal for re-evaluation to the Registrar. Before the class meets again, the student must petition the School Chairperson as determined by the Registrar to investigate the case and make a ruling. If the instructor’s judgment is overruled, the instructor would then have the option of appealing to a School Committee. The School Committee’s ruling is final.

If the student does not request an evaluation of the absence by the instructor at the first class meeting following the absence, the student is regarded as having agreed that the absence was properly unexcused. 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 give 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.