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For calendar information, visit www.shepherd.edu/university/calendars/.
Welcome from the Vice President of Academic Affairs

Dear Students:

Welcome to Shepherd University! You have chosen to become a member of the Shepherd community, where the faculty and staff will support your academic and personal growth. We are committed to helping you make the most of your time, and we act on that commitment by providing resources to help you every step of the way. These resources include a first-rate faculty of genuine teacher-scholars whose absolute top priority is teaching undergraduates, a support staff dedicated to promoting and protecting your health and safety, and student affairs staff and fellow students working to welcome you to the community.

I challenge you, as a student, to get involved in this wonderful Shepherd community.

First, please protect all that you already have at Shepherd. Help keep the grounds litter free, respect the architecture of this historic town, and protect your own health and safety by following the policies outlined in this handbook. Second, help us identify improvements that will move the University forward. You can do this by getting involved in campus organizations, reading your email and The Picket, and participating in the Student Government Association. In the coming years, we will be making important decisions together related to Shepherd’s progress. I am counting on your involvement and your support.

Have a great year!

Sincerely,

Christopher Ames
Vice President for Academic Affairs
Dear Students,

As president of the Student Government Association, I would like to welcome all incoming and returning students to Shepherd University for the 2015–16 school year.

In addition to offering an opportunity for an outstanding education, Shepherd University also offers students the chance to participate in a variety of clubs and organizations. These clubs and organizations offer students the opportunity to make friends, become an integral part of the Shepherd University community, and participate in community activities. The organization fair at the beginning of the fall semester gives students the opportunity to learn about all the clubs and organizations at this university. We hope that you will consider participating in one or more of these organizations.

The Shepherd University Student Handbook contains pertinent information that you will need to know as a student including contact numbers for our staff and emergency services, campus maps to help you get where you need to go, and university policies that you will need to follow.

As the Student Government Association president, it is my responsibility to be the voice of the student population of Shepherd University. To meet this responsibility, it is imperative that I be aware of any concerns, issues, or thoughts that you may have regarding the university. To that end, I encourage you to attend the Student Government Association meetings which are held each Tuesday at 5 p.m. in the Storer Ballroom located on the third floor of the Student Center. If you cannot attend these meetings, please feel free to visit the Student Government Office, on the ground floor, of the Student Center. I believe that Shepherd University is what you make it so let your voice be heard!

I hope you take the opportunity to experience all that Shepherd University has to offer and that you have an enjoyable year.

Sincerely,

Hunter A. Cutlip
Student Government Association President
Welcome from the
Vice President for Student Affairs

Dear Shepherd University Student,

Welcome! As a Shepherd University student you will have ample opportunity for learning and leadership. What are some ways you can support your own success? The following are few suggestions:

• Visit your professor during office hours to ask a question
• Meet with your academic advisor
• Form a study group with classmates who live in your residence hall
• Take your study group to the Scarborough Library
• Schedule an appointment with a tutor in the Academic Support Center
• Be part of a research team with one of your professors
• Join a student organization
• Assist with a community service project
• Study abroad
• Watch a musical performance or attend a campus lecture
• Go to a sporting event with friends to support our student athletes
• Attend an event in the Student Center
• Join a fitness class in the Wellness Center
• Participate in a residence hall program

These are just a few of the ways you can connect with others and actively engage in your learning and leadership experience at Shepherd. Most important, you possess the ability to seize what has been made available for you. My colleagues and I want you to be successful at Shepherd and thrive in an environment tailored to meet your needs.

Shepherd’s reputation for cultivating highly engaged and academically talented student leaders spans many decades. The University’s core values of learning, engagement, integrity, accountability, and community undergird the Shepherd experience. These values are not an end to themselves. Instead, they are the path toward fostering your development as a student leader who will graduate and apply your leadership abilities in your future endeavors. Shepherd students lead lives of scholarship, service, and contribution. Simply stated, Shepherd students succeed.

College can be full of excitement and challenges, but the choices you make are entirely up to you. Utilize the resources and suggestions described in this handbook to assist you on your college journey. Call on my colleagues and me to assist you. Best wishes for a successful year.

Sincerely,

Dr. Thomas C. Segar
Vice President for Student Affairs
Welcome from the
The Dean of Graduate Studies

Welcome to the Division of Graduate Studies at Shepherd University! We deeply appreciate your interest in our graduate programs and hope this student handbook will be a valuable resource in answering your questions about graduate studies and continuing education.

The primary concern for all individuals associated with Shepherd University Graduate Studies is the ongoing refinement and improvement of our graduate culture. That culture is based on the following:

- Cultivate in students a lifelong desire to learn through commitment to and appreciation of knowledge and cultures of the past, civic knowledge and engagement, respect and understanding for cultures and societies of the world, and the development of professional and personal ethics.
- Promote a student-centered environment available to individuals of diverse ages, cultures, and socioeconomic backgrounds and uphold a personalized approach to education.

There is a strong commitment to provide graduate programs that allow students to achieve the best education for each individual’s particular talents, interests, and goals in an environment that emphasizes service to students.

- Stimulate creativity, scholarship, and individual enterprise in its students and faculty.

The impact of this creativity and scholarship is found in the classroom as faculty and students integrate new ideas and alternative approaches into their teaching and learning activities and professional development activities for faculty.

- Educate diverse populations locally, regionally, nationally, and internationally.

Courses and curricula are designed to meet the educational needs of student groups across geographic boundaries.

- Enrich students and their communities through service to social, civic, cultural, corporate, and educational organizations.

Stay informed by checking the graduate studies web pages often, reading the graduate newsletter, or “like” the Shepherd University Graduate Studies Facebook page. If you have further questions, please contact me at 304-876-5313 or via email sbeard@shepherd.edu.

Dr. Scott Beard, Dean
Graduate Studies and Continuing Education
Shepherd University
Policy of Nondiscrimination

The University 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, sex, sexual orientation, religion, age, national origin, or disability. The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual preference/orientation, national origin, or disability, as defined by applicable laws and regulations.

Shepherd University 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, nor to deny admission on basis of handicap; by 45 CFR 90, 91 not to discriminate on basis of age; and by 45 CFR 86, Subpart C, Section 86.21, not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin. Shepherd University is an equal opportunity-affirmative action employer in compliance with Title VII of the 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.
Emergency Information
Public Safety and Medical Care

Ambulance ................................................................. 911
Fire ................................................................................. 911
Police: Emergency ........................................................... 911

From a campus phone, dial 9-911.

Police: Non-emergency
University Police Office .................................................. 304-876-5374
Officer on Duty ............................................................. 304-876-5202

Shepherd University Health Center .................................. 304-876-5161

WVUH-East - Berkeley Medical Center (Berkeley County) .... 304-264-1000
WVUH-East - Jefferson Medical Center (Jefferson County) .... 304-728-1600

Steps to Emergency Calls
1. When calling for emergency services, try to remain calm. Never leave a seriously injured person alone. You should shout for assistance. Only when it is obvious there is nobody around to help should you leave the victim long enough to get assistance.

2. Identify yourself and the place or hall where help is needed.

3. DO NOT HANG UP—The operator/dispatcher will want to get further information from you and relay this data to the emergency vehicles in route to your location.

4. Notify the University Police at 304-876-5202 as soon as possible.

There are certain circumstances that are appropriate for the University Police to be the initial respondents. These include public disturbances, drunk and disorderly conduct, physical fighting, etc. The officer on duty will evaluate the situation and proceed.

When in doubt, call 911.

Sexual Assault Victim Advocacy Program
Contact Rhonda Jackson, Counselor at 304-876-5161.
For more information see page 83.
Campus Directory
CAMPUS DIRECTORY AND INFORMATION

From off campus all extensions begin with 304-876.

- Academic Affairs, Ikenberry Hall .................................................................5176
- Academic Support Center, Scarborough Library .........................................5221
- Admissions Office, Ikenberry Hall ...............................................................5212
- Advising Assistance Center, Scarborough Library .........................................5317
- Alumni Affairs, McMurran Hall .................................................................5157
- Athletics, Butcher Center ...........................................................................5481
- Audio-Visual Media Services, Scarborough Library ....................................5461
- Bookstore, Student Center ..........................................................................5219
- Cashier, Ikenberry Hall ...............................................................................5284
- Counseling, Gardiner Hall ..........................................................................5161
- Department of Nursing Education, Erma Ora Byrd Hall ............................5341
- Dining Services, Dining Hall .......................................................................5387
- Disability Support Services, Gardiner Hall ................................................5122
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- First-Year Experience and Common Reading Programs, Library 157 ..........5461
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- Gardiner Hall ...............................................................................................4009
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- Graduate School Information, Byrd Science Center 212 ............................5313
- Greek Affairs, Student Center 122 ..............................................................5105
- Health Center, Gardiner Hall .....................................................................5161
- Honors Program Center/Honors Information, Martin Hall .......................5244
- Human Resources, 120 N. Princess Street .................................................5299
- Information Center/Lost and Found, Student Center .................................5497
- International Student Assistance, Student Center 122 ..............................5325
- Intramural Office, Wellness Center ..............................................................5005
- Information Technology Services, Scarborough Library, First Floor ........5457
- Kenamond Hall ............................................................................................4019
- Library .........................................................................................................5421
- Maintenance/Physical Plant ........................................................................5236
- Multicultural Student Affairs, Gardiner Hall G24 .......................................5122
- Music Department Events, Frank Center ....................................................5555
- Office of Student Engagement, Student Center 216 ..................................5453
- Office of Student Success, Gardiner Hall G26 ...........................................5122
- Parking, University Police, Sara Cree Hall .................................................5374
- PASS Performing Arts Series, Student Center ............................................5113
• PASS Tickets, Bookstore, Student Center ................................................................. 5219
• Picket, Sara Cree Hall .............................................................................................. 5377
• President’s Office, Ikenberry Hall ........................................................................... 5107
• Printz Hall .............................................................................................................. 4080
• Program Board, Student Center ......................................................................... 5326
• Rambler Card, Student Center ........................................................................... 5219
• Ram’s Den, Student Center ..................................................................................... 5229
• Ram’s Mart, Boteler Hall ....................................................................................... 5513
• Regents Bachelor of Arts (R.B.A.) Program, Library 158 and 159 ..................... 5275
• Registrar, Ikenberry Hall ......................................................................................... 5463
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  Registration
  Add/Drop
  Transcripts
  Withdrawal
  Veteran Enrollment Certification
• Residence Life, Miller Hall ....................................................................................... 5172
  Hall Security
  Housing Assignments
  Living Learning Centers
  Meal Plan Reductions
  Off-Campus Housing Requests
• Shaw Hall .................................................................................................................. 4039
• Sports Information Office, Butcher Center 213 ................................................... 5228
• Student Activities/Leadership, Student Center 110 ............................................ 5113
• Student Affairs, Student Center ............................................................................ 5214
• Study Abroad Office, Scarborough Library ......................................................... 5412
• Service Learning, Student Center 216 ................................................................. 5402
• Student Employment, 120 N. Princess Street ..................................................... 304-671-1906
• Student Government, Student Center G15 ......................................................... 5301
• Student Health Center, Gardiner Hall ................................................................. 5161
• Thacher Hall ............................................................................................................ 4049
• Theater Department Plays or CATF, Center for Contemporary Arts I ............. 3473
• TRiO/Student Support Services, Scarborough Library 152 ................................. 5775
• Turner Hall .............................................................................................................. 4059
• University Operator, Wellness Center ................................................................. 5496
• University Police, Sara Cree Hall ......................................................................... 5374/5202
• Veterans Enrollment Certification, Registrar’s Office .......................................... 5363
• Washington Gateway, Student Center ............................................................... 5325
• Wellness Center ..................................................................................................... 5300
• Wellness Cafe ......................................................................................................... 5040
• West Woods Complex ............................................................................................ 4060
• WSHC Radio Station, Knutti Hall .......................................................................... 5134 (business office) 5369 (request line)
Shepherd University Parking Map

