



EASTERN
West Virginia Community & Technical College

Discover Your Potential

2022-2023 Student Handbook



Start Here and Go Anywhere

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Mission

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

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

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

Student Services Mission

The Student Services Department of Eastern West Virginia Community and Technical College fosters an environment of accessibility, affordability, and community involvement to recruit, retain and support educational goal completion.

Shared Visions

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

Statement of Values

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:

Opportunity

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open-door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.

- The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

Integrity

- The College is open and honest in its relations with students, employees, and its partners.
- The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.
- The College models its commitment to diversity in all areas of its institutional life—students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

Partnerships

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

Continuous Improvement

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.
- The College procures and effectively applies technology to its operations and processes.

Student Privacy (FERPA)

Students are guaranteed the right to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, (FERPA), as amended. Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean of Student Services.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law.

The College has designated as public, or “directory information,” the following information: Student’s name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

The College may release all or part of the directory information listed above. If a student does not wish to have public or “directory information” released, the student must notify the Dean of Student Services in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until released by the student.

The College reserves the right to alter its practices in regard to the Family Educational Rights and Privacy Act, as this law is subject to modification and refinement by the U.S. Department of Education.

Full Policy: http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP4-5_020104.pdf

YOUR FUTURE STARTS HERE.



Section 1

Orientation Guide

Discover Your Potential

Eastern's Academic Calendar

Fall 2022	April 1	Fall 2022 & Winter 2022 Pre-registration Begins
	April 1 - July 29	Continuous Pre-registration during Regular Business Hours
	July 29	Last Day for Pre-registered Students to Pay
	July 29	Payment Arrangements Must be Made at the Time of Registration
	July 29	Drop Date for Nonpayment of Pre-registration
	Aug. 1 - 19	General Registration (Payment required with registration)
	August 22	Classes Begin
	Aug. 22 - 26	Add/Drop Period
	September 5	Labor Day Holiday - College Closed
	October 14	End of Mid Semester (1st eight weeks completed)
	October 18	Mid Semester Reports Due
	November 4	Last Day to Withdraw with a Grade of "W" (11 weeks completed)
	November 4	Registration for Spring 2023 Begins
	November 4	Deadline for Graduation Applications for Fall 2022
	Nov. 21 - 25	Thanksgiving Holiday - No Classes
	November 28	Classes Resume
	December 2	Last Day of classes (full-term classes only)
Dec. 5-9	Final Exams	
December 13	Final Grades Due by 12:00 Noon	
Dec. 22 - Jan. 1	Holiday Break - College Closed**Subject to change**	

Winter 2022	April 1	Winter 2022 Pre-registration Begins
	April 1 - July 29	Continuous Pre-registration during Regular Business Hours
	August 1 - 19	General Registration (Payment required with registration)
	December 12	Classes Begin
	Dec. 12 - 16	Add/Drop Period
	December 30	Last Day to Withdraw
	January 6	Last day of Winter Term Classes
	January 9-13	Final Exams
	January 17	Grades Due

Spring 2023	November 4	Spring 2023 Pre-registration Begins
	Nov. 4 - Dec. 16	Continuous Pre-registration During Regular Business Hours
	December 16	Last Date for Pre-registered Students to Pay
	December 16	Payment Arrangements Must be Made at the Time of Registration
	December 16	Drop Date for Nonpayment of Pre-registration
	January 2 - 13	General Registration (Payment required with registration)
	January 16	Martin Luther King Holiday - College Closed
	January 17	Classes Begin
	Jan. 17-23	Add/Drop Period
	March 3	Deadline for Graduation Applications for Spring 2023
	March 10	End of Mid Semester (1st eight weeks completed)
	March 13 - 17	Spring Break - No Classes
	March 14	Mid-Semester Reports Due
	March 20	Classes Resume
	March 31	Last to Withdraw with a Grade of "W" (11 weeks completed)
	March 31	Registration for Summer 2023 and Fall 2023 Begins
	April 28	Last day of classes (full-term classes only)
May 1-5	Final Exams	
May 6	Commencement (10:00 AM)	
May 9	Final Grades Due by 12:00 Noon	

Summer 2023	March 31	Pre-registration for Summer 2023 Begins
	May 22	Classes Begin
	May 29	Memorial Day - College Closed
	June 26	Last Day to Withdraw with a Grade of "W"
	July 4	Holiday - College Closed - Observe July 4th
	July 28	Last day of classes/Final Exams
	August 1	Final Grades Due by 12:00 Noon

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

Important Information and Dates you should know

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

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

Semester Hours

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

<u>SEMESTER/TERMS</u>	<u>LENGTH</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
August – December	15 Weeks	12 Hours or More	11 Hours or Less
January – May	15 Weeks	12 Hours or More	11 Hours or Less

(Summer & Winter terms are condensed semesters. Summer term length is 10 weeks and Winter term is 6 weeks.)

Generally, in each term full time is 12 or more credit hours; however, credit hours required for full-time and part-time status are different for financial aid students in summer. Contact the Financial Aid Office for information.

Course ADD/DROP Procedure

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

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

- Complete drop before the last day to withdraw. Final drop date is found in the academic calendar. Final drop dates may vary for courses that do not meet a full semester. See your advisor for these dates.
- **If you stop attending class but do not officially withdraw, you WILL receive a failing grade.**
- Failing grades can affect future financial aid eligibility and grade point averages.
- Before dropping a class, please discuss your decision with your instructor, advisor, and the financial aid office if applicable.

Getting Involved at Eastern

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

10 Great Reasons Why!

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

Above All, Remember: Be Patient. It takes time to understand and get used to academic life.

Student Organizations

Phi Theta Kappa

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

Student Government Association

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

Eastern's Art Society

The Art Society was established in September, 2011. The Society publishes a literary magazine, “Eagle's Nest.” If interested, please see one of the advisors and/or watch for meeting dates to be posted. *Advisor:* Joe McGee, Joe.McGee@easternwv.edu

Sketch Club

Like to draw and paint? The Sketch Club is a virtual club for Eastern students and staff, which operates under the umbrella of the Eastern Arts Society. Students must use their Eastern email address to join Sketch Club because of the virtual collaboration platform the club uses. *Advisor:* Kristen Colebank, Kristen.Colebank@easternwv.edu

Eastern's Gamers Guild

The Eastern Gamers Guild (E.G.G.) is a club dedicated to offering a fun, safe space for students and faculty to get together and play a variety of games. The club hosts board game nights, tabletop role-playing games (RPGs), and even video game events! All are welcome, and no experience or knowledge of any game is ever needed. Advisor: *Advisor:* Joe McGee, Joe.McGee@easternwv.edu / Club Coordinator Jennifer Sunryder, Jennifer.Sunryder@easternwv.edu

Be Involved in Your College, Participate in Student Government!



2022-2023 SGA Officers

President: Trevor Southerly
Vice-President: Sierra G. Sites
Treasurer/Secretary: Emma D. Snyder

This and That about College



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

College Catalog

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

Prerequisite/ Co-requisite

Prerequisite – a course that must be taken before another course

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

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

Study Hours

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

Expectations for Class Attendance & Participation

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

Make-up Testing

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

In the event a make-up test cannot be arranged between the instructor and the student, Eastern provides **limited** test proctoring scheduled through the Academic Services Program Coordinator or designee.

The following are general guidelines for scheduling a make-up test:

- Missing a test is a last option. Contact instructor first. The student should speak with the instructor before the test/quiz to make special arrangements.
- The student should provide documentation for missing a test or quiz. (For example, a doctor's excuse.)
- Students must have an appointment. Walk-ins are not admitted. Make-up testing should be scheduled at least 2 days in advance.
- No make-up exams will be given after the last day of regular classes.
- No make-up exams will be given during finals week.

Financial Aid

Financial Aid Basics

- Financial Aid awards will occur once all requested documents are submitted.
- Disbursement of funds will occur once the Financial Aid Office has determined eligibility and authorized the Cashier's Office to apply payments to student accounts.
- Financial aid funds will be awarded the third week of classes after the add/drop period for the semester ends.
- Awards will occur each week thereafter.
- Money owed to Eastern West Virginia Community and Technical College for tuition, books and fees, will be deducted from financial aid award and the remaining amount will be refunded to the student.
- Refund checks will be mailed to the mailing address on file within 14 business days.

Please check your student account (MyEastern) to view your financial aid status.

If you have questions, you may check your student account or contact Cashier's Office (ext. 9250) or Financial Aid Office at 304-434-8000 (ext. 9243).

Application Process

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

- be admitted to the College
- <https://studentaid.ed.gov/sa>: This has current information concerning Preparing for College, Types of Aid, who gets Aid, How to Repay Your Loan FAFSA, Apply for Aid
- obtain the Free Application for Federal Student Aid (FAFSA) by visiting <https://studentaid.ed.gov/sa/fafsa>: This must be processed to be eligible for Title IV aid
- contact the financial aid office if any questions arise

Timeline for Applying

For best results, students should apply for financial aid early. Starting October 1, 2022, the 2023/2024 FAFSA will be available using the 2021 Tax and income information. For campus-based aid programs and other programs with limited money available, students should apply before April 15, 2023 for full consideration. Those with greatest need are considered first. As funds become available, late applicants are considered ranked by need. If your FAFSA is selected for verification, a 2021 tax return transcript or use of the IRS Data Retrieval within the FAFSA may be required. A verification worksheet must be completed and other documentation may be required which may extend the period of time required for processing.

Notification

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

1. When the financial aid director reviews applications, the student is notified of an offer of award and any verification requirements (verification documents must be submitted within 30 days).
2. An award notification is emailed so the student can check their student account for all financial aid awards.
3. Students who can't accept or want more loans than are offered should contact the financial aid office.
4. Students are notified of payment procedures.
5. All Financial Aid refund checks will be mailed to the current student address on file.