NOTE: BE WATCHFUL FOR NEW PARKING SIGNAGE
The University Police Office is located in room 105 Sara Cree Hall. The telephone number is 304-876-5374. Fines and registration fees may be paid and questions answered at that location. Failure to pay fines and/or late fees will result in sealing the student’s academic records.

GENERAL LOT UTILIZATION
- A-Lot: Commuter Students (Red Decals). Entrance and exit at High Street only.
- B-Lot: Faculty and Staff. Gated entrance at King Street near Allenberry.
- C-Lot: Closed to all students at all times except for temporary loading and unloading during resident check-in/ check-out periods and as otherwise approved by Residence Life Office.
- King Street: Commuter Students (Red Decals), except as otherwise designated by signage. Students and staff are prohibited from visitor-designated metered spaces.
- D-Lot: Faculty/Staff and visitors only. No Student Parking at any time.
- E-Lot: Resident Students (Blue Decals).
- F-Lot: Commuter Students (Red Decal), except where designated for Staff.
- G-Lot: Commuter Students (Red Decals) and Wellness Center Members (Green Decals), except where designated for Staff.
- H-Lot: Resident Students (Blue Decal); available as overflow lot for Commuters / Red Decals.
- H-Lot: Resident Students (Blue Decal).
## BUILDING CODE LIST

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
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</thead>
<tbody>
<tr>
<td>BC</td>
<td>Butcher Center</td>
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<tr>
<td>BY</td>
<td>Byrd Science Center</td>
</tr>
<tr>
<td>CA</td>
<td>Frank Center</td>
</tr>
<tr>
<td>CC</td>
<td>Student Center</td>
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<td>CE</td>
<td>Center for Contemporary Arts II</td>
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<td>CL</td>
<td>Robert C. Byrd Center for Legislative Studies</td>
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<tr>
<td>CO</td>
<td>Center for Contemporary Arts I</td>
</tr>
<tr>
<td>DH</td>
<td>Dining Hall</td>
</tr>
<tr>
<td>GA</td>
<td>Gardiner Hall</td>
</tr>
<tr>
<td>GTMC</td>
<td>George Tyler Moore Center</td>
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<tr>
<td>HR</td>
<td>Human Resources</td>
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<td>IH</td>
<td>Ikenberry Hall</td>
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<td>KN</td>
<td>Knutti Hall</td>
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<td>MH</td>
<td>Miller Hall</td>
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<td>MMR</td>
<td>McMurrnan Hall</td>
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<tr>
<td>NU</td>
<td>Erma Ora Byrd Hall</td>
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<tr>
<td>PPE</td>
<td>Physical Plant/Engineering</td>
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<tr>
<td>LB</td>
<td>Ruth Scarborough Library</td>
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<tr>
<td>RY</td>
<td>Reynolds Hall</td>
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<tr>
<td>SC</td>
<td>Sara Cree Hall</td>
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<td>SN</td>
<td>Snyder Hall</td>
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<tr>
<td>SS</td>
<td>Stutzman-Slonaker Hall</td>
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<tr>
<td>TH</td>
<td>Thacher Hall</td>
</tr>
<tr>
<td>WE</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>WH</td>
<td>White Hall</td>
</tr>
</tbody>
</table>

## WHERE DO I GO FOR . . . ?

- Academic Standing (Probation/Suspension), Registrar, IH/110, 5360; Graduate Students, BY/212, 5313
- Academic Support Center, LB First Floor, 5221
- Adding Classes, Registrar, IH 110, 5463
- Advanced Placement Test, Academic Support Center, LB First Floor, 5221
- Advising Assistance Center, LB First Floor, 5317
- Alumni Information, Alumni Affairs, MMR, 5157
- Art Gallery, Art Dept., CO Second Floor, 5294/5224
- Assistance for Multicultural Issues, Multicultural Affairs, GA G23, 5122
- Athletic Eligibility, Athletics Dept., BC 216, 5404
- Athletic Events, Director of Athletics, BC, 5481
- Audio-Visual Equipment and Services, LB, 5461
- Becoming an Resident Assistant (RA), Residence Life, MH Ground Floor, 5172
- Billing Questions, Cashier's Office, IH 207, 5284/5495
- Buy Textbooks, Bookstore, CC Ground Floor, 5219
- Campus Offices/Services, detailed descriptions, see this Student Handbook page 25
- Campus Organizations, detailed descriptions, see this Student Handbook page 39
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- Catering, On Campus, Dining Hall, DH Office, 5145
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• Clubs and organizations, CC 110, 5113
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• Commencement, Registrar, IH 110, 5463
• Community Service, Volunteering, CC 216, 5402
• Computer Accounts, Information Technology Services, LB First Floor, 5457
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  Language Lab, KN 207
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• Computer User Support, Information Technology Services, LB First Floor, 5457
• Contemporary American Theater Festival, CA Box Office, 3473
• Cooperative Education, GA Ground Floor, 5477
• Counseling, Counseling Center, Enter through Health Center, GA Ground Floor, 5161
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• Degree Requirements, Registrar, IH 110, 5463
• Disability Support Services, GA G22, 5122
• Dropping Classes, Registrar, IH 110, 5463
• Email Account, Information Technology Services, LB First Floor, 5457
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• Emergency Loan, CC 122, 5160
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• Enrollment Certifications, Registrar, IH 110, 5456
• Family Day Information, Student Affairs, CC 122, 5325
• Family Planning, Health Center, GA Ground Floor, 5161
• Fee Assessment (Tuition/Room/Board), Cashier’s Office, IH 207, 5284/5495
• Financial Aid Questions, Financial Aid, GA G13, 5470
• First-year Experience Office, LB 157, 5461
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• Graduate Studies, BY/212, 5313
• Graduation Application, Registrar, IH 110, 5463; Graduate Students may also pick up a packet from the Office of Graduate Studies, BY 212, 5313 or at the forms page on the graduate studies website: www.shepherd.edu/graduate-studies/
• Graduation Evaluation, Registrar, IH 110, 5463
• Grade Appeal, see this Student Handbook page 113
• Greek Organizations, Student Affairs, CC 122, 5105
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• International Student Questions, Student Affairs, CC 122, 5325
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• Multicultural Student Affairs, GA 24, 5122
• Music Department Events, Music Department, CA M14B, 5555
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• Off-Campus Housing Application, Residence Life, MH Ground Floor, 5172
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• Organization Mail, SGA, CC Ground Floor, 5301
• Parking Decals, University Police, SC 105, 5374
• Performing Arts Series at Shepherd (PASS), Bookstore, CC Ground Floor, 5219
• Pick up Packages (Resident Students), Residence Life, MH Ground Floor, 5172
• PRAXIS I (PPST), Director of Teacher Education, KN 104, 5330
• PRAXIS II, Director of Teacher Education, KN 104, 5330
• Program Board, Program Board, CC 110, 5326
• Publicize/Learn About Campus Events, The Picket, SC 104, 5377
  Web Calendar, University Communications, IH 108, 5465
  WSHC, KN G19, 5369 (Studio), 5134 (Office)
  Electronic Signs, Information Center, CC Ram's Den, 5497
• Phone Numbers, Operator, WE, 5496
• Police, On Campus, University Police, SC 105, 5374 (8 a.m.-4:30 p.m.), 5202 (After hours)
• Rambler Card ID, Bookstore, CC Ground Floor, 5219
• Reduced Meal Plan, Residence Life, MH Ground Floor, 5172
• Regents Bachelor of Arts (R.B.A.), LB 158 and 159, 5275
• Report a Crime, University Police, SC 105, 5374 (8 a.m.-4:30 p.m.), 5202 (After hours)
• Research Materials, LB, 5421
• Résumé Workshops, Career Advising, LB First Floor, 5317
• Room on Campus, Residence Life, MH Ground Floor, 5172
• Scholarships, Financial Aid, GA G13, 5470
• School Supplies/Sportswear, Bookstore, CC Ground Floor, 5219
• Service Learning, CC 216, 5402
• Shepherdstown Information, Shepherdstown Visitors Center, German Street, 304-876-2786
• Snow Policy, see this Student Handbook page 124
• Start a Club, Student Activities Office, CC 110, 5113
• Student Engagement, CC 216, 5402
• Student Direct Deposit and WV Pay Card, Cashier’s Office, IH 207, 5284/5495
• Student Community Service, CC 216, 5402
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• Transcript Request, Registrar, IH 110, 5456
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• University Police, SC 105, 5374 (8 a.m.–4:30 p.m.), 5202 (After hours)
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• Withdrawing From Classes, Registrar, IH 110, 5463
• Work Study, HR Floor, 304-671-1906

SCHEDULING VARIOUS FACILITIES ON CAMPUS
Amphitheater—Information Center
Athletic Fields and Stadium – B J Pumroy
Butcher Center – Matt McCarty
Byrd Science Green – Information Center
Dining Hall, Lower level, Catering Services – Sue Houchins
End Zone of Football Field, Athletics – B J Pumroy
Facilities within Classroom Buildings – Division Secretary for the respective building
Frank Center Theater – Patrick Wallace
Intramural Field – Wellness Center
Knutti Corner – Information Center
Little House – Office of Student Engagement
McMurran – Information Center
Midway – Information Center
Miller Green – Information Center
Miller Triangle – Information Center
Reynolds – Information Center
Sand Volleyball Courts – Wellness Center
Shaw Lawn – Information Center
Student Center – Information Center
Wellness Center – James Sweeney
Campus Offices & Services
CAMPUS OFFICES/SERVICES

Academic Support Center (ASC)........................................................... 304-876-5221
The Academic Support Center, located in the Dr. Howard N. Carper, Jr. Learning Commons, first floor of the Scarborough Library, offers a variety of coursework and services to assist students in achieving academic success at Shepherd. Graduate students who need assistance should see their academic advisor and graduate program coordinator of the with the dean of graduate studies. The responsibilities of this office include peer tutoring, academic advising and directing of stretch-model classes in English and mathematics. Shepherd students interested in working with peer tutors from a variety of disciplines can make an appointment online at www.shepherd.edu/ascweb. Tutoring is free of charge for current enrolled Shepherd students. Students interested in being hired for a peer tutoring position will need to apply with Human Resources and meet the following criteria: maintain both a cumulative 3.0 GPA and a 3.0 GPA in the course subject that they tutor. Applicants are required to submit a recommendation letter from a faculty member and complete an interview with an ASC staff member. Students seeking placement into university writing English and mathematics classes can arrange to take the ACCUPLACER placement tests. At the conclusion of testing, students will receive advising on whether to enroll in stretch-model classes. Students who do not meet the state requirement for placement in English and/or mathematics are required to enroll in stretch-model classes—ENGL 101A, ENGL 101B, MATH 101A, and MATH 101B—which are directed by this office. Students returning to campus after academic suspension receive academic coaching concerning a variety of policies and programs that Shepherd offers to assist them in reaching their academic goals. Office hours are Monday–Friday from 8 a.m.–4:30 p.m.

Advising Assistance Center (AAC)........................................................... 304-876-5317
The Advising Assistance Center, located in the Dr. Howard N. Carper, Jr. Learning Commons at the Scarborough Library, helps students succeed in their time at Shepherd University by offering assistance with, among other things:
• Navigating the catalog and understanding degree requirements
• Helping students prepare for faculty advising appointments
• Understanding academic rules, regulations, and procedures
• Determining the correct forms needed and assisting in form completion
• Finding and utilizing resources across campus, including the Registrar’s Office, Financial Aid, Student Success, Disability Support, Academic Support, and more
The Advising Assistance Center acts as a resource for students as they find a place to help answer their questions. The AAC strives to be accessible to students; the center is open throughout the day and into the evening, with other hours available by appointment. The AAC works in collaboration with faculty advisors to help students answer questions for themselves and to help formulate the next questions to be asked. Hours of operation are Monday–Friday, 8 a.m.–4:30 p.m. with additional evening hours determined each semester.
Audio-Visual Services ................................................................. 304-876-5461
Audio-Visual Services is located on the ground floor of the library and provides support services associated with delivery, enhancement, operation, inventory, and storage of audiovisual equipment and consultation in support of our various instructional programs.

Hours of operation are:
  Monday–Thursday  8 a.m.–6:30 p.m.
  Friday 8 a.m.–4:30 p.m.
Audio-Visual Services also provides upkeep and training in hardware and software needs associated with faculty, student, and staff projects, seminars, and meetings.

Bookstore ..................................................................................... 304-876-5219
The Shepherd University Bookstore, located in the Student Center, is a full service self-supporting auxiliary enterprise charged with the responsibility of providing the Shepherd University community with the tools necessary for intellectual stimulation and growth as well as professional development. The Bookstore serves as a hub for the gathering and disseminating of educational information for students. The Bookstore specifically provides textbooks, reference materials, study aids, university insignia, general books, sportswear, computer products, and other merchandise directly related to life on a university campus. Rambler Card Services are available in the Bookstore.

Hours of operation are:
  Monday–Wednesday  7:45 a.m.–5 p.m.
  Tuesday–Thursday  7:45 a.m.–6 p.m.
  Friday  7:45 a.m.–5 p.m.
Additional information is available online at www.shepherdbook.com.

Career Advising ................................................................. 304-876-5317
Career Services is part of the Advising Assistance Center and provides career services and academic advising for undecided majors. The Career Services is located in the Dr. Howard N. Carper, Jr. Learning Commons at the first floor of the Scarborough Library, and can assist with choosing majors, graduate school, job search, and exploring the D.C. metropolitan area. Workshops and appointments are available to discuss selecting a major, résumé and cover letter development, interviewing, job search, and applying to graduate school. The Career Services is also responsible for CLEP testing. Office hours are Monday–Friday, 8 a.m.–4:30 p.m. Visit the Careers Services website for more information, www.shepherd.edu/jobweb.

Cooperative Education ............................................................. 304-876-5477
The Cooperative Education is located on the ground floor of Gardiner Hall. It provides to the students with an opportunity to earn upper division academic credits while working with an agency that reflects the students’ academic interests. This work may be paid or unpaid and can be completed at a current place of employment or at a site that the students secure through our assistance. Office hours are Monday–Friday 8 a.m.–4:30 p.m. For more information, please contact Joseph L. Jefferson, director of cooperative education, at jjeffers@shepherd.edu.
Counseling Services ............................................................... 304-876-5161
Counseling Services is located on the ground floor of Gardiner Hall and accessed through the Health Center. Professional counselors are available to help students with a variety of issues including anxiety, depression, substance abuse, relationship issues, homesickness, and learning disabilities. Our focus is short-term counseling. Counseling hours are 8 a.m. to 4:30 p.m., Monday–Friday. Please call the Health Center at 304-876-5161 to make an appointment.

Dining Services ........................................................................ 304-876-5387
Dining Services, located in the Dining Hall at Shepherd University, provides quality food to the students and enhances the dining experience by offering different ethnic experiences through cuisine. Dining Services strives to educate the students in the differing ways cultures prepare and partake of food and the various customs that surround food. Hours of operation and rates are:

**Monday–Friday**
- **Breakfast**: 7:15 –10 a.m. Hot Food
- **10–11 a.m.** Continental
- **Lunch**: 11 a.m.–2 p.m. Hot Food
- **2–3:30 p.m.** Salad bar/deli
- **Dinner**: 4–8 p.m. (Monday–Thursday) Hot food
- **4–7:30 p.m. (Friday)** Hot food

**Saturday and Sunday**
- **Continental Breakfast**: 9–11 a.m.
- **Brunch**: 11 a.m.–2 p.m.
- **2–3:30 p.m.** Salad bar/deli
- **Dinner**: 4:30–7:30 p.m.

**Dining Hall Rates**
- **Breakfast**: $ 6
- **Lunch**: $ 7.5
- **Dinner**: $ 7.5
- **Special**: $ 8.5

Ram’s Den, Student Center: 304-876-5229
Offering pizza, sandwiches, burgers, salads, drinks, and grab and go snacks.
- **Monday–Thursday**: 7 a.m.–9 p.m.
- **Friday**: 7 a.m.–3 p.m.
- **Saturday–Sunday**: Closed

Fireside Bistro, Student Center: Offers hand-crafted sandwiches and wraps, salads, snacks, and rich roasted Green Mountain coffee in an intimate setting.
- **Monday–Thursday**: 7 a.m.–10 p.m.
Friday 7 a.m.–4 p.m.
Saturday and Sunday Closed

**Ram Mart, Boteler Hall:** Offers groceries, snacks, beverages, and other supplies.
Sun–Thursday 5 p.m.–midnight

**Wellness Café:** Offers health snacks, sandwiches, salads, smoothies, coffee, and energy beverages conveniently located within the Wellness Center.
Monday–Thursday 7 a.m.–8 p.m.
Friday 7 a.m.–7 p.m.
Saturday 11 a.m.–6 p.m.
Sunday Closed

**EduTech Classroom** ................................................................. 304-876-5418
The EduTech Center is located in Scarborough Library room 350 and is a space for anyone to access innovative technologies. Available equipment includes: SMART Board, two computer lab stations (Mac and PC), photo/video equipment and lighting, projectors, headphones, webcams, microphones, Adobe CS5 master collection (DreamWeaver, Photoshop, and Illustrator), Camtasia, Audacity, Sakai, pod and video casting, file conversion software, web utilization and more! You may reserve the space by contacting Nancy Cowherd at 5418, or walk-ins are welcome if the room is unoccupied (check with staff at the Public Services Desk in the Library). Office hours are Monday–Friday from 8:30 a.m.–4:30 p.m.

**First Year Experience (FYEX)** .................................................. 304-876-5461
FYEX is located on the first floor of the library, room 157. For more information, check our website at [www.shepherd.edu/ctl](http://www.shepherd.edu/ctl). FYEX offers FYEX 101–Freshman Seminar, FYEX 102–Interest Groups, Philosophy 100, and learning community classes for first-year students and FYEX 200–peer educator positions for sophomore, junior, and senior students. It also directs Shepherd’s Common Reading Program. See [www.shepherd.edu/commonreading](http://www.shepherd.edu/commonreading).

**Health Center** ........................................................................... 304-876-5161
Located on the ground floor of Gardiner Hall, the center offers basic level care provided by qualified nursing personnel for common ailments. There is no charge for most services but a Rambler card is required. A fee is charged to students for administration of flu vaccines and TB tests. The West Virginia Family Planning Program provides family planning products (condoms, oral contraceptives, patch, injectable contraceptives, etc.). Pregnancy testing and emergency contraception are also available. Referrals for personal counseling and more extensive medical needs can be made.

The center does not offer emergency care or extensive diagnostic and treatment services. Medical, surgical, emergency, and mental health services obtained outside the University Health Center are the financial responsibility of the student.

All visits are by appointment. Walk-ins usually receive same-day or next-day appointments for the R.N. A nurse practitioner is available two days per week, plus for family planning clinics. A limited number of over-the-counter medications are available at the self-care station.
Hours of operation are:
- Monday–Friday: 8 a.m.–4:30 p.m.
- Saturday–Sunday: Closed

**Summer Hours:**
- Monday–Friday: 8:30 a.m.–4:30 p.m. (administrative only)

**Information Technology Services**

IT Services is located on the ground floor of the Scarborough Library. For more information about any of the topics outlined below, visit [www.shepherd.edu/itservices/student](http://www.shepherd.edu/itservices/student). Our website is the first place to check for information or help.