Who Qualifies for Financial Aid?

Even with Eastern's low tuition, qualifying for some type of financial aid to assist with college costs is easier than ever before. Whether it be a grant, a student loan, or scholarship, funds are available through

federal, state and private sources, students wishing to renew their funds beyond the first semester must maintain Standards of Progress Guidelines.

What Can Financial Aid Pay for?

Based on an individual's aid, the following items can be all or partially covered:

- Tuition and Fees
- Textbooks
- Transportation Costs (i.e. gas, car repairs)
- Daycare expenses
- Living Expenses
- Computers
- Disability Expenses

What Types of Aid do Eastern Students Qualify for?

Students at Eastern regularly qualify for the following kinds of aid (open the links below for information on types of aid, procedures and criteria for selecting award recipients and amounts, and for required forms):

- Grants
- Loans
- Scholarships
- **Federal Work-Study (FWS)**
- Veterans Benefits (including National Guard)
- Vocational Rehabilitation Services Benefits
- Workforce Investment Board Program

The West Virginia Invests Grant may pay tuition and fees, not to include program or course fees, for qualifying West Virginia Residents. WV Invests Grant is a "last dollar award." Last dollar means that the Grant may pay tuition and fees not covered by federal grants or other state grant and scholarship programs. To see if you may qualify visit: www.wvinvests.org.

Liability for Repayment of Award

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

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

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

Satisfactory Academic Progress

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

Standards of Progress for Federal Financial Aid Recipients Policy

Effective July 1, 2011 / Revised May 23, 2016

Purpose

In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and be making progress toward a degree.

The standards that are set forth here are stricter than the institution's standards of progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to continue to attend Eastern.

Policy

Cumulative Grade Point Average

A student receiving federal aid must maintain an overall 2.00 cumulative grade point average. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)

- a. All courses transferred from other institutions will be included in this cumulative GPA.
- b. Courses for which a grade of incomplete is received will not be included in GPA.
- c. Courses from which a student withdraws during a semester will not be included in GPA.
- d. Repeated courses for which a student issues a request for grade replacement will include only the replacement grade in the GPA calculation. Repeated courses for which no request for grade replacement is completed will be included in the GPA calculation along with the original grade received for the course.

Cumulative grade point average will be reviewed at the end of each semester.

Pace of Progression (Completion)

A student receiving federal aid must complete at a minimum 67% of all courses attempted, cumulatively. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)

- a. All courses transferred from other institutions will be included in this completion ratio calculation.
- b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
- c. Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
- d. In cases of repeated courses, a student may continue to repeat a failed course and receive Financial Aid until it is passed.
- e. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
 - i. **Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - ii. **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.

Pace of progression will be reviewed at the end of each semester. The calculation is as follows:

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

NOTE: The first time a student is not meeting the SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a student does not meet SAP again, they are not eligible for financial aid unless they submit an appeal with a degree evaluation and it is approved. If approved, the student is placed on Financial Aid Probation (and will have to complete an academic plan). If denied, the student will have to pay for classes on their OWN until meeting SAP requirements again. (See appeal form for additional guidelines)

**Institutional Standards of Academic Progress is separate and will have its own requirements and notifications.

Program Completion

- a) Students are given 150% of the hours required for graduation in their particular program for completion. All courses taken will be included in this calculation.
 - i) All courses transferred from other institutions will be included in this completion ratio calculation.
 - ii) Courses for which an incomplete is received will be included as attempted, but unearned hours.
 - iii) Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
 - iv) A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
 - (a) **Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - (b) **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; if the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.
1. Dual Degree Students: As long as each of the programs the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program then the student is no longer eligible to receive Title IV Funds for that program.
 - a. If the student is enrolled in both degree programs then the FA Office will check the total number of hours needed for the combined programs and make certain that the student has not exceeded 150% for the combined hours in both programs. The FA Office will make certain that the student is not counted twice for any courses, such as English, that may be required for both programs.
 - b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both programs should be listed in the College's Student System under SGASTDN. The student must complete a change of information form to add and/or change programs.
 - c. Students may only receive aid for hours that pertain to the dual degrees, as listed in their student record.

AA/AS/AAS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours (60 x 150%)

Certificate (CP) Programs: Total credit hours required are 30, the maximum time frame is 45 attempted hours (30 x 150%)

Students receiving financial aid will be reviewed at the end of each semester for the 150% rule, and notified by the Financial Aid Office if they are exceeded or will exceed the maximum time frame to complete their program. An appeal and degree evaluation are required to continue receiving financial aid. (This is different than the appeal for SAP requirements for A and B above)

If an appeal is required, students must complete the following:

1. Review Degree Evaluation for required classes still needed to complete their degree/certificate.
2. Review degree evaluation with advisor to pick (at minimum) the next semester of classes (submitted on the financial aid academic plan worksheet).
3. Submit the completed financial aid SAP appeal form (if required also) and academic plan worksheet, with a copy of the degree evaluation, to the financial aid office before the beginning of the semester.
4. If a student has met all requirements to receive a degree in his or her stated major, the student must apply for graduation. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.
5. Students who have exceeded maximum hours are limited to 2 major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension.

Students and their advisors will then be notified through their EASTERN e-mail of their academic plan decision and any credit hour/course limitations with the decisions.

Status of Non-Compliance

1. Warning Status

- a. Warning status may be granted to students with extenuating circumstances (i.e.: A student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided.).

2. Probation Status

- a. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal Contract to the Financial Aid Office.

3. Suspension Status

- a. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive Financial Aid. Students will be removed from Financial Aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

Deadlines for Appeals

Students planning to appeal should appeal as soon as they are notified of their financial aid probation/suspension. Tuition and fees are due by the specified date set by the Business Office each term. In order to avoid difficulties involved in late payment of tuition and fees, students should submit the appeal promptly and observe the deadline dates. For an appeal to have meaning, the appeal must be granted in time to allow the student's award to be processed before grades are released for that semester. In addition, student loans cannot be processed after October 25th for the Fall semester and March 25th for Spring semester. Federal regulations require that once the standing of student is known, then the award must reflect that information. Thus, a student granted an appeal before the end of the semester and awarded after the end of the semester may become ineligible for the award by the time the award is granted. Financial aid appeals cannot be retroactive.

Financial Aid SAP Appeals may be approved or denied—Decision by the SAP committee is final.
Additional Rule: *Developmental Courses: A maximum of 15 hours of developmental courses can be attempted under financial aid. **Questions? – Contact finaid@easternwv.edu or 304-434-8000, ext. *9243**

College Services

Advising



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

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

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

Accommodation Services



Eastern West Virginia Community and Technical College is committed to ensuring equal access for all qualified students with disabling conditions. The Student Services mission is to eliminate disability discrimination and ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, section 504). We work closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school may qualify for services, as will many other students who might have received any specialized services during their K-12 education. However, we require an adult evaluation and cannot implement accommodations based on your IEP.

It is the student's responsibility to contact the Student Services office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Approved accommodations are determined on an individual basis. Any requirement an instructor demonstrates as essential to any directly related licensing requirements or to a program of instruction pursued by a student with a disability cannot be altered.

Eastern West Virginia Community and Technical College is committed to:

- (a) Ensuring the provision of services necessary to enable students with disabilities to achieve their maximum potential as members of the College Community;
- (b) Ensuring that students are not excluded from programs or activities due to equipment barriers;
- (c) Facilitating the integration of students with disabilities within our community; and
- (d) Promoting a positive image of persons with disabilities.

The Goals of Disability Services Are:

1. To coordinate and provide reasonable accommodations and disability related services;
2. To encourage self-advocacy and personal responsibility on the part of students with disabilities;
3. To advocate for an accessible learning environment through removal of physical, informational, and attitudinal barriers;
4. To allow for auxiliary aids and services such as guide dogs, tape recorders, note takers and any other documented aids and services;
5. To serve as a resource for members of the college community as well as prospective students and parents;
6. To assist the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Services are available for all students with documented disabilities, whether full or part-time. It is the student's responsibility to initiate contact with Disability Services and submit appropriate documentation of the disability.

The Learner Support Department is the designated office for Disability Services at Eastern West Virginia Community and Technical College that obtains and files disability related documents, certifies eligibility for services, determines reasonable accommodations, and makes the provision for accommodations.

Contact Information:

Brian Bucklew, brian.bucklew@easternwv.edu OR **Monica Wilson**, monica.wilson@easternwv.edu

Phone: (304) 434-8000, ext. 9261 or 9235; **Fax:** (304) 434-7004

Location: Room 101C, Student Services, Main Campus, Moorefield, WV

Office Hours: 8:00 am – 4:00 PM Monday through Friday

Library Services

Eastern provides access to [online library resources](#) and [databases](#) through an agreement with Southern WV Community and Technical College (Southern). Through the online library services, students can obtain assistance from a professional reference librarian. The reference librarian can assist students with finding library resources and completing research projects.

To schedule an appointment with a reference librarian, Eastern students must contact [Kim Maynard](#) (Director of Southern WV Community and Technical College Library Services). Ms. Maynard may be contacted by phone (304-896-7345) or email (kimberly.maynard@southernwv.edu).

Eastern's website lists the variety of databases students have access to. Below is a brief list:

- Eastern EBSCO Electronic Databases
- A Selection of Southern's Electronic Databases
- General Database Available for All West Virginia Residents
- Interlibrary Loan

Tutoring & Coaching

Learning Lab

The Learning Lab is located in room 102A (inside the Student Lounge) and is staffed by Student Success Coaches. Hours for the Learning Lab are posted on the door. A Student Success Coach will be available during posted hours to assist students with online resources.