**Computer account:** Shortly after registration, a computer account will be generated for you. You will use this to access resources such as Sakai (our learning management system), email, and campus computer labs. Be sure to read the computer resources available for all.

**Anti-virus:** An up-to-date version of a commonly available anti-virus product (Norton, McAfee, MS Security Essentials, etc.) is required before your computer can be hooked up to the Shepherd University network. Check our website for details.

**Wireless access:** Wireless Internet access is available in all academic, administrative, and residential buildings on campus. Computers and mobile devices (including smart phones, and tablets) must meet minimum standards and a setup procedure is required.

**Internet access in residence halls:** Residence halls are wired for Internet access with one connection for each resident along with wifi access. Computers must meet minimum standards and a setup procedure is required. Personal wireless routers are not permitted.

**Peer-to-peer file sharing:** Is bad for our network, so with few exceptions we don’t allow it. Please don’t try.

**Telephone issues:** We support the following voice services for students: Residence hall room telephone line activation and troubleshooting.

If you have any computer problems, trouble to connect to the Internet, or forget your password, contact the User Support Desk at 304-876-5457 or by email at support@shepherd.edu, or visit us on the first floor of the Scarborough Library Monday–Friday from 8 a.m. to 4:30 p.m. (hours subject to change). We’ll help diagnose your problem and fix most configuration issues free of charge.

**International Student Services (ISS)**

ISS is located in the Student Affairs Office on the first floor of the Student Center and provides assistance with visas and practical training paperwork as well as aiding in facilitation of social and educational support for international students.

**Learning Commons**

Located on the first floor of the Scarborough Library, Dr. Howard N. Carper, Jr. Learning Commons is the home of several offices or departments: the Center for Teaching and Learning, the Academic Support Center, the Advising Assistance Center, the Writing Center, the First Year Experience, the Common Reading Office, Instructional Technology, TRiO Student Support Services, Information Technology Services, User Support, and the Regents Bachelor of Arts (R.B.A.) Offices.
Multicultural Student Affairs ................................................. 304-876-5453
The primary mission of the Office of Multicultural Student Affairs (MSA) is to help prepare all Shepherd University students to live, learn, work, and succeed in a diverse society. Therefore, this office embraces all students and endeavors to create awareness, appreciation, action, and advocacy around issues of race, gender identity, sexual orientation, culture, ethnicity, national origin, ability, and religion through passive and active programs, speakers, lecture series, and community service. MSA is located on the ground level of Gardiner Hall.

Office of Financial Aid ............................................................... 304-876-5470
Located on the first floor of Gardiner Hall, the Office of Financial Aid is open Monday, Tuesday, Thursday, and Friday from 8 a.m. to 4:30 p.m. Wednesday the office is open from 9:30 a.m. to 4:30 p.m. To apply for the maximum financial aid package, you need to submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov before March 1 each year. If you miss the March 1 deadline, you can still submit the FAFSA; however, your eligibility will be limited to federal grants and loans. For the summer sessions, a separate Shepherd University Financial Aid Application is also required and generally available one week prior to the beginning of summer registration. For specific information on grants, loans, scholarships, work programs, etc., visit www.shepherd.edu/faoweb.

Office of the Registrar ............................................................... 304-876-5463
The staff in the Office of the Registrar assists students with registration and with routine forms to change personal and academic information, to audit classes, to withdraw from an individual course or the semester, to receive transfer credit approval and to petition the Admissions and Credits Committee. The Office of the Registrar is responsible for the academic records of all students. The staff prepares transcripts, verifications of enrollment and certified students for graduation and eligibility for sports. The office is responsible for ordering diplomas and coordinating other activities related to the commencement ceremony. The staff is available to answer questions from students, faculty, and staff members in other offices.

More information is available on the Office of the Registrar’s website at www.shepherd.edu/registrar. Students can access their academic and personal information as well as register, pay tuition, print enrollment verifications and update email and snail mail addresses on RAIL (Remote Access Information Line) at www.shepherd.edu/rail.

The Office of the Registrar is located in Ikenberry Hall, room 110 and is open Monday through Friday, 8 a.m.–4:30 p.m. Phone number: 304-876-5463, Fax: 304-876-5136.

Parking (See University Police)

Rambler Card................................................................. 304-876-5219
The Rambler card is Shepherd University’s official student ID. All students are furnished with a Rambler card. Students are required to carry this card at all times. The Rambler card provides secure stored value for purchases at properly equipped vending machines, copiers, printers, and other locations on campus (including the Bookstore, Dining Hall, Ram’s Den, Fireside Bistro, Library, Health Center, and Public Safety) and off campus. It also allows you to access your chosen meal plan and dining dollars. When Shepherd
campus student fees are paid, the Rambler card also provides access to student services and activities like sporting events, the Wellness Center, and the Health Center. The Rambler card is the property of Shepherd University, is nontransferable, and must be presented to university officials upon request. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. There is a $25 replacement fee for lost, stolen, or damaged cards. Report lost, stolen, or found cards immediately. Rambler Card Services are available in the Bookstore.

*Note: Shepherd University undergraduate students may be admitted to athletic events when they present their current RAMBLER ID card at the admission gate for athletic events. Individuals without current RAMBLER cards will be charged the appropriate admission fee for athletic events for which a fee is charged. Students may sit in any non-reserved seats at athletic events. All persons wanting to sit in reserved seats must purchase reserved seat tickets.

Residence Life ................................................................. 304-876-5172
Living in a residence hall is one of the most valuable aspects of university life and is a very unique, life-changing experience. Located on both the east and west sides of campus, our 14 traditional halls, suites, and apartments offer over 1,300 students the opportunity to live in a community that is both stimulating and educational. The residential living experience at Shepherd has many opportunities for students to develop intellectually and socially, as well as make lifelong friendships.

Residential living exposes students to a diversity of individuals, ideas, and lifestyles. Higher education research consistently demonstrates that students who live on campus, compared to their peers who live off campus, experience a greater sense of connection with the university, perform better academically, and are more likely to graduate. Shepherd’s residence halls are designed to help students in educational programs, recreation activities, social events, leadership and employment opportunities, and staff guidance. Far more than just a place to live, the residence halls are an integral part of the living-learning community of Shepherd University.

Full-time professional, graduate, and student live-in staff are resources for support and information. Located in Miller Hall, the office is open Monday–Friday, 8 a.m.–4:30 p.m.

Scarborough Library ............................................................ 304-876-5421
Scarborough Library is located across the street from the Student Center. The library’s collection of books, electronic journals, research databases, multi-media and all other resources is searchable through the library website. Get basic assistance and research help at the Public Services desk in the lobby and answers for any of your questions. Check out materials as well as laptops and other technologies at the Public Services desk. The library’s website, www.shepherd.edu/libweb, has additional information on a variety of subjects and disciplines. Find your course reserves at the Public Services desk. There are seven group study rooms that are available for student use on a first-come, first-served basis. The third floor of the library is intended for deep quiet study only.

Materials needed that are not owned by Scarborough Library may be borrowed through Interlibrary Loan (ILL) from other libraries. See the library website for the online ILL form. Printing is available in the reference area. Photocopy and microform machines
are located on the second floor. Make copies using your Rambler card. Students may add money to their Rambler cards at the Public Services desk.

The library offers individual instruction and research assistance, class-based instruction along with faculty, and classes on information literacy. LBSC 100 Information Literacy is a one-credit course that empowers students to use library and internet resources more efficiently and to find information more effectively.

**Academic Year Hours**

- Monday–Thursday  8 a.m.–11 p.m.
- Friday  8 a.m.–5 p.m.
- Saturday  10 a.m.–5 p.m.
- Sunday  Noon–11 p.m.

A 24-hour study room is located at the south side of the building and provides computers and vending machines. Students may enter using their Rambler card. For intersession, holiday and summer school hours, please check the library website.

**Services for Students with Disabilities**

In accordance with the Americans with Disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act of 1973, Shepherd University is committed to fulfilling its ethical and legal responsibilities to ensure equal opportunity for all students. In addition, the university prohibits illegal discrimination against any individual on the basis of her/his disability. A person with a disability is generally defined as any individual who (1) has a physical or mental impairment; (2) has a record of such impairment; or (3) is regarded as having such an impairment, and the impairment substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Disabilities can include, but are not limited to, mobility impairment, visual or hearing impairments, systemic (medical) conditions, psychological disorders (as defined by the *Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition*), and learning impairments.

Students with disabilities at Shepherd University have the right to:

- Equal access to curricular and cocurricular programs across campus, including academic courses, student services, employment, and student activities;
- Reasonable and appropriate accommodations;
- Information available in a timely manner and in an accessible format;
- Expect all disability-related information will be treated confidentially by all university employees; and
- Appeal any disability-related accommodation decision.

Students with disabilities also must act as self-advocates. In order to obtain disability-related accommodations, students are responsible for completing all necessary forms and providing all requested documentation to the appropriate disability service provider (listed below) in accordance with posted deadlines. At a minimum, the documentation must be from an appropriate and authorized professional (e.g., physician, clinical psychologist), it must be timely, and it must verify the nature of the disability, the functional limitations it imposes, and the need for specific accommodations. The university will not be liable for any costs associated with obtaining such documentation.

All accommodations will be decided on a case-by-case basis. Please note that the uni-
versity has an obligation to provide reasonable and appropriate accommodations to ensure that students with disabilities have access to all campus programs, services, and functions. However, if the university can provide an accommodation that is equally as effective as the one requested by the student but is less expensive or less extensive, the university is not required to provide the more expensive or extensive one.

Please direct all academic accommodation inquiries to the director of disability support services, located on ground floor of Gardiner Hall at ext. 5689. Students who wish to appeal an accommodation decision should contact Dr. Thomas Segar, vice president for student affairs at ext. 5214 or tsegar@shepherd.edu

Students can also go to the following website for additional information: www.shepherd.edu/mcssweb/d-index.shtm.

Student Affairs ................................................................. 304-876-5214
Student Affairs, located on the first floor of the Student Center, is the administrative division responsible for all student life outside the classroom. Services provided through Student Affairs are housing, dining, health services, counseling, leadership development, student activities, international student services, disability support services, student community services and service learning, multicultural student affairs, veterans programming, Washington Gateway Program, Greek affairs, and the student conduct system. If you have a question about any of these services, feel free to stop by the Student Affairs Office, Student Center 122, anytime Monday–Friday, 8 a.m.–4:30 p.m.

Office of Student Engagement ............................................. 304-876-5402
The Office of Student Engagement promotes and organizes campus outreach initiatives by placing individual students, academic clubs, social organizations, and resident assistants in situations that embrace learning through service. These groups utilize the office for assistance with community service projects.

Campus-wide service initiatives include Relay For Life, the annual Day of Service Program, Big Ram/Little Ram, Alternative Spring Break, and Fall Break Initiative trips. The office advises Shepherd University’s Habitat for Humanity Chapter, Alpha Phi Omega, and Rotaract.

The office offers support to students and faculty for service learning projects at Shepherd by assisting with the integration of service into the classroom curriculum. At Shepherd University, we believe that students who participate in learning opportunities in their field of study or interests will excel during their college years and beyond. This office is located in the Student Center, suite 216.

Student Center ................................................................. 304-876-5497
The Shepherd University Student Center, through its services, programs, and dynamic facilities, provides a welcoming and inclusive sense of place where all commuter and resident students, faculty, staff, alumni, and visitors can come together to exchange diverse ideas.

The Student Center fosters student involvement, community, and learning through recreational activities, cultural events, social programming, and leadership initiatives. Student Center departments include Student Activities, Leadership Development, Home-
coming, Games Zone recreation area, Information Center, Campus Recreation, Late Night in the Zone, and Conference Services.

Hours of operation for various services are:

**Student Center, 5497:**
- Monday–Thursday  7 a.m.–11 p.m.
- Friday and Saturday  7 a.m.–midnight
- Sunday Noon–11 p.m.

**Ram’s Den, 5229:**
- Monday–Thursday  7 a.m.–9 p.m.
- Friday  7 a.m.–3 p.m.
- Saturday–Sunday Closed

**Fireside Bistro, 5191:**
- Monday–Thursday  7 a.m.–10 p.m.
- Friday  7 a.m.–4 p.m.
- Saturday and Sunday Closed

**Games Zone, 5411:**
- Monday and Wednesday  9 a.m.–11 p.m.
- Tuesday and Thursday  9 a.m.–11 p.m.
- Friday and Saturday  11 a.m.–midnight
- Sunday Noon–11 p.m.

**Information Center, 5497:**
- Monday–Thursday  8 a.m.–8 p.m.
- Friday  8 a.m.–5 p.m.

For residential students meal transfer is available at the Student Center at the following rates and times:

- Breakfast (7 a.m.–10:30 a.m.) $5.75
- Lunch (12:30–3:30 p.m.) $6.75
- Dinner (4 p.m.–close) $6.75

*Services Hours change during breaks and summer.*

**Study Abroad Office.......................................................... 304-876-5412/5693**

The Study Abroad Office is located in Scarborough Library room 211 off the second floor lobby under the four international clocks. The office advises students on the study abroad process and works with the Registrar and Financial Aid. Stop by or make an appointment to pick up program information, explore available opportunities, and pick up required paperwork. Choose from Shepherd faculty-led short term trips and outside programs for a semester, summer, or a year. Federal financial aid can be used on most programs. Plan to attend the Study Abroad Fair on Thursday, September 24 from 10:30 a.m. to 2 p.m. in the Student Center Ram’s Den. For more information please visit shepherd.abroadoffice.net/dates.html and create a Study Abroad student account. While you are there explore our blog “Global Voices” and become a fan of Study Abroad at Shepherd on Facebook.
The mission of the TRiO/Student Support Services Program at Shepherd is to provide services that help students complete a bachelor’s degree. We offer a diverse, caring, and supportive student-centered learning community where students can discover and utilize their potential to flourish academically and socially as they complete their degrees.

Program goals are to help students persist at the university from the beginning of one academic year to the beginning of the next academic year, and to increase student GPA’s and graduation rates.

At no cost, each SSS student will be provided the following services:

- Academic advising
- Academic tutoring
- Help securing financial aid/financial literacy
- Completion of an individual success plan
- Monitoring of academic progress
- Workshops on time management, study strategies, test-taking strategies and computer skills
- Opportunities to attend cultural and educational activities on and off campus
- Career counseling and planning
- Access to computers in the SSS office
- Free photocopying
- Early course selection/registration
- Peer mentoring program
- Access to the SSS living/learning community

To qualify for the program, students must meet one of the following criteria: be a first-generation college student (mother nor father has a bachelor’s degree), meet income guidelines set by the U. S. Department of Education and/or be a student with a disability.

This program is funded by the U. S. Department of Education and Shepherd University. Students can apply by filling out an application. Our offices are located at the Center for Teaching and Learning room 152, first floor of the Scarborough Library.

Office hours:
- Monday and Friday 8 a.m.–4:30 p.m.
- Tuesday–Thursday 8 a.m.–6 p.m.

For more information and to get an application, go to our website at www.shepherd.edu/trioweb.

University Police ................................................................. 304-876-5202/5374

The University Police, located on the first floor of Sara Cree Hall, are available 24 hours a day to assist you with safety and security needs. They are deeply committed to the education and living experience collegiate life has to offer. The hours of office operation are Monday–Friday, 8 a.m.–4:30 p.m., but duty officers are available 24 hours a day, 7 days a week. University Police coordinate all parking decals.

Veterans Enrollment Certification Assistance ........................................ 304-876-5360

This service is located in the Registrar’s Office in Ikenberry Hall. The certifying official is
available for veterans and beneficiaries, who are entitled to educational benefits, to assist with questions regarding the benefits or enrollment certification. More information is available on the Office of Registrat’s website at www.shepherd.edu/registrar.

Wellness Center ................................................................. 304-876-5300
Located on the west campus, the Wellness Center offers free group exercise classes, personal training, 25-yard heated indoor pool, two basketball courts, two racquetball courts, massage therapy, free weights, strength machines, and much more. Intramural sports are also hosted and offered at the Wellness Center.

Students wishing to utilize the facility must present their active Rambler card to enter. Any graduate student who would like to join the Wellness Center may do so by purchasing a semester membership at the front desk for the same rate as undergraduate students. To sign up for intramurals, view hours of operation, and for information on other programs please visit www.shepherdwellness.com

Fitness Center Hours
   Monday–Thursday  6 a.m.–10 p.m.
   Friday           6 a.m.–9 p.m.
   Saturday         8 a.m.–4 p.m.
   Sunday           10 a.m.–6 p.m.

Pool Hours
   Monday–Friday    6–8 a.m.; 11:30 a.m.–1:30 p.m.; 4–8 p.m.
   Saturday         9 a.m.–3 p.m.
   Sunday           11 a.m.–4 p.m.

Hours are subject to change.

Wellness Café Hours
   Monday–Thursday  7 a.m.–8 p.m.
   Friday           7 a.m.–7 p.m.
   Saturday         11 a.m.–6 p.m.
   Sunday           Closed

White Hall Computer Lab ...................................................... 304-876-5367
The White Hall Computer Lab (room 203) is available for students to work on assignments in a quiet, study-like atmosphere. Computers are available on a first-come, first-served basis. Rooms 204 is a classroom, but individuals may use it for assignments when classes are not being held. The hours of operation are posted around the computer rooms, on the voice mail greeting, and on the Computer Lab Web page.
Campus Organizations
Student Leadership Opportunities
Shepherd University offers a diverse range of opportunity to enhance the leadership skills of all students.

Alternative Spring Break/Fall Break Initiative
Alternative Spring Break (ASB) and Fall Break Initiative (FBI) service trips are activities and events that occur during Shepherd University's breaks. Shepherd offers two different types of service trips—a fully immersive trip for those students who can travel out of state for the entire break and a local program for students who need to stay close to the Eastern Panhandle. To learn more about these opportunities contact the Office of Student Engagement at 304-876-5402.

FYEX 200: Peer Educator
This course provides an opportunity for students who have attended Shepherd University for at least two semesters to assist instructors of First-Year Experience courses. Peer educators co-facilitate discussions, contact students who miss class, and provide information to first-year students about Shepherd services and programs. Peer educators must have strong leadership, communication, and interpersonal skills and must be comfortable with small group interactions. They must be in good standing with the university and have a minimum 2.5 cumulative GPA. FYEX peer educators must apply through the Center for Teaching and Learning and earn one credit hour for this experience.

Leadership Lounge
Check out the Student Center's free Leadership Lounge workshop series. Held from 3-4 on a variety of Thursdays, these free sessions give students an opportunity to develop new leadership skills and strategies on diverse topics from team building and fundraising to managing conflict and transitioning new officers. For more information, contact rmeads@shepherd.edu or visit www.shepherd.edu/scccweb/leadership.html.

Multicultural Leadership Team and Scholarship Program
Members of the Shepherd student Multicultural Leadership Team are full-time degree-seeking undergraduate students committed to enhancing cultural diversity and improving race relations locally, nationally, and internationally. Members of the team participate in a multicultural leadership development program which equips, challenges, and empowers them to demonstrate their commitment to cultural and racial diversity by helping to prepare others to live, learn, work, and succeed in a pluralistic society. To learn more about this program, contact the Office of Multicultural Student Affairs, ext. 5453 or visit www.shepherd.edu/multicultural-student-affairs/multicultural-leadership-team.

Peer Leadership (A-Team)
Members of Shepherd's Peer Leadership Team—better known as the “A-Team”—are upper-class students who act as mentors and assistants to first-year students during the summer
advisement/registration and orientation programs. A-Team members are highly motivated students who excel both academically and socially. Selection to the A-Team is a unique honor and a rewarding opportunity for personal and professional growth. To learn more, contact Julia Flocco at ext. 5402 or jflocco@shepherd.edu.

Resident Assistant
Resident Assistants (RAs) are upper-class residential student staff members who help build strong and healthy residential learning communities which complement and extend learning and development opportunities outside the classroom. To learn more, contact Residence Life, Ground Floor, Miller Hall, ext. 5172.

Student Government
Shepherd’s Student Government Association (SGA) is considered to be the voice of the student body and student groups. All recognized Shepherd student organizations are entitled to hold a seat in the SGA Senate. Senators are permitted to make announcements, vote on student fee allocations, and to introduce legislation recommending policies to the president’s executive staff. SGA meetings are held at 5 p.m. each Tuesday in the Storer Ballroom, Student Center. Meetings are open to any student who would like to attend. If you would like to get involved with SGA or serve on a campus committee, come to an SGA meeting or stop by the SGA Office on the ground floor of the Student Center. For more information call ext. 5301 or email sgaweb@shepherd.edu.