Tutor.com

During your academic pursuits, Eastern West Virginia Community and Technical College wants to make sure you have everything that you need to be successful. We are now offering **FREE access to online tutoring services through Tutor.com**. Tutors are available 24/7 to help you better understand concepts in subject areas like Math, Science, English and Writing Help, History, Business, and Computer Applications (Word and Excel).

To take advantage of this service anytime, access your personalized account by following these simple steps:

- 1) Log into Brightspace and navigate to one of your courses where you want additional tutoring.
- 2) In the course menu or sidebar, look for a link to Support and Help.
- 3) Click on the link, and at the top of the Support and Help page, you will see a link to the Tutor.com website where you can request a tutoring session.

If you need additional assistance or other times, see Brian Bucklew, Student Program Advisor or Monica Wilson, Dean of Student Services and request assistance with your coursework.

Ask for help early if you need it; don't wait until it's too late.

Workshops

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

- Career Quest
- Diversity Presentations
- Financial Aid 101

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

Counseling Department



Although we do not have a licensed counselor on staff, Brian Bucklew, Student Program Advisor, is available to assist students with personal difficulties, career decision-making, and educational planning.

U Lifeline
Your online resource for college mental health

Eastern WV Community & Technical College
316 Eastern Drive
Moorefield, West Virginia 26836
304-434-8000 X 9248

THE FACTS WELLNESS HELP A FRIEND GET HELP NOW Self Evaluator

Need help now? Text "START" to 741-741 or call 1-800-273-TALK (8255)

If you need immediate help

Text: **START** to 741-741

Call: **1-800-273-TALK (8255)**

24-Hour Hotlines
National Suicide Prevention Lifeline
Chat now: National Suicide Prevention Lifeline
1-800-273-TALK (1-800-273-8255)

Community Resources

Community resources for Eastern's six-county district are available on Eastern's website under the Current Student area.

Accuplacer – Course Placement Assessments

Placement Assessments should be completed prior to registering for your first class.

You need to take the Assessment for Course Placement –

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

You are exempt from Assessment for Course Placement -

- If you scored a 17 or higher on ACT reading test, 19 or higher on the ACT math test, and 18 or higher on the ACT English test within the last 5 years **or**
- If you scored a 480 or higher on the evidence-based reading and writing section of the SAT, and a 500 or higher on the SAT math test **or**
- If you completed a college level reading, English, or math class

If you have questions or would like to schedule an appointment, please call the Learner Support Department at 434-8000 or 877-982-2322. Often times, many individuals may need to take a support class to brush-up their skills along with a college level course.

Plagiarism

Avoiding Plagiarism

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

Plagiarism is a serious offense.

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

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

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

Distance Learning

Distance Education is a way of delivering instruction that allows the student and instructor to be separated by physical distance using technology to bridge the physical gap. This delivery system allows the College to provide you with many more course selections than if all classes were offered in the traditional setting. Distance Education offerings often provide flexibility and convenience that you may find will fill your educational needs. However, before you enroll in any distance education course, you need to understand what kind of delivery is involved and what will be expected of you as a student. Below is some information designed to get you started in learning about Distance Education. Be sure to check out the self-evaluation in this section and don't hesitate to ask for help!!!

Definitions and Descriptions



Web Based Courses

Web Courses are available to students who have a computer with an Internet connection. You will receive instructional material via the Internet and communicate with your instructor and other students through e-mail and electronic bulletin boards. Most course activities will take place through the Brightspace system, Eastern's web-based platform for online classes.

If you are interested in taking a web course, you should be aware that certain skills are necessary to succeed in this mode of learning. You should possess fundamental computer and academic competencies, including:

- Good reading and writing skills
- Keyboarding skills
- Word processing skills
- Internet navigation skills
- E-mail sending and receiving skills
- Distance learning software skills (Web CT and Brightspace)

Video Distance Learning Courses

The video distance courses provide "real-time" instruction. Using technology, you can see and hear your instructor at all times, even though you are located in different geographic locations. You can ask questions and your instructor can provide immediate feedback. Most of these courses require fundamental skills such as e-mailing and posting on discussion boards. If registering for one of these courses, students must complete a Brightspace orientation session.

Hybrid Courses

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



Netiquette Guidelines

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

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

General Information

- You will find that most web-based courses are **NOT** self-paced courses; you are expected to meet class/assignments due dates. Your instructor determines the design of the course (for example, whether you have to be logged on at a certain time for a live chat).
- You must have daily access to the college website through your own computer, a computer lab terminal, or other outside terminals (libraries, your workplace, Discovery centers, etc.).
- You must have the required software for each course you are taking (some software must be downloaded from the Internet). Microsoft Office 365 applications (such as Word, Excel, Access and Publisher) are provided to Eastern students at no additional charge.
- You are responsible for checking the course on Brightspace and your Eastern email several times a week for updates.
- You are required to complete a Brightspace orientation session for entry into an online class.
- In many instances, the instructors may make copyrighted materials available to students online under specialized fair use provisions. It is important for students to remember that materials are provided for educational purposes only, and that it is against the law for students to photocopy and distribute copyrighted materials. More information about the college's Copyright, Intellectual Property and Fair Use policies is provided in the first section of this handbook.
- Distance education, especially web-based courses require a high degree of motivation and self-discipline on your part due to the lack of daily contact with the instructor.

Technology Requirements

Students must have access to computer hardware and software, as well as access to high-speed Internet, to take distance learning classes. It is not advised to use an Android or iOS tablet or smart phone as your primary computing device as Brightspace is not optimized for these devices.

Some recommendations:

Hardware:

- PC with Windows 10
- Mac with MacOS Monterey, Catalina, or Big Sur and 4 or more GB RAM
- Please note, Chromebooks are an economical option you may consider, but may not be appropriate for all courses due to incompatible software.
- Hard Drive Storage

Software:

- **An updated Web Browser** (Firefox, Google Chrome, Edge, Safari). Please note, Internet Explorer is no longer supported. Some browser settings, such as accepting cookies and permitting pop-ups, may be required for specific functions to operate correctly.
- **Microsoft Office 365** (provided free to all Eastern students. Instructions on downloading the software will be provided as part of the online orientation).
- **Acrobat Reader** (free download available at <https://get.adobe.com/reader/>. Uncheck the McAfee add-ons before you download).
- **Some courses may require other specialized software.** Details will be provided in the course syllabus.

Accessories

- **Portable thumb drive.** Computers on Eastern's campus reset to a "clean" state after each user logs out, so documents and files cannot be saved on campus computers. As a result, students using campus computers should use a thumb drive for saving files. Thumb drives also offer a convenient way to back up files and assignments saved on your personal computer.
- **Web camera.** May be required in some courses. See your course syllabus for details.

Internet Connectivity

- **Students must have regular access to reliable, high-speed Internet.** Cell phone "hot spot"-based connections are typically unsuitable for an online course.

Frequently Asked Questions

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

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

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

2. How do I gain access to the web-based class?

Students can gain access to their class only after they have been officially registered for that course and the semester has started. Students should complete a Brightspace orientation session that will teach students how to access online courses and student email. Information about the Brightspace orientation session will be emailed to students before the semester starts.

3. Can I gain access to these classes on campus?

Yes, students may use college computers to complete the assigned work for a distance learning class. Computers also will be available at the college's Technology Center in Petersburg.

4. Where do I go for testing?

Your tests may be given online or you may be required to take tests at Eastern's main campus. Instructors may also allow individual arrangements to be made with approved off-site proctors (possible circumstances might include proctoring by local library staff members, local college/teaching staff, etc.) Testing procedures for each course will be specified in the course syllabus at the start of the semester. Most courses that will require on-site proctoring at Eastern's main campus will note that requirement in the Course Schedule.

5. How does the instructor receive my work?

For online classes, your work will be submitted electronically, usually through Brightspace. Other options might include email, electronic drop boxes, or message boards. Some Video Distance Learning course materials might also be collected by an on-site classroom facilitator. Your instructor will provide details for submission in your course syllabus.

Stuck? Help is available.

Visit The Technology Support page at <https://easternwv.edu/current-students/technology-support/> for instructions on accessing Eastern's systems.

Eastern's Brightspace Help Desk assists students who are having technical difficulties with Brightspace, the website-based platform for courses.

Contact Information (Email Contact is Preferred):

Technology Services – william.baldwin@easternwv.edu

Sayed Mirkhani -- Sayed.Mirkhani@easternwv.edu or 304-434-8000 ext. 9259

Include the following information in your email: complete description of the problem (include screenshots if possible), your name, course and section number, and instructor's name. If leaving a voice mail, please included the aforementioned information when leaving your detailed message.

WVNET, Eastern's Brightspace provider, also offers 24/7/365 help desk for students to supplement Eastern's staff. Call the WVNET help desk at 304-293-5192 x 248 for Brightspace assistance.

Also, for students having difficulty accessing their college email (firstname.lastname@student.easternwv.edu), first visit the [Technology Support page](#) to use ADSS Password Manager to troubleshoot the problem. If that does not work, contact the Eastern help desk staff listed above.

Characteristics of Students who Succeed in Distance Learning:

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

Distance Learning Quick Facts:

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

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

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

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

Ordering Textbooks

The Eastern West Virginia Community and Technical College Virtual Bookstore accepts credit/debit cards and is equipped to accept student financial aid awards for textbook purchases for those who are eligible.