Student Leadership Conference at Shepherd
The Student Leadership Conference at Shepherd (SLCS) has a 29-year tradition of fostering the development of student leaders. The programs are designed to motivate, encourage, and challenge students, as well as to strengthen Shepherd’s groups and organizations.

In addition to focusing on the needs of campus group leaders, SLCS challenges students to think beyond college and to develop leadership skills that will serve them well throughout their lifetimes. SLCS is free to all Shepherd students who pre-register. By attending this conference you become part of Shepherd’s student leadership tradition. To register for the 2014 Conference on September 20, contact Rachael Meads at rmeads@shepherd.edu or ext. 5113.

Student Life Council
The Student Life Council (SLC) is responsible for recommending campus-wide student life policies to the vice president for student affairs, the president’s executive staff, and other groups that establish policies. It establishes committees to review policies and maintains permanent subcommittees including Family Day, the Performing Arts Series at Shepherd, Program Board, Student Recognition Day, and the Leadership Conference at Shepherd. Its membership includes the SGA president, program board president, advocate for diversity and equality, six students elected at large, three faculty members elected by the faculty senate, the vice president for student affairs, dean of students, and four staff members appointed by the vice president for student affairs. Meetings are held twice a month during
the academic year and are open to any student wishing to attend. If you are interested in becoming a SLC board member, contact the Student Government Association.

**Shepherd Leadership Certificate Programs**
Shepherd is committed to building leaders by engineering opportunities for leadership development. Rooted in the social change model of leadership development, Shepherd’s leadership certificate programs strive to increase the capacity of students to become effective citizens and agents of change. Certificate workshops include the New Student Day of Service and Leadership Program, the annual Student Leadership Conference at Shepherd, Student Center Leadership Lounge workshops, Counseling Services Lunchtime lectures, Multicultural Student Affairs programs, and many other special events.

Students who wish to pursue a certification are encouraged to do so. Credits are earned for attending events and submitting post-event learning journals. To learn more about these programs, contact Rachael Meads at rmeads@shepherd.edu.

**Tau Sigma Transfer Student Honor Society**
A chapter of Tau Sigma national honor society has been formed at Shepherd University. This honor society recognizes the academic achievement of our transfer student population. Shepherd is the first college or university in West Virginia to form a chapter. First formed at Auburn University in 1999, there are now more than 150 nationally recognized chapters of Tau Sigma. Members have opportunities to compete for national scholarships and attend a national leadership conference, host campus social and academic events, and assist incoming transfer students as they find their place at Shepherd. A formal induction ceremony will be held in the fall semester.

To be eligible for Tau Sigma, students must transfer to Shepherd from another academic institution with at least one full years’ academic credits satisfied at the prior institution(s), be registered as a full time student in a course of study leading to a bachelor’s degree, and maintain superior academic achievement during their first semester at Shepherd with a minimum GPA of 3.5 on a 4.0 scale. The group has future plans to be officially recognized the Shepherd Student Government Association. For more information, call 304-876-5461.

**Campus Volunteer Opportunities**

**Alternative Spring Break/Fall Break Initiative**
A popular alternative to a traditional break, these programs provide an opportunity for students to volunteer locally or travel for the purpose of volunteering. Building homes, working in shelters, and tutoring at-risk children are some of the life-changing activities available. Students are encouraged to apply. Minimal financial commitment required. Sponsored by the Office of Student Engagement.

**Big Ram/Little Ram**
Through working with the Big Brother/Big Sister organization, Shepherd created a program
for students to be matched with at-risk children in the community to provide meaningful friendship, mentoring, and guidance. Students are interviewed and a background check is performed. Children are thrilled with the opportunity of spending time both on and off campus with their Big Ram! Sponsored by the Office of Student Community Services and Service Learning.

Day of Service and Leadership
New Students are invited to kick start their Shepherd experience by participating in the Day of Service and Leadership, a four day pre-orientation leadership program. Participants build relationships with other emerging students, current student leaders, and faculty and staff mentors while volunteering with a non-profit agency in our community and participating in interactive leadership experiences. Discover your strengths, leadership potential and ability to make a difference in the world! To learn more, contact the Office of Student Engagement at 304-876-5402.

Relay For Life
Once a year, the campus stays awake all night raising funds and awareness in the fight against cancer. Hundreds of students, faculty and staff participate in Shepherd’s Relay to benefit the American Cancer Society. Just as the fight never ends, planning for Shepherd’s Relay continues all year. Students are encouraged to get involved by serving on a committee, creating a team, or assisting with advocacy and education projects. Sponsored and coordinated by the Office of Student Engagement.

Registered Student Groups
Dedicated to the study of accounting, the Accounting Club is also a place for building friendships, upholding the values of Shepherd University, and furthering interest in civic and professional enterprise. To learn more about these groups, visit RamPulse at shepherd.collegiatelink.net

AIGA
AIGA, the professional association for design, is the premier place for design—to discover it, discuss it, understand it, appreciate it, be inspired by it. It is the place graphic designers turn to first to exchange ideas and information, participate in critical analysis, and research and advance education and ethical practices.

Allies (Gay/Straight Alliance)
Allies is composed of members of Shepherd’s gay, bi, lesbian, transgendered, and straight communities who are devoted to increasing rights awareness, answering questions from those interested in diverse sexuality, promoting campus and community diversity, building community with the Allies of neighboring colleges and universities, and providing a safe and confidential avenue for individuals to seek support. Visit our website: www.shepherd.edu/alliesweb/

Alpha Kappa Delta (AKD)
AKD is an honor society for sociology majors. Members must have completed at least 10
hours of sociology work, have at least a B average in all sociology related classes and be in the upper 35 percent of their class scholastically.

**Alpha Phi Omega**
Alpha Phi Omega is a national, co-ed service fraternity setting the standard for campus-based volunteerism since 1925. APO has chapters at over 350 campuses nationwide. Alpha Zeta Mu chapter at Shepherd was founded in 2006. The goals of APO are to develop leadership skills, create strong friendships and, above all, to provide service to our campus, community, and nation.

**Alpha Sigma Tau**
Alpha Sigma Tau is a national sorority which was founded on November 4, 1899 in Ypsilanti, Michigan. Chi Chapter was founded at Shepherd University in 1943. Our symbol is the anchor which reflects our firm belief and commitment to Alpha Sigma Tau throughout our lifetime. Our colors are emerald green and gold, our jewel is the pearl, and our flower is the yellow rose. Alpha Sigma Tau supports the Ruby Memorial Cancer Fund and the Pine Mountain Settlement School as well as many local community needs. Alpha Sigma Tau is known for its strong sense of sisterhood and for its diversity among sisters. Our goals are to encourage sisterhood, dedicate ourselves to philanthropic ideals, and initiate student leadership and responsibilities.

**Anime Drawing Club**
This club is open to any students interested in Anime and Anime arts.

**Association for Historic Preservation**
The Association for Historic Conservation enhances its members understanding of stewardship and the field of historic conservation.

**Beta Beta Beta**
Beta Beta Beta is a national biology honor society open to biologists and those interested in biology.

**Catholic Campus Ministries**
The purpose of Catholic Campus Ministry is to provide support and fellowship for students, staff, faculty, friends, and the Shepherd community at large from a Catholic perspective.

**Chi Alpha Sigma**
Chi Alpha Sigma is an honor society recognizing those student-athletes who have achieved a minimum grade point average of 3.4 on a 4.0 scale and who have been active participants in intercollegiate athletics on their university campus. Students may be selected for induction into the society in the spring of their third year of college. There are chapters on over 167 university and college campuses in 39 states. Shepherd’s chapter is the West Virginia Alpha Chapter, as the first chapter in West Virginia.
Common Ground
Common Ground is a Biblically based Christian group whose mission is to foster a safe, inclusive atmosphere that allows spiritually interested students to join together and examine, develop, or deepen a relationship with God through Jesus Christ.

The Dance Team
A group of experienced dancers and/or cheerleaders that perform hip-hop routines at sporting events, university events, and competitions.

Debate and Forensics
Sponsored by the Department of Political Science, the Debate Team participates in intercollegiate debate throughout the academic year. All majors are welcome to participate. Valuable experiences gained include critical thinking skills, analytical skills, and extra confidence needed to assume a position in the professional world.

Delta Sigma Pi
Delta Sigma Pi is a co-ed international professional business fraternity with three main focuses: professionalism, community service, and social activity. Our unique mix of these three areas provides an unmatched experience for future business leaders.

Delta Zeta
An international sorority founded at Miami University of Oxford, Ohio, on October 24, 1902. The Kappa Mu Chapter was installed at Shepherd on February 3, 1973. Delta Zeta strives to promote high self-esteem, high scholarship, cultural interests, campus activities, provide service to others, and to cultivate friendships. Membership is by invitation with recruitment events held throughout the semester.

Financial Planning Association
The Shepherd Student Chapter of the FPA fosters the value of and professions of financial planning.

French Club
French Club fosters an environment for utilizing French language and exploring the culture of France.

Game Club
The Game Club provides a social medium for all students who share a common interest in recreation through board games, puzzles, and card games.

Homecoming Committee
A subcommittee of the Student Life Council, the Homecoming Committee plans Shepherd University’s annual homecoming week events. All students are welcome on the committee. To volunteer, contact Rachael Meads at rmeads@shepherd.edu.
Habitat for Humanity Campus Chapter
The mission of Habitat for Humanity International is to eliminate poverty housing from the face of the earth. At Shepherd University, students work in partnership with the community to help those in need by not only building and renovating houses, but also through education, advocacy, and fundraising. This effort will continue until everyone in the community has a simple, decent place to live. To join contact the Office of Student Engagement at ext. 5402 or at scsweb@shepherd.edu.

Humans vs. Zombies
Sponsored by the Active Gamers, Humans vs. Zombies is a campus wide game of “tag” that builds teamwork, leadership, and friendships while allowing students to have fun and relieve stress.

Interfraternity Council (IFC)
The IFC is composed of representatives from each recognized social fraternity. It is the governing body for all fraternities, and membership is required for a fraternity to be recognized by Shepherd University. All chapters must maintain minimum standards as adopted by the Franklin Square Group.

International Student Union
The ISU is for all students (both International and American) who are interested in promoting understanding and an appreciation of international cultures. For information, contact Mary Beth Myers in the Student Affairs Office (101 Student Center).

Kappa Delta Pi
Kappa Delta Pi, the international education honor society, recognizes scholarship and excellence in education. Students must demonstrate ideals of scholarship, high personal standards, and demonstrate promise in teaching. Students must maintain an overall GPA of 3.2 or above and have completed 30 university credit hours in order to apply. Graduate students must maintain an overall GPA of 3.5 or higher and have completed a minimum of 12 credit hours at Shepherd. Membership exposes students to formative publication, conferences, and other professional activities.