Instructions for Online Book Ordering

1. *If you have any problems with any order, please contact the bookstore, at: [Find Course Materials | Eastern WVCTC Bookstore \(bncollege.com\)](http://Find Course Materials | Eastern WVCTC Bookstore (bncollege.com))*
2. Click on Textbox and then Find Textbooks
1. Under "Step One: Find Your Course" choose the term for which you are purchasing textbooks in the "select term" box, (for classes starting in August 2022, you will need to choose the Fall 2022 term). Make sure to select the term that includes Eastern's name.
2. Under the "select your department" tab, you will need to select the department for which you are purchasing textbooks. Please refer to the 3-letter department abbreviation found on your course registration form.
3. Under the "select course number" tab, select the correct course number. Please refer to your course registration form for this information.
4. Under the "select section number" tab, select ALL. Eastern uses the same books for all sections of courses.
5. Next, click "Add Course." The term, course and section you have specified will appear in the "Step Two: Review Your Courses" box.

6. If you have additional courses for which you are purchasing books, repeat steps 2 - 6. If you are ready to purchase your textbook(s), select "View Textbook List" in the "Step Two: Review Your Courses" box.
7. You will now see a listing of all needed textbooks for each course you have specified. Please note that texts will be listed as "required" or "recommended". The titles listed as required are those that are definitely needed for your course. The recommended titles are suggested as useful supplemental study materials, although not required to be purchased.

At the bottom of the course-and-book list, the screen now allows you to choose from a series of options. If you are ready to purchase your books, click "Add to Cart" and your shopping cart will appear for each book. Select whether you wish to purchase a new or used textbook by checking the appropriate boxes beside the textbook titles. **For Math Courses, myMath Lab is required. Student receive a digital copy of the textbook with the access code. A hard copy of the book is optional.**

8. Under "Textbooks Change" you may process your order or request updates in course materials, or for only the required course materials. Whichever option you choose, you must also check the "I understand the amount I am charged may be different if course materials are changed box."
9. Check-out: Follow the prompts to create an account or check out as a guest. If you already have account, please enter your user information to track your orders. Click Deliver to Shipping Address & enter your home address (post office boxes are not accepted).
10. Payment Information
 - If you are a Financial Aid Student, Enter your Student ID #
 - If you are not receiving Financial Aid, enter your payment information to be charged to your personal credit card or payment source.

If you are renting your textbook, the bookstore will require you to enter credit card information, even if you are using Financial Aid.

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

Student Self-Service

To view Unofficial Transcripts:

- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on Student and Financial Aid Info
- 6 Click on Student Records
- 7 Click on Academic Transcript

To Register for Classes:

- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on Student
- 6 Click on Registration
- 7 Click Add/Drop Classes
- 8 Select the semester for which you want to register and click submit.
- 9 If you know the CRN for each of the classes you want to register for just enter one in each box OR
- 10 You can click Class Search and select by subject or advanced search.
- 11 If you encounter any errors, please contact your advisor or Student Services at 304-434-8000.

To see your Mid-term and Final Grades:

- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on Student and Financial Aid Info
- 6 Click on Student Records
- 7 Click on Final Grades

To check your Financial Aid Award Status:

- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on Student and Financial Aid Info
- 6 Click on Student Records
- 7 Click on Account Summary

To Pay Tuition and Fees:

- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on 'Student Records.'
- 6 Click on 'Account Summary by Term' (your *Tuition and Fees* will display).
- 7 Click 'Pay Tuition and Fees' at the bottom of the screen.
- 8 Select the Term for which you are paying *Tuition and Fees* from the drop-down box and click 'Submit.'
- 9 Enter the Amount you are paying and click 'Submit' (you should pay the total due for the semester unless you have made other arrangements with the business office).
- 10 Click the Credit Card graphic to pay by credit card or the Check graphic to pay by check.
- 11 Enter the required information and click 'Pay.' (**Do not click 'Pay' more than once or your payment may be doubled.**)
- 12 After the payment has been processed, you should receive a 'success' or 'failure' message. After this you may logout or continue with other tasks on the site.

To Retrieve your 1098T:

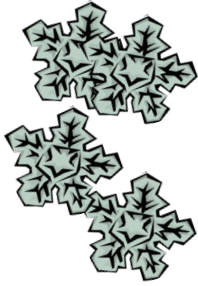
- 1 Be sure you have set up your student account with the ADSS Password Manager.
- 2 Go to the MyEastern website (link is at top of Eastern's website)
- 3 Type in your Account Name (the first part of your Eastern email address). It's usually firstnamelastname, all lowercase.
- 4 Type in your Password (same Password you use for BrightSpace and Eastern Email)
- 5 Click on 'Student Records.'
- 6 Click on "Tax Notification."
- 7 Enter Tax Year.

To obtain an official copy of your student transcript, go to www.getmytranscript.com, select Eastern, follow the step-by-step process to complete your order. All official transcripts have a fee of \$10.

Problems?

If you have problems obtaining your grades or a copy of your unofficial transcripts, please contact Student Services at 877-982-2322.

Inclement Weather



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

Eastern's Instant Messenger Service

Eastern uses CampusCast as special service to let students know if schools are closed or on a delay. You may receive a message through this service to the telephone number and email on record at Eastern. For more information, you can visit <http://highgroundsolutions.com/campuscast-alert/>

Eastern's website and social media

When in doubt, you may also check Eastern's website, www.easternwv.edu. You will see a message stating if Eastern is closed, opening late or operating on normal schedule.

Like Eastern's Facebook page for Announcements!



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

Generally:

Discovery Centers are closed when the public schools are closed.

Classes held at the **Eastern's Main Campus and Technology Center** will not be cancelled when the public schools are closed, and in the event the College cancels classes at the main campus or Tech Center, the College will be closed.



Eastern Staff Directory

Name	Position	Ext.	E-Mail
Baldwin, Bill	Manager of Technology Services	9257	William.Baldwin@easternwv.edu
Beard, Carissa	Director of Agriculture Innovation	9608	Carissa.beard@easternwv.edu
Branson, Trina	Chief Financial Officer	9225	Trina.branson@easternwv.edu
Bucklew, Brian	Student Program Advisor	9261	Brian.bucklew@easternwv.edu
Burns, Robert	Director of Non-Profit Management	9233	Robert.Burns@easternwv.edu
Chandler, Nikki	Online Instructional Consultant	9266	Nikki.chandler@easternwv.edu
Cole, Ed	Program Coordinator, Admissions/Financial Aid	9243	Edward.Cole@easternwv.edu
Colebank, Kristen	Public Relations Manager	9237	kristen.colebank@easternwv.edu
Crites, Jay	Automotive Technology Faculty	9412	Jay.Crites@easternwv.edu
Degnan, Anne	Academic Services Program Coordinator	9262	Ann.Degnan@easternwv.edu
Duling, Diana	Accounting Assistant/ Cashier	9250	Diana.Duling@easternwv.edu
Hakala, Curtis	Dean of Teaching & Learning	9238	Curtis.Hakala@easternwv.edu
Hamilton, Ron	Chief Information Officer	9226	Ron.Hamilton@easternwv.edu
Harman, Paul	Maintenance	9241	Paul.Harman@easternwv.edu
Heavener, Dixie	Title III Project Director/Career Coach	9239	Dixie.heavener@easternwv.edu
Kidwell, Micaela	Nursing Faculty	9265	Micaela.Kidwell@easternwv.edu
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Phillips, Dominic	Assessment Facilitator/ English Faculty	9271	Dominic.Phillips@easternwv.edu
Prato, Anthony	Math Faculty	9244	Anthony.prato@easternwv.edu
Putze, Eric	Wind Technology Faculty	9412	Eric.Putze@easternwv.edu
Rexroad, Jennifer	Title III Advancement Services Specialist	9258	Jennifer.rexroad@easternwv.edu
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See, Barbara	Nursing Administrative Secretary	9268	Barbara.See@easternwv.edu
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YOUR FUTURE STARTS HERE.



Section 2: **Student Handbook**

Discover Your Potential

Student Academic Rights

General

1.1 BP4.2

Academic Rights

2.1 The college shall define and promulgate consistent with the rules and procedures of the Board of Governors, the academic requirements for admission to the college, and for admission to limited enrollment programs; the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor, and the requirements for student honesty and originality of expression.

2.2 A student, by voluntarily accepting admission to the college by enrolling in a class or course of study offered by the college accepts the academic requirements and criteria for the college. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

Academic Rights

3.1 Concomitant with the academic standards and responsibilities established pursuant to Section 3 of this policy, each student shall have the following academic rights:

3.1.1 The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

3.1.2 Each student shall have the right to any academic penalty, as set out in section 4.2 and section 6 of this policy below and more specifically defined by the college.

3.1.3 Each student shall have access to a copy of the college catalog or program brochure in which current academic program requirements are described. Students have the right to receive from the instructor written descriptions of content and requirements for any course in which there are enrolled.

3.1.4 The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Application of Policies to Students

4.1 Student: any person who has been admitted to the college to pursue a course of study, research, or service, who is currently engaged in a college-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the college, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the college, under the policies of the Board of Governors.

4.2 A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the college. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

Academic Requirements and Consequences of Failure to Meet Requirements

5.1 The college shall define and promulgate the academic requirements, criteria, and standards as set out in section 2.1 of this policy. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2 A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the college according to section 2.1 of this policy, may be subject to one or more of the following penalties:

5.2.1 A lower grade or failure of the course or exclusion from further participation in the class, which may be imposed by the instructor.

5.2.2 Academic probation as determined and defined by the college.

5.2.3 Academic suspension as determined and defined by the college.

5.3 Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the college, or a student may be academically dismissed from the college and not remain eligible to enroll in other courses or programs at the college.

5.4 A student may appeal any penalty according to the procedures in section 6 of this policy below. The college shall determine and specify the point at which penalties, excluding those specified in subsection 6.3.1 of this policy, may be imposed. Each instructor determines the point at which the penalties specified in subsection 6.3.1 of this rule may be imposed. The college shall determine the method, if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

Appeals

6.1 The college shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the college, including those described in section 5.2 of this policy.

6.2 Additional procedures may include but not be limited to:

6.2.1 Appeals of a grade penalty or exclusion from class;

6.2.2 Appeals of final course grades;

6.2.3 Appeals of imposition of academic probation;

6.2.4 Appeals of imposition of academic suspension;

6.2.5 Appeals of dismissal from programs;

6.2.6 Appeals of dismissal from the college.

6.3 Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

6.3.1 Written notice to the student of his/her failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and of the penalty which may be imposed.

6.3.2 An opportunity for the student to meet with the faculty members or other individuals who have judged his/her performance to be deficient, to discuss with these faculty members or the individual the forming the basis of the judgement or opinion of his/her performance, to present information on his/her behalf, and to be accompanied at any meeting by an advisor of his/her choice from the college. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3 An opportunity for the student to appeal the decision or judgement of faculty members through the established college appeals procedure within thirty calendar days after written notice of the decision or judgement.

6.3.4 An opportunity to appeal to the president of the college or his/her designee within thirty calendar days after the receipt of written notice of the decision or judgement.

6.3.5 The decision of the president or his/her designee regarding an academic appeal is final.

Appeals Procedures for Academic Dismissal

7.1 The appeal will be subject to the following conditions.

7.1.1 The appeal must be filed within thirty calendar days after written notice of the decision.

7.1.2 The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

7.1.3 The student may be advised by a person of his/her choosing from the college; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the college. Such advisors may consult with but may not speak on behalf of their

advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4 Witnesses may be called by any of the parties involved.

7.1.5 A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6 The decision of the president or his/her designee regarding academic dismissal is final.

Publication

8.1 All standards, criteria, and procedures of the institution shall be published in one or more appropriate college publications, such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Student Rights and Responsibilities

Policy

1.1 BP4.3

Purpose

- 2.1 Purpose: The purpose of this policy includes, but is not limited to, the following:
- 2.1.1 To establish a general policy on student life, including a statement on student rights and responsibilities, at Eastern West Virginia Community and Technical College.
 - 2.1.2 To identify behavioral expectations of students and certain prohibited acts by students.
 - 2.1.3 To prescribe penalties and sanctions for such prohibited conduct.
 - 2.1.4 To define generally the powers, authority, and duties to be exercised under the control of the Board of Governors, by the President and officials of the College in applying this policy, rules and regulations.
 - 2.1.5 To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy.

Definitions

- 3.1 Board. Eastern West Virginia Community and Technical College Board of Governors.
- 3.1 College. Eastern West Virginia Community and Technical College
 - 3.2 President. The chief executive officer of the College, including all those acting for or on behalf of such chief executive officer, at or by his/her discretion, or at or by the direction of the Board.
 - 3.3 Property. Any property, whether owned, leased, rented or otherwise held or used by the Board, by the College or by the College community.
 - 3.4 Activity. All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by the College, including, by way of illustration and not as limitation of the foregoing, classroom and course activity, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary, or routine office activity, research, or service.
 - 3.5 Facility. Any and all property of the College used or usable in any activity.
 - 3.6 Campus. All the property and facilities of the College serving as the *locus in quo* of any activity.
 - 3.7 Faculty. Those employees of the Board who are assigned to teaching or service functions at the College, and who hold academic rank.
 - 3.8 Staff. Those employees of the Board who are assigned to teaching or research or service functions at the College, and who are not members of the faculty.
 - 3.9 Student. Any person who has been admitted to the College to pursue a course of study or service, who is currently engaged in a College sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the College, or to use the same,

- in connection with study, service, or who yet has some right or privilege to receive some benefit or recognition or certification from the College, under the rules, regulations, or policies of the Board, the College, or the Higher Education Policy Commission.
- 3.10 Member of the College community. Any officer, administrator, faculty member, staff member, employee, student of or at the College, member of the Board, as well as any person authorized to participate in a college activity at the time applicable.

Policies Regarding Student Rights and Responsibilities

- 4.1 The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules, and regulations of the Board, the College, or the Higher Education Policy Commission. Institutional approval of that application, in turn, represents the extension of a College or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board, the College, or the Higher Education Policy Commission.
- 4.2 Freedom of expression and assembly. The at student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:
- 4.2.1 To have access to College resources and facilities.
 - 4.2.2 To expose causes
 - 4.2.3 To inquire, discuss, listen to, and evaluate.
 - 4.2.4 To listen to any person through the invitation of organizations recognized by the College
 - 4.2.5 To have free and independent student press which adheres to the canons of responsible journalism.
 - 4.2.6 To not violate the rights of others in matters of expression and assembly.
- 4.2.7 To abide by policies, rules, and regulations of the Board, the College, the Higher Education Policy Commission, and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.
- 4.3 Freedom of association. Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, college recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- 4.4 Right to privacy. The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:
- 4.4.1 Privileged communication on a one-to-one relationship with faculty. Administrators, counselors, and other College functionaries.
 - 4.4.2 Respect for personality, including freedom from unreasonable and unauthorized searches of a student's person or property.
 - 4.4.3 Confidentiality of academic and disciplinary records.
 - 4.4.4 Legitimate evaluations made from student records.
- 4.5 Responsibilities of citizenship. The student is expected m as are all citizens, to respect, and abide by local ordinances and state and federal statutes, both on and off campus. As a member of the educational community, the student is expected to abide by the

- College's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.
- 4.6 Disciplinary proceedings. Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven responsible of any charge. The College shall have authority for promulgating regulations and procedures consistent with policies, rules, and regulations of the Board and the Higher Education Policy Commission.

Standards of Conduct

- 5.1 Conduct required in general. All students at the College are subject to, and are required to comply with, observe, and obey the following:
- 5.1.1 The laws of the United States.
 - 5.1.2 The laws of the State of West Virginia.
 - 5.1.3 Local city, county, and municipal ordinance.
 - 5.1.4 The policies, rules, and regulations of the Board, the College, and the Higher Education Policy Commission.
 - 5.1.5 The directions and orders of officers, faculty, and staff of the College who are charged with the administration of College affairs.
- 5.2 Prohibited; Disorderly Conduct. Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about college property or facilities, are subject to college disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:
- 5.2.1 Fights
 - 5.2.2 Assaults or battery
 - 5.2.3 Public disturbances
 - 5.2.4 Unlawful assembly
 - 5.2.5 The violation of any municipal, state, or federal law, or the rules and regulations of the Board, the College, or the Higher Education Policy Commission.
- 5.3 Prohibited conduct; Theft or damage of property. No student shall individually or by joining with one or more others, misuse, steal, damage, or destroy any college property or facilities or the property of any member of the college community on or in the campus, property, or facilities of the College. Students involved in any such prohibited actions or conduct shall be subject to college disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.
- 5.4 Prohibited conduct; Disruption. No student shall, individually or by joining with one or more other persons, do any of the following:
- 5.4.1 Disrupt or interfere with any college activity, program, meeting, or operation.
 - 5.4.2 Interfere with the rights of any member of the college community
 - 5.4.3 Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the college property or facilities.
 - 5.4.4 Seize, hold, commandeer, or damage any property or facilities of the College, or threaten to do so, or refuse to depart from any property or facilities of the College upon direction, pursuant to policies, rules, and Commission, by a college officer, faculty, or staff member, or other person authorized by the President.

Students involved in any such actions or activities shall be subject to college disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

- 5.5 Prohibited conduct; 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 college community. The President shall promulgate regulations and procedures prohibiting hazing in any form. Such regulations and procedures shall include provisions to:
- 5.5.1 Prohibit any action which subjects a pledge, 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 initiation and informal activities.
 - 5.5.2 Include the college hazing policy in the student handbook, or such other publications which are readily distributed to all students. The college regulation shall provide that students involved in hazing activities are subject to college disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.
 - 5.5.3 Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include but are not limited to: denial of the use of college facilities, removal of some or all social privileges, removal of college recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the College shall take steps to ensure that the chief officer of each student organization is informed at least annually of the college's hazing policy and the sanctions which may be imposed upon offending organizations.
 - 5.5.4 Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of this policy.
- 5.6 Prohibited conduct; Discrimination. No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any discrimination on the basis of race, sex, color, political affiliation, handicap, or age. Students involved in any such action or activities shall be subject to college disciplinary action which may result in probation, suspension, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

Powers, Authority and Duties of the President

- 6.1 General powers, authority and duties of the President. The chief executive officer of the College shall be the President. The President shall be responsible for the entire administration of the College, subject to the control of the Board and the Higher Education Policy Commission. It shall be the President's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules, and regulations of the Board, the College, and the Higher Education Policy Commission. The President is hereby vested with authority requisite to that end, subject to the control of the Board and the Higher Education Policy Commission.
- 6.2 Delegation of authority and responsibility. Any authority, responsibility, or duty granted to or imposed upon the President by these policies, rules, and regulations may be

delegated by the President, subject to control of the Board, to another person or persons on the faculty, staff, or student body of the College.

- 6.3 Promulgation of college regulations for student discipline. The President of the College shall have authority and responsibility, subject to the control of the Board, for the discipline of all students at the College.

The President, with the advice of faculty and students and subject to control of the Board, shall develop, promulgate, and use disciplinary regulations and channels at the College not inconsistent with the policies, rules, and regulations of the Board and the Higher Education Policy Commission.

- 6.4 Activities on, and use of, College property or facilities. The use by any person of the property or facilities of the College shall be controlled and governed by the policies of the Board.

Regulations governing the use of such property or facilities at the College shall be promulgated by the President, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board.

- 6.5 Public use of College property or facilities and restrictions imposed. Subject to the control of the Board, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the College, any person who (a) is not a student presently registered for current classes or course work at the College and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the President or the President's delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities or disruption of, or interference with, any activity of the College. In such instance, the President or the President's delegate of authority, may take whatever legal or college action is necessary to effectuate this authority.