Lambda Chi Alpha
A national social fraternity providing a unique experience of combining social activities, service projects, and brotherhood. The chapter was established in 1977 and is one of more than 250 chapters nationwide.

Music Educators National Conference (MENC)
The largest professional music organization in the world, MENC serves music majors and professionals with information, resources, and services regarding the field of music education. Semester activities include presenting guest speakers, a yearly portfolio workshop, and opportunities to visit local conferences and workshops. The faculty advisor is Dr. David Gonzol.
Panhellenic Council
The Shepherd Panhellenic Association is composed of the women's social sororities on campus. The Panhellenic Council is the local governing body with the goal of improving intersorority relationships, promoting campus and community involvement, and encouraging high scholastic and social standards. The Shepherd Panhellenic Council is composed of one chapter delegate and one alternate from each sorority and is responsible for local Panhellenic operations in accordance with the National Panhellenic Council unanimous agreements, policies, and minimum standards as adopted by the Franklin Square Group.

PASS (Performing Arts Series at Shepherd)
A subcommittee of the Student Life Council at Shepherd, PASS brings world-class artists to campus for performances, workshops, and more. The PASS Advisory Board (made up of students, faculty, and staff members) helps select high quality professional performing arts programs that enhance the curriculum and contribute to the quality of life in our community. To volunteer to serve on the board, contact Rachael Meads at ext. 5113. Tickets to all PASS events are free to Shepherd students with Rambler card at the Shepherd University Bookstore in advance or at the Frank Center ticket office at the time of the performance.

Phi Alpha Theta
This honor society is for history majors. Members must have a 3.1 GPA in history with at least 12 history credits, a B average in their other course work, and be in the upper 35 percent of their class.

Phi Epsilon Kappa
Phi Epilson Kappa is a professional honorary fraternity for physical education, recreation, sport, and health majors dedicated to advancing the interest of health education, physical education, recreation, sport, and safety education. Membership is by invitation only.

Phi Kappa Phi
The honor society of Phi Kappa Phi is the oldest, largest, and most selective all-discipline honor society in the U.S. Shepherd's chapter initiates students, faculty, staff, and alumni each year.

Phi Kappa Tau
A national social fraternity, with more than 86 chapters, founded at Miami University of Oxford, Ohio, in 1906. The mission of Phi Kappa Tau is “to champion a lifelong commitment to brotherhood, learning, ethical leadership, and exemplary character.” Academics and service are very important, as is the yearly fundraising for fellow brother Paul Newman’s Hole in the Wall Camp, which helps children with cancer, diabetes, arthritis, and other life-threatening conditions.

Phi Mu Alpha Sinfonia
A music fraternity with membership open to any male Shepherd student in good academic standing with an interest in music.
The Picket

*The Picket* is Shepherd’s student newspaper written and run by students under faculty advisement. Printing twelve to thirteen issues a semester, *The Picket* strives to voice issues relevant to the student body. *The Picket* is an open organization and invites any student to join.

Pi Kappa Delta

Pi Kappa Delta is an honor fraternity for students in speech and debate. Members must be taking fundamentals of speech course when entering this organization and must maintain a GPA of 2.0.

Pi Sigma Alpha

A national political science honor society for undergraduate political science majors. Members should maintain a 3.0 GPA. Pi Sigma Alpha participates in many social and service activities including conducting a career day for political science majors, essay contests, student debates, and cooperative projects with other chapters and/or other honor societies on campus.

Pre-Veterinary Society

Pre-Veterinary Society promotes relationships among pre-veterinary students and stimulates interest in veterinary medicine and to offer guidance to pre-veterinary students about College of Veterinary Medicine admissions and criteria.

Program Board (PB)

The Shepherd Program Board(PB)—a subcommittee of the Student Life Council at Shepherd—is made up of student leaders who create community on campus by sponsoring exciting programming to educate, entertain, and engage students. Program Board Leadership Team members develop strong leadership skills and learn how to plan market and assess diverse cultural, recreational, educational, and community-building programs. Program Board’s efforts support the core values of the university and the division of student affairs: student learning; engagement; integrity; accessibility; community; social justice/diversity; and retention. Volunteers are always needed and welcomed. To get involved, check us out on Facebook ([www.facebook.com/shepherdpb](http://www.facebook.com/shepherdpb)) or at RamPulse ([shepherd.collegiatelink.net](http://shepherd.collegiatelink.net)) or stop by the PB office in the Student Center.

Psi Chi

This honor society was founded in 1929 to further the academic study of psychology. Shepherd University has had a Psi Chi chapter since 1993 and membership is by invitation only. To be invited, a student must have an overall GPA of 3.0 and be a psychology major or minor.

Psychology Club

Open to all interested persons in the campus community, the Psychology Club provides opportunities to explore applications of psychological knowledge to relationships, play, work, and everyday life. Questions? Call Anne Murtagh, ext. 5257 or amurtagh@shepherd.edu.
**Ram Marching Band**
The Shepherd University Marching Band is open to all students, regardless of major or prior experience. The Ram Band is in great demand and travels each year on a regional tour and also performs at all home games. For more information about the Ram Band go to www.shepherd.edu/musicweb, or email music@shepherd.edu.

**Ratio Christi**
Ratio Christi is an Apologetics group organized to encourage and strengthen the faith of Christian students at universities around the world while sharing the Christian message. Ratio Christi encourages stimulating discussion and rational debate to promote Christian discipleship.

**Rotaract**
Rotaract is the collegiate level of Rotary International, an organization which focuses on Service above Self. Students in Rotaract work together to create opportunities for professional development while focusing on campus, community, and global needs. Networking with the local Rotary Club, members of the business and professional community, provide students with opportunities to expand their knowledge base, explore careers, and create positive connections.

**The Rude Mechanicals Medieval and Renaissance Players**
Open to any student or community member, this group stages and performs medieval and Renaissance drama every semester. Contact Dr. Betty Ellzey in English for info.

**Sans Merci**
*Sans Merci* is an annual literary publication featuring student work in creative fields of writing and art.

**Scene Stealers**
Scene Stealers provides an opportunity to for students to perform, direct, and produce scenes and productions from the world of musical theater.

**Secular Student Alliance**
Group formed to develop understanding, tolerance, and inclusion for non-theistic students.

**Security and Intrusion Detection Club**
While open to anyone, this club was created to allow network security majors an opportunity to develop their skills in fighting cyber-criminals and hackers.

**Shepherd Education Student Association (SESA)**
The purpose of SESA is to provide a student organization to promote a vehicle of education ideas for aspiring teachers on every level of the Shepherd University Teacher program. We will strive to provide a support system that will serve not only the students of the teacher...
education program, but also the institution of Shepherd University, and the community it represents. Our organization is based on initiative of education students. SESA will guide and facilitate education students to become autonomous leaders and thinkers.

**Shepherd Environmental Organization (SEO)**
The SEO’s goal is to foster a better understanding of our place in the environment and how we can become better stewards of the environment. The group organizes campus clean-ups and promotes recycling, renewable energy adoption, and general environmental awareness on campus and within the community-at-large. Membership is open to the campus community.

**Shepherd Spanish Speakers**
The Shepherd Spanish Speakers facilitate Spanish conversation, improve Spanish resources and learn about Hispanic cultures.

**Shepherd University Intramurals**
Intramurals is housed in the Shepherd University Wellness Center. Intramurals engage students in recreational activity through healthy competition in a safe environment. For team registration, calendar of events, or other questions, please stop by the front desk at the Wellness Center. For more information, please visit [www.shepherdwellness.com](http://www.shepherdwellness.com) or call 304-876-5005.

**Shepherd Veterans Organization**
The Student Veteran Organization fosters fellowship among veterans and helps to raise awareness about veterans’ issues, resources, and benefits.

**Sigma Alpha Iota**
Sigma Alpha Iota, Eta Tau chapter, is an international, professional music fraternity for women. It is a serviced-based organization whose purpose is to benefit the individual, the school, and the community. It is a specialized fraternity and its membership is for persons who have demonstrated a sincere interest in music and in the purpose of SAI. Potential members must be enrolled in or have completed one or more music courses. Sigma Alpha Iota organizes its fraternity life specifically to promote competence and achievement within its field.

**Sigma Pi Epsilon**
Professional fraternity for students with a major or minor in science-related fields. Members must have completed one semester of a 200 level or higher in chemistry, achieved a C or higher in that class, and have a GPA of 2.0. Sigma Pi Epsilon is the student affiliate of the American Chemical Society and brings chemistry into the community through various community services and activities on campus.

**Sigma Sigma Sigma**
The Beta Delta chapter of the national Panhellenic sorority Sigma Sigma Sigma is dedi-
cated to establishing a perpetual bond of friendship, developing strong womanly character, and promoting high moral and academic standards. Sigma's national philanthropy is the Robbie Page Memorial which focuses on play therapy for children. Among other local service projects, the sisters help to lead the university's annual Relay for Life in conjunction with other campus organizations and the American Cancer Society. Sigma's mission is to provide a lifelong sorority experience for women from collegiate to alumnae chapters.

**Sigma Tau Delta**
Sigma Tau Delta, the international English honor society, rewards high achievement in English studies and encourages professional development among English majors, minors, and enthusiasts. We sponsor a number of academic, creative, and social events throughout the year. Although formal membership is restricted to upper-level English majors who have excelled academically, anyone with an interest in literature and creative writing is welcome to associate membership, regardless of major.

**SISTAZ**
SISTAZ is an organization dedicated to sisterhood and multicultural understanding. SISTAZ provides women with an alternative to the traditional sorority system. In addition to creating opportunities for cultivating friendships, SISTAZ contributes back to the community through service and often co-sponsors social events and programs with the United Brothers.

**Social Work Association**
The Social Work Association (SWA) is a Student Government Association recognized organization consisting of social work students. The intent of the SWA is to promote fellowship among social work students and give students further opportunity to be active in the community. Over the years, SWA has participated in many community service activities. SWA has helped clothing and food drives, adopted families at Christmas, participated in the Day of Caring, been involved in planning and setting up campus vigils, and helped bring speakers and exhibits to campus.

**Society of Composers International**
The Shepherd University chapter of SCI encourages and promotes student composition and performance of new music. Our mission is to promote contemporary music and foster a sense of camaraderie and cooperation among music students at Shepherd.