- 6.6 Use of college property or facilities; activities which interfere with, disrupt or inhibit college operations. The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the college's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission express or implied notwithstanding.

- 6.7 Limitations of assembly and student use of college property or facilities. Subject to the control of the Board, when, in the judgement of the President, an assembly is not in the best interest of the College or individuals concerned, in that it represents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, such President or President's designee of authority shall prohibit such assembly and shall take measure to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

- 6.8 Limitation of activities and emergency measures. When there has been harm or damage to persons, property, or facilities, or when there has been disruption of or interference with college activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to control of the Board, when the President deems it necessary to end or to control such occurrences and the circumstances caused thereby, that President shall take any or all of the following actions or other appropriate actions:

- 6.8.1 Declare a state of emergency to exist on the campus; and
 - 6.8.1.a Close down any part of the College for any length of time, or limit use of certain parts of the campus, property, or facilities to certain persons at certain times.
 - 6.8.1.b Impose curfews on the presence of persons in or on college facilities or property;
 - 6.8.1.c Place bans on gatherings of persons at places or times on or in the college's property or facilities; or
 - 6.8.1.d Enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
- 6.8.2 Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.
- 6.8.3 See to the enforcement of the laws of the State of West Virginia; the rules of the Higher Education Policy Commission, the policies of the Board; West Virginia Community and Technical College System and the regulations and procedures of the College, including any emergency orders imposed as a result of the state of emergency so declared.

Disciplinary Actions; Proceedings

- 7.1 Application to students. Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the College at which he/she is a student if that person is involved on the campus of the College in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time the student is also an employee of the Board. In taking disciplinary action against a student, as defined herein, the College may act to remove any status of such person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the College.
- 7.2 Sanctions in disciplinary action. The following sanctions may be imposed upon students as a result of disciplinary actions by the College:
 - 7.2.1 Probation-exclusion from participation in certain college activities, property, or facilities for a definite stated period of time, and may be conditioned up on compliance with policies, rules, and regulations, or specified required activity during the period of probation.
 - 7.2.2 Suspension-exclusion from all college activities for a definite stated period of time up to one (1) academic year and any condition on resumption of activities, if any, may be imposed.
 - 7.2.3 Expulsion-termination of all student status, including any remaining right or privilege to receive some sort of benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order. Normally, students facing suspension or expulsion from the College will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the

charges when the student's continued presence on campus would constitute a potential; for serious harm to himself/herself or to the safety of other members of the college community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the College.

The College shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by the College shall apply to the person sanctioned not only at the College where the sanction was imposed, but shall also be effective at all institutions in the State College System. A student who is expelled from one (1) public college or university in West Virginia may not be considered for admission to any institution in the State College System until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

- 7.3 General requirements for disciplinary channels. Regulations establishing disciplinary channels at the College, promulgated pursuant to Sections 4.5 and 6.3 of this policy, or any of the policies, rules, and regulations, shall provide, among other things, at the least for the following:
- 7.3.1 There shall be a hearing board whose members shall be members of the college community including student and faculty representatives, and whose number shall be at least three (3), and in any event, on any panel hearing a case, shall be odd.
 - 7.3.2 The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5, and 5.6 of this policy, and of cases involving students suspended pursuant to Subsection 6.8.1e of this policy
 - 7.3.3 The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - 7.3.3.a. To hear evidence;
 - 7.3.3.b. To make findings of fact from the evidence presented;

- 7.3.3.c To make recommendations to the President of the College, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
- 7.3.3.d. To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
- 7.3.4 The hearing board shall have such appellate jurisdiction as may be appropriate to the College, from the determinations and recommendations of any lesser disciplinary channel.
- 7.3.5 The student may then object or take exception to the recommendations of the hearing board under such procedures as the President may deem appropriate.
- 7.4 Written charges of violation shall be presented to the accused student which shall include at least:
 - 7.4.1.a. A statement of the policy, rule, or regulation which allegedly has been violated;
 - 7.4.1.b. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
 - 7.4.1.c. A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time, and place of the hearing and;
 - 7.4.1.d. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings).
It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.
- 7.4.2 Said written charges shall be served upon the student charged by one (1) of the following means:
 - 7.4.2.a. Handing a copy to the student in person, if he/she can be found, with reasonable diligence; or
 - 7.4.2.b. Mailing via certified mail, a copy to the student at the residence used while in attendance at the College
 - 7.4.2.c If the student is not presently registered at the College or in any event, by mailing, via certified mail, a copy of his/her last known permanent or home residence as disclosed by official records at the College.
It is expressly provided, however, that such service or charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current

address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

- 7.4.3 A hearing shall be held at the date, time, and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) working days' notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:
- 7.4.3.a. The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the College, or a member of the faculty or staff of the College. AN advisor may consult with the accused student, but may not speak on the behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in paragraph 7.4(a)(4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings unless there is the potential for expulsion. The College may request legal counsel through the Higher Education Policy Commission. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the college or otherwise participate directly in the proceedings unless there is the potential for expulsion.
- 7.4.3.b. All material evidence may be presented subject to the right of cross-examination of the witnesses.
- 7.4.3.c There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required.
- 7.4.3.d. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his/her behalf as may be relevant and material to the case.
- 7.4.4. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing, In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations all be based solely upon the evidence in the case of a whole.
- 7.4.5. After the hearing, the hearing board shall make findings of face and recommendation for the disposition of the case and sanctions to be imposed, in any, and forward the same to the President of the College. Within ten (10) working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of this rule, the decision of the President shall be final.
- 7.5 Review by the Board. The Board may, from time to time, require from the President, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board may require.

- 7.5.1 In disciplinary cases where the college sanction is expulsion, the Board may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted., A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Board. A written petition of appeal must be filed with the Chairman of the Board within fifteen (15) calendar days of the College President's decision. IF the Board determines that the petition will not be heard, the decision of the President of the college is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.
- 7.5.2 If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board makes a final decision after a review of the case. In the event the decision of the President is affirmed after such a review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board.
- 7.5.3 In reviewing student appeals involving the sanction of expulsion, the Board will review all relevant information and records of applicable college disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board may take such action, as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

Student Standards of Academic Progress

Purpose

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

Policy

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

General Provisions

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

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

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

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

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

Responsibilities and Procedures

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

Academic Expectations of Students

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

Once the individual becomes a “student”, he/she is expected:

- a) To be willing to seek instruction for self-assessment and preparedness in the following skills:
 1. Reading and Writing
 2. Math and Science
 3. Study and Testing
- b) To know and meet each instructor’s subject criteria by:
 1. Listening and following directives;
 2. Reading all materials; and
 3. Meeting all required assignments.
- c) To behave in a mature and responsible way, not in a distractive or disruptive fashion, while present in all academic settings (classes, labs, clinic, and/or related activities).
- d) To strive for continuous academic progress by:
 1. Improving the quality of own work; and
 2. Monitoring own grade averages
- e) To continue monitoring program requirements by:
 1. Checking one’s own status and
 2. Checking one’s own program requirements for possible changes.
- f) All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, “testing days” will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, mid-point assessment to determine academic progress, and exit assessment prior to program completion and graduation. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
 1. Checking own qualifications for desired job;
 2. Checking requirements for desired job;
 3. Monitoring transfer requirements and own status; and
 4. Reviewing goals for personal satisfaction.
- g) To be aware of all College policies pertaining to student rights and responsibilities by:
 1. Reading all College related materials (catalog, handbook, schedules, notices, and/or general information; and
 2. Questioning personnel employed by the College.

h) To seek help from College personnel for assistance when faced with a problem of any size.

Students should know that if they ignore the responsibilities expected of them, the results may be failure to achieve academic goals.

Student Grades and Related Concerns

Purpose

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

Policy

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

Responsibilities and Procedures

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

Grade	Description	Quality Points
A	Superior	4 per semester
B	Good	3 per semester
C	Average	2 per semester
D	Below Average	1 per semester
F	Failure	0 (included in GPA)
UF	Unearned Failure**	0 (included in GPA)
W	Withdrawal	0
I	Incomplete	0
NC	No Credit	No Quality Points
NC*	No Credit	No Quality Points
AU	Audit	No Quality Points
CR	Credit	0*

*Used for various nontraditional credit only.

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

The grade point average is computed for all courses for which a student has registered with the exception of courses with grades of "W", "I", "CR", "NC", "AU" or courses repeated (See "D and F" rule). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.

To compute the overall grade point average, add all quality points and divide by the number of hours attempted. Courses in which grades of “W”, “I”, “NC”, or “AU” have been given are omitted from the computation. Please note: Grades of “F” and “UF” are calculated in the computation of the grade point average.

Judicial Board Policy and Procedures

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

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

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

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

A student is presumed innocent until the institution proves his/her guilt beyond a reasonable doubt. Disciplinary proceedings shall be directed to the College's Judicial Board. The board will consist of three faculty members and two students. The faculty and student members of the committee will be selected by the Dean of Teaching and Learning from the site where the particular discipline problem has occurred. One alternate faculty and student member will be selected by the Dean of Teaching & Learning or the Dean of Student Access & Success. The members of the Judicial Board shall select their own chairperson.

The Judicial Board shall have jurisdiction and authority to:

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

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

- c. The notice to the student being disciplined shall include at least the following;
 1. A statement of the policy, rule or regulation which he/she is alleged to have violated.
 2. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of.
 3. A statement that a hearing will be held approximately two weeks after the delivery of the notice before the Judicial Board on the charges, and giving the date, time and place of the hearing; and
 4. In situations where the conduct could lead to suspension or expulsion, the notice will include information on the student's right to have legal counsel present at the hearing and that the student would need to pay the counsel and notify the College, at least five days prior to the hearing, that the attorney would be present at the proceedings. All charges should possess sufficient validity to allow the Judicial Board to meet, and in good conscience, consider related evidence.
- d. The hearing shall be held at the date, time and place specified in the notice, approximately two weeks from the receipt of the notice, which shall provide the student

with the reasonable amount of time to rebut the charges, unless postponed by the hearing board for good cause shown by either the student alleged to have violated the policy, rule, or regulation or by the institution. The hearing shall be conducted in such a manner as to do justice and shall include at least the following:

1. The accused student has the right to have an advisor. Such advisor may not be a person other than their parents or guardians, a student at the institution, or member of the instructional or administrative staff of the institution, unless specifically permitted by name by the hearing board or unless the case could result in suspension or expulsion in which instance an attorney may be present and Eastern may request legal counsel through the Office of the Chancellor.
 2. All material evidence may be presented subject to the right of cross examination of the witnesses;
 3. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter;
 4. The accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of any content of testimony of the witnesses against the student and have them present at the hearing at appropriate times; and to present witnesses and evidence on the student's behalf as may be relevant and material to the case.
- e. No recommendation by the Judicial Board to the President of Eastern West Virginia Community & Technical College for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and shall be based upon proof of violation of policies, rules and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
 - f. After the hearing, the Judicial Board shall make findings of fact and recommendation for the disposition of the case and sanctions to be imposed, if any, and forward them to the President. The student shall also be notified of the recommendations and advised that he/she has two weeks from the receipt of the recommendations from the Judicial Board to request an appeal to the President. The President shall within ten (10) days take such action in relation to the disciplinary matters as he/she finds appropriate under all the circumstances.
 - g. Except in cases which involve the sanction of expulsion, the decision of the President shall be final.
 - h. If the Institutional sanction is expulsion, a student desiring an appeal must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Governing Board. A written petition of appeal must be filed with the Chancellor within fifteen (15) days of the President's decision.

Student Grievance Procedure

Purpose

Students have the right to appeal final course grades which they believe reflect an error in calculation, recording or report; capricious, arbitrary, or prejudiced academic evaluation; or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

Procedure

Step 1

The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of the subsequent school term not including summer sessions, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the academic program director of the instructor's area. The academic program director shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 college working days from when the complaint is first lodged, the student may proceed directly to step 2.

Step 2

The student must prepare and sign a document which states the facts constituting the basis for the appeal within 15 college working days from when the original complaint was lodged. Copies of this document will be given to the instructor and to the instructor's program director. If, within 10 college working days of receipt of the student's signed document the program director does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean of Teaching and Learning. (See step 3).

Step 3

Within 15 college working days of receipt of the complaint, the Dean of Teaching and Learning will establish an Ad Hoc representative committee for review and final resolution. This committee will consist of a minimum of three members including a representative of Academic Services, a representative of Learner Support and at least one faculty representative. Additional committee members may be appointed at the discretion of the Dean of Teaching and Learning.

1. Upon receiving an appeal, the committee will notify in writing the faculty members involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notification of the date, time and place of the meeting.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee will be forwarded to the student, instructor, the Academic Program Director and to the Dean of Teaching and Learning involved. If the decision requires a change of grade, the instructor will act in accordance with the committee's decision.
5. If the instructor does not act within 10 college working days, the Academic Program Director will make any necessary grade adjustment.
6. In the case of grade appeals, the Dean of Teaching and Learning functions as the president's designee, therefore, implementation of this decision will end the appeal procedure. (Approved by LOT on March 16, 2009)

Computer Usage Policy

Policy

1.1 BP-6.5

Scope and applicability

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

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

Statement

3.1 Access to computing resources is a privilege the College grants to its faculty, staff, and students. Access may also be granted to other individuals for purposes consistent with the mission of the College.

3.2 Computing tools, including library resources or the telephone system, are shared goods, essential to the instructional, research, and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used and treated with care and good sense. Reasonable care should be exercised when using any college information technology resource.

3.3 Use of Eastern's computing resources is for the purposes related to the College's mission of education, research, and public service. Computers must be used for purposes related to student studies, instruction, duties as employees for official business, and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is not allowed.

3.4 The College will not tolerate the use of a computer or Internet to hurt, harass, attack, or harm other individuals, groups, organizations, or other entities, their actions or their work. Viewing, accessing, or transmitting pornographic material is strictly forbidden. Disabling virus protection programs is explicitly prohibited. Users who believe their rights have been violated or infringed upon should notify the Chief Information Officer, or a member of the Senior Administrative Leadership Team.

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

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

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

3.8 Anyone using the college's computer resources may not alter or intentionally damage software or data belonging to the college or interfere with another person's authorized access to information

technology resources. Users may not intentionally disrupt or damage college computers or networks in any way.

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

Enforcement

4.1 Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Eastern's computing resources may also be subject to prosecution by State and Federal authorities.

Weapons Policy

General

1.1 Scope

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

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

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

1.2 Authority

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

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

Policy

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

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

2.1.2 It is prohibited to possess weapons on property owned or controlled by Eastern WV Community and Technical College or at any College sponsored event without the explicit authorization of the President, whether or not a federal or state license to possess the

same has been issued to the possessor. The only exceptions to this policy are as follows:

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

Compliance

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

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

Policy Governing Use of Alcohol

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

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

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

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

Tobacco Usage Policy

Policy

NO. BP-6.10

General

1.1 Scope

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

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

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

1.2 Authority

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

1.3 Effective Date July 1, 2016

Policy

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

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

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

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

2.1.4 Tobacco advertisements are prohibited in college-run publications.

Compliance

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

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

Drug-Free Schools and Communities Act

Purpose

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

Scope and Applicability

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

Standards of Conduct

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

Disciplinary Sanctions

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

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

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

Health Risks

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

- **Narcotics** (including opium, morphine, codeine, heroin, and other) – Physical addiction, loss of awareness, respiratory restriction and possible death.
- **Depressants** (including barbiturates, Quaaludes, and others) – Slurred speech, disorientation, shallow respiration, coma likely with overdose.
- **Stimulants** (including cocaine, amphetamines, and others) – Increased heart rate and blood pressure, possible leading to death, increased excitation, loss of appetite.
- **Hallucinogens** (including LSD, “mushrooms”, PCP, mescaline, and others) – Illusions and hallucinations, poor perceptions of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear sometime after use.

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

Counseling and Assistance

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

Potomac Highlands Guild, Inc. 1-800-545-HELP
 (Hardy, Grant, Hampshire, Mineral, and Pendleton)
 Appalachian Community Mental Health 1-888-357-3232 or 304-478-2764
 (Tucker County)

Disclaimer

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

Acknowledgement

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

Suicide Prevention

Definition

Suicide is defined as, the purposeful act of causing one’s own death. Attempted suicide is considered to be a person engaging in life threatening behavior(s) intended to jeopardize his/her life through an act, threat, or gesture per West Virginia House Bill 2535 (2015).

Effective date

July 1, 2015; October 29, 2015; March 26, 2018

Process

Prevention Students will receive information via Suicide Prevention information sharing activities and events. New students will be provided information via new student orientation. Other possible avenues to include student email listserv, website and the campus student newsletter, and the television monitors around the main campus. The goal of the educational programming offered by Learner Support Services is to promote understanding concerning the dynamics of suicide and to recognize behaviors that may signal suicidal intent. Flyers will be distributed providing information regarding depression, general principles about mental health, stress, and related topics to student’s concerns. Additional help information will be printed on the back of student ID cards. Information will also be made available to faculty and staff regarding how to recognize behavior that may signal suicidal intent. Guidelines on

intervention will also be shared with staff to provide them with the necessary information in relation to intervention.

Intervention

The following are guidelines for immediate and non-immediate intervention in the case of a suicide threat or attempt. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

1. The Dean of Student Services will be notified immediately. If the Dean of Access and Student Success is not available the next available Administrator, or designee, should be contacted immediately.
2. The Dean of Student Services or designee, will notify medical emergency personnel (as needed).
3. Medical emergency personnel will transport the student to the hospital for medical evaluation and mental health assessment upon arrival on campus.
4. The Dean of Student Services, or designee, will contact the family of the student (once the situation is stable i.e. the student is no longer in danger) who threatened or attempted suicide, when appropriate, and will render support to family members and significant others as needed.

When the threat is not immediate, but suggested, the student will be referred to the Dean of Student Services, or designee, that same day. An attempt will be made to set an agreed upon date by which the person will seek professional help. If the student refuses then it becomes an immediate threat and should be treated as such.

Post-Intervention/Clearance to Return to School

1. The student must provide documentation supporting the need for an excused absence the day prior to or day of his/her return to campus.
2. The student may be asked to fill out a release of information to the professional who is currently treating the student if he/she desires additional counseling services.

Intervening with a Suicide Threat: General Employee Procedure Check List

If a student has threatened suicide directly or indirectly, the following procedures are to be followed. Take all suicide threats seriously! A suicide threat is to be handled as a crisis intervention and potential medical emergency.

1. Stay with the student or designate another Eastern employee to supervise the student constantly and without exception until help arrives.
2. Under no circumstances should the student be permitted to leave the school alone.
3. Do not agree to keep a student's suicidal intentions a secret.
4. If the student has the means to carry out the threatened suicide on his or her person, determine if he or she will voluntarily relinquish it. Do not force the student to do so. Do not place yourself in danger.
5. Take the suicidal student to an area away from others.
6. Notify the Dean of Student Services immediately. If the Dean of Student Services is not available, a designee should be contacted immediately.
7. Inform the suicidal student that outside help has been called and describe what the next steps will be.

Sexual Harassment/Discrimination Policy

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

Students are encouraged to report sexual harassment complaints or allegations to the Title IX (Disability) Coordinator (s). These officials will advise students of the internal informal reporting and formal complaint procedures. Such officials are trained and understand that internal procedures do not preclude the use of any complaint mechanisms available to complaints. Please refer to Eastern's Board Regulation, AR 5.17 (http://www.easternwv.edu/sites/default/files/documents/BoG/Regulations/AR-5-17_Harassment-final_rev_050114.pdf).

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

NOTICE: Eastern West Virginia Community & Technical College, pursuant to the requirements of Titles IV, VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Title IX Coordinator or Human Resources Administrator, Eastern West Virginia and Community Technical College, 316 Eastern Drive, Moorefield, WV 26836, 1.877.982.2322.

Access to College Property

Definition

Eastern West Virginia is a publicly-support institution of higher education that welcomes visitors to campus. To protect the safety of visitors, personnel and facilitates certain restrictions apply. A visitor to campus is defined as one who is not currently enrolled as a student of Eastern WV CTC or currently employed by Eastern West Virginia Community and Technical College.

Procedure for Visitors

- Visitors may access only the following public areas for the limited time needed to obtain their intended business-related service: Resource Center; lobby areas; and restrooms.
- Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in

the college parking lot. Nor shall a child be left with a college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. As a general rule, children are not permitted to be visitors in the college classes.

- Persons on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

Procedure for Students

- Student access to employee offices is for college business only. Guest(s) of students, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.
- The presence of children in the college is prohibited except for participation in college-sponsored events. During college sponsored events, students who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lot. Nor shall a child be left with a college employee, unless the employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. Children are not permitted to be visitors in the college classes.
- Only Service animals are allowed access to campus facilities, all other animals are not permitted.
- Students may access only the following public areas for the limited time needed to obtain their intended business-related service: Resource Center; lobby areas; classrooms and restrooms.
- Students on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

Procedures for Faculty and Staff

- Employee offices are for college business only. Guest of employees, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.
- The presence of children in the workplace with faculty and staff during the employee's workday is inappropriate except in unavoidable situations or for participation in college-sponsored events.
- If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and /or co-worker's activities.
- A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times.
- Only Service animals are allowed access to campus facilities and college vehicles, all other animals are not permitted.
- College personnel observing unauthorized occupancy or activities should be report to a senior administrator.

Student Complaints

General

- 1.1 **Scope:** This policy states the College's position in regard to the recording, tracking and disposition of written complaints submitted by students to College administrators.
- 1.2 **Authority:** Higher Learning Commission of the North Central Association of Colleges and Schools Policy IV. B.4. Institutional Records of Student Complaints (1998). Federal Law - Campus Crime and Student Right to Know, Sec. 48509, 34 CFR 668.46 and Federal Financial Aid 34 CFR 668.
- 1.3 **Effective Date:** February 1, 2004
Revised Date: September 18, 2013; September 13, 2017

Statement

The Eastern West Virginia Community & Technical College Board of Governors affirms compliance with federal regulations and the Higher Learning Commission Policy with regard to the recording, tracking and disposition of written student complaints.

Before invoking the Student Complaint procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, the potential subject of a complaint, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Complaint procedure be invoked.

Throughout all phases of the complaint process, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Formal written complaints, submitted to any senior administrator, will be officially logged by the Dean of Teaching and Learning or the Dean of Student Services. In addition, complaints forwarded to the College by the Higher Learning Commission will be tracked by this policy.

Procedure

1. All students with a potential complaint will be directed to the Dean of Teaching and Learning and the Dean of Student Services. If the issue cannot be resolved in this initial meeting, the Deans will request the student to submit a written complaint outlining the issues(s) along with the requested corrective action. Complaints of non--academic nature are handled by the Executive Dean of Administration Services following this procedure. Complaints of an academic nature are handled by the Dean of Teaching and Learning.
2. The Dean(s) will research the complaint and provide a written response to the complaint within ten business days of receipt of the written complaint.
3. If the student is not satisfied with the ruling of the Dean(s), the student may appeal the Dean(s) decision to the College President in writing within 10 business days of receiving the Dean(s) response.
4. The College President will respond in writing to the student's written appeal of the Dean(s) decision within 10 business days. The ruling of the President will be final.
5. A written correspondence of the complaint will be filed and housed in the office of the Dean of Teaching and Learning or the Dean of Student Services. The information will be logged electronically under Eastern Serv/Student Complaints.

Eastern West Virginia Community & Technical College pursuant to the requirements of Titles IV, VI, VIII of the Civil Rights of 1964, title IX of the education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Dean of Student Access & Success, Eastern West Virginia Community and Technical College, 316 Eastern Drive, Moorefield, WV 26836, 1-877-982-2322. Policy Manuals are available in the Executive Dean of Administrative Services.

Constitution of the Student Government Association

Preamble

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

Article I: Name and Membership

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

Article II: Student Bill of Rights

- Section I. The student has the right to be considered in membership in any student organization or group without regards to race, age, gender, sexual preference, disability, nationality, religious or political beliefs.
- Section II. The student is guaranteed all rights given to him or her in the United States Constitution, Bill of Rights, by the State of West Virginia, and the Eastern WV Community and Technical College Student Handbook. These include:
- A. **Freedom of expression and assembly.** Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:
 - 1. To have access to campus resources and facilities;
 - 2. To espouse causes;
 - 3. To inquire, discuss, listen to and evaluate;
 - 4. To listen to any person through the invitation of organizations recognized by the College;
 - 5. To not violate the rights of others in matters of expression and assembly; and
 - 6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
 - B. **Freedom of association.** Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.

- C. ***Right to privacy.*** Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College Community, including but not limited to the following:
 - 1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
 - 2. Respect for student property, including freedom from unreasonable and unauthorized searches;
 - 3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);
 - 4. Assurance that legitimate evaluations will be made from student records.
- D. ***Responsibilities of citizenship.*** Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
- E. ***Right to due process.*** Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

Article III: Governance Structure

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

Article IV: Elections

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

Article V: Meetings

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

Article VI: Impeachment

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

Article VII: Amendments

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

Article VIII: Definition and Interpretation

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

Article IX: Ratification

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

The Obligation of Student Government Association Officers

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

NOTICE

Eastern West Virginia Community and Technical College Policy of Nondiscrimination

Eastern West Virginia Community and Technical College provides 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, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. The College neither affiliates knowingly with nor grants recognition to any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability as defined by applicable laws and regulations.

Eastern West Virginia Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42 and by Section 504 Rehabilitation Act of 1973, not to deny admission on the basis of handicap; by 45 CFR 90, 91, not to discriminate on the basis of age; and by 45 CFR 86, Subpart C, Section 86. 21, not to deny admission on the basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color, or national origin. Eastern West Virginia Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

ADA Coordinator
Brian A. Bucklew
Monica Wilson
Student Services
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

EEO Coordinator
Jaennae Snyder
HR Assistant III
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

Student Title IX Coordinator
Jaennae Snyder
HR Assistant III
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

Degree Programs	Certificate Programs	Certification Programs
Accounting Administrative Support Technology Associate in Arts Associate in Science Automotive Technology Biological & Environmental Technology Business Management Early Childhood Development General Studies Information Technology Medical Assisting Nursing Technical Studies Wind Energy Technology	Accounting Administrative Support Technology Allied Health Care Automotive Technology Biological & Environmental Technology Business Management Computer Application Specialist Electromechanical Technology Information Technology Medical Assisting Paraprofessional in Education Technical Studies Wind Energy Technology	Certified Nursing Assistant Dental Assisting Industrial Equipment Maintenance Medical Assistant Microsoft® Office Specialist Pharmacy Technician Phlebotomy Technician Residential Care Specialist Welding

General Admission Requirements for Eastern West Virginia and Technical College
Students seeking admission to EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE as a degree seeking student must submit the following: (Please see College Catalog for specific information)

- 1) Application for Admission
- 2) GED or HS Diploma or TASC Assessment
- 3) ACT/SAT/Accuplacer Scores
- 4) High school and/or College Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at www.easternwv.edu or call 304-434-8000 for further information.

YOUR FUTURE STARTS HERE.



Section 3: Student Worksheets and Notes

Discover Your Potential

Returning Student Checklist

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

*Don't forget to renew your Financial Aid.

1. Who is your advisor? Check at the front desk.
_____ (advisor's name)
2. While at the front desk, make an appointment to see your advisor.
_____ (appointment day & time)
3. My major is _____
(for example, Pre-Nursing, Business, Medical Assistant, Associate in Arts or Science)
4. While at the front desk, pick up the *Summer/Fall Schedule*.
5. Look up your degree requirements (academic plan in the catalog).
You can see the catalog online, email your advisor and ask for one, or check the catalogs in the Resource Center. Go to Eastern's home page <http://www.easternwv.edu> à Current Students à Catalog.
*Make sure you look at the catalog for the year you started. For example, if you started in the Fall of 2021, you are looking for the 2021-2022 catalog.
6. Make a list of the classes you need to take. Did you forget what classes you had in the past? Check your Eastern account.
7. Look for these classes in the *Schedule*. Pick times that work with your schedule.
8. Create a draft schedule. Use the reverse side to plan your classes.
9. Write down the classes you want in the table below.
10. Bring this document to your registration appointment.
11. Make sure you register for Fall and Summer classes before your last final.

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

Class Schedule Worksheet

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



EASTERN

West Virginia Community & Technical College

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Eastern West Virginia Community and Technical College Policy of Nondiscrimination

Eastern West Virginia Community and Technical College provides 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, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. The College neither affiliates knowingly with nor grants recognition to any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability as defined by applicable laws and regulations.