**Sociology Club**
Sociology club is open to all students. This group promotes interest in the field of sociology as well as its theories, methods, and practices within our communities. Sociology club's purpose is to provide a place for students of culture and society to engage in discussions of but not limited to collective behavior, social problems, and stratification among others.

**Student Ambassador Association (SAA)**
The Student Ambassadors work with the Office of Admissions as tour guides and hosts for
prospective students and represent the university at college fairs and other recruitment events. To learn more, contact the Office of Admissions at extension 5212.

**Student Nursing Association**
Dedicated to building community for all the nursing students, this organization acts as both a mentor program and serves as a foundation for the unity that will be needed to provide a positive learning environment for the students. The organization will also help to foster and improve the member’s performance skills, leadership skills, and create a bond of friendship for the members.

**Swim Club**
Open to all students who love to swim, the Swim Club gives students the opportunity to swim competitively in a club sport environment.

**Tau Kappa Epsilon**
Tau Kappa Epsilon seeks to enhance the university experience through scholarship, brotherhood, and community service. As part of the largest social fraternity in the world, TKE brothers make social and professional bonds today that last a lifetime. With more than 270 active undergraduate chapters in the United States and Canada, a TKE is never far from home.

**Theater**
The Shepherd University Theater Department annually produces four productions and/or workshop performances. All students are welcome to audition/participate.

**Therapeutic Recreation Club**
This group provides opportunities for students interested in pursuing careers in therapeutic recreation to volunteer, support, and gain new experiences in the field.

**Theta Xi**
Theta Xi is a social Greek fraternity dedicated to brotherhood and philanthropy. Theta Xi was founded at Rensselaer Polytechnic Institute in Troy, New York on April 28, 1864. Nearly 50 chapters of Theta Xi are active at colleges and universities across the country.

**University Democrats**
The University Democrats organization works to assure wider participation and effective organization in furthering the continuing growth, development, and implementation of the campus, local, county, state, and national programs and policies of the Democratic Party.

**University Republicans**
The University Republicans organization works to assure wider participation and effective organization in furthering the continuing growth, development, and implementation of the campus, local, county, state, and national programs and policies of the Republican Party.
**U.S. Green Building Council**
The Shepherd Chapter of the USGBC promotes understanding of green/sustainable building practices and LEED requirements. The group also assists members in preparing for the LEED Green Associations exam.

**WSHC Radio Station**
WSHC, 89.7 FM, “The Ram,” is the official Shepherd University radio station and is licensed by the FCC to broadcast at 950 watts. The station is heard throughout Shepherdstown and in the surrounding cities of Martinsburg, Harpers Ferry, Charles Town, and Hagerstown, Maryland.

The station format is based on what the industry classifies as “college music” which is primarily alternative with a variety of specialty shows featuring folk and blue grass to classic rock and heavy metal. WSHC is currently the only full-time alternative station in the D.C. metro area.

The station is on-air 24 hours a day, 365 days a year and staffed by students and Young Life Community volunteers. Visit the WSHC website at [www.897wshc.org](http://www.897wshc.org) for more information and to listen live.

**Young Life**
Weekly Christian outreach ministry that is also all about fun. Everyone is welcome to join in. Prepare to be laughing, trying new things and building friendships.
Local Resources
Local Resources

Cleaners
Jefferson Cleaners 304-876-3919

Dentists
Paul Davis 304-876-3791
Riley Dobbins 304-876-2527
Brian Palank 304-876-2562

Financial Institutions
BB&T 304-876-3601
Jefferson Security Bank 304-876-9000
United Bank 304-876-6002

Florists
Village Florist and Gifts 304-876-3344

Hair Services
Hair Designs 304-876-3400
Hair Graphics 304-876-2496
John’s Hair Salon 304-267-3943

Hospitals—University Health Care
Jefferson Medical Center (WVUH East)—Ranson 304-728-1600
Referrals 304-724-DOCS
Berkeley Medical Center (WVUH East)—Martinsburg 304-264-1000
Referrals 304-264-DOCS

Pharmacies
Shepherdstown Pharmacy 304-876-9966
Shepherdstown Rite Aid 304-876-0505
Charles Town CVS (Augustine Ave.) 304-725-9313
Charles Town CVS (Jefferson Crossing) 304-725-9707
Ranson CVS 304-728-7418
Charles Town Walmart 304-728-0279
Martinsburg Walmart 304-263-6030
Charles Town Martins 304-728-8706
Martinsburg Martins 304-267-6414

Post Office
Shepherdstown Post Office 304-876-2370
RESTAURANTS
AWOK Chinese 304-876-1088
Bavarian Inn 304-876-2551
Betty’s Restaurant 304-876-6080
Blue Moon Café 304-876-1920
China Kitchen 304-876-6620
Domestic 304-876-1030
Domino’s Pizza 304-876-2595
Kazu Thai and Japanese 304-876-8798
King’s Pizza 304-876-0217
Lost Dog Café 304-876-0871
Maria’s Taqueria 304-876-3333
McDonald’s 304-876-1038
Mecklenburg Inn 304-876-2126
Mellow Moods 304-876-0608
Press Room 304-876-8777
Sebastian’s/Rumsey Tavern 304-876-7000
Sheetz 304-876-2167
Bistro 112 304-876-8477
Subway 304-876-1227
Sweet Shop Bakery 304-876-2432
Tommy’s Pizza 304-876-2577
Tony’s Pizza 304-876-2720
Yellow Brick Bank Restaurant 304-876-2208

STORES
Dollar General 304-876-8230
Food Lion 304-876-0601

THEATERs
Alamo Drafthouse (Winchester, VA) 540-313-4060
Apple Blossom (Winchester, VA) 540-665-0012
Berkeley Plaza (Martinsburg) 304-263-5899
Regal Cinemas (Martinsburg) 304-264-4056
Regal Cinemas Valley Mall (Hagerstown, MD) 301-582-1000
Shepherdstown Opera House Theatre 304-876-3704

VIDEO
Video Den 304-876-0604
### Local Churches/Places of Worship

<table>
<thead>
<tr>
<th>Church Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbury United Methodist Church</td>
<td>110 West North St., Charles Town, WV</td>
<td>304-725-5513</td>
</tr>
<tr>
<td>Baha'i Faith of Jefferson County</td>
<td>308 S. Buchanan St., Ranson, WV</td>
<td>304-725-2242</td>
</tr>
<tr>
<td>Calvary United Methodist Church</td>
<td>200 W. Burke St., Martinsburg, WV</td>
<td>304-267-4542</td>
</tr>
<tr>
<td>Christ Reformed UCC</td>
<td>117 E. Burke St., Martinsburg, WV</td>
<td>304-267-8678</td>
</tr>
<tr>
<td>Christian Science Society</td>
<td>Entler Hotel, German St., Shepherdstown</td>
<td>304-876-2021</td>
</tr>
<tr>
<td>Covenant Baptist Church</td>
<td>Flowing Springs Rd., Shepherdstown, WV</td>
<td>304-876-2212</td>
</tr>
<tr>
<td>Fellowship Bible Church</td>
<td>160 Daniel Rd., Shepherdstown, WV</td>
<td>304-728-3700</td>
</tr>
<tr>
<td>King’s Apostle Holiness Church</td>
<td>West Third St., Ranson, WV</td>
<td>304-725-9442</td>
</tr>
<tr>
<td>Martinsburg 7th-Day Adventist</td>
<td>211 Boyd Orchard Rd., Martinsburg, WV</td>
<td>304-267-9557</td>
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<tr>
<td>Asbury United Methodist Church</td>
<td>Rt. 480, Shepherdstown, WV</td>
<td>304-876-3112</td>
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<tr>
<td>Bedington United Methodist Church</td>
<td>535 Scrabble Rd., Bedington, WV</td>
<td>304-876-2011</td>
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<tr>
<td>Charles Town Presbyterian Church</td>
<td>220 W. Washington St., Charles Town, WV</td>
<td>304-725-5316</td>
</tr>
<tr>
<td>Christ Reformed UCC</td>
<td>304 E. German St., Shepherdstown, WV</td>
<td>304-241-3972</td>
</tr>
<tr>
<td>Congregation B’nai Abraham</td>
<td>53 E. Baltimore St., Hagerstown, MD</td>
<td>301-733-5039</td>
</tr>
<tr>
<td>Destiny Baptist Church</td>
<td>115 N. Raleigh St., Martinsburg WV</td>
<td>304-267-4489</td>
</tr>
<tr>
<td>Galilean Baptist</td>
<td>Mecklenburg Heights, Shepherdstown, WV</td>
<td>304-876-6772</td>
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<td>Lily of the Valley Evangel Church</td>
<td>825 Wilson St., Martinsburg, WV</td>
<td>304-267-2816</td>
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<tr>
<td>Mt. Zion United Methodist Church</td>
<td>Charles Town, WV</td>
<td>304-898-5397</td>
</tr>
<tr>
<td>Church Name</td>
<td>Address</td>
<td>Phone</td>
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</tr>
<tr>
<td>New Hope Assembly of God</td>
<td>Rt. 45 Shepherdstown, WV</td>
<td>304-876-8340</td>
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<tr>
<td>Parish of the Eastern Panhandle</td>
<td>Inwood, WV</td>
<td>304-267-9686</td>
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<td>St. Agnes Roman Catholic Church</td>
<td>Washington and Church St.</td>
<td>304-876-6436</td>
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<tr>
<td>St. John's Baptist</td>
<td>W. German St.</td>
<td>304-876-2304</td>
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<tr>
<td>Trinity Episcopal Church</td>
<td>German St.</td>
<td>304-876-6990</td>
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<tr>
<td>Unitarian Universalist Church</td>
<td>465 N. Potomac St.</td>
<td>301-797-5333</td>
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<td>Zion Episcopal Church</td>
<td>300 E. Congress</td>
<td>304-725-5312</td>
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<td>New Street United Methodist Church</td>
<td>Shepherdstown, WV</td>
<td>304-876-2362</td>
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<td>Shepherdstown Presbyterian Church</td>
<td>100 West Washington St.</td>
<td>304-876-6466</td>
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<td>St. Peter's Lutheran Church</td>
<td>King St.</td>
<td>304-876-6771</td>
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<td>Trinity Episcopal Church</td>
<td>200 W. King St.</td>
<td>304-263-0994</td>
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<td>Trinity United Methodist Church</td>
<td>220 West Martin St.</td>
<td>304-263-9215</td>
</tr>
<tr>
<td>Unity of Shepherdstown</td>
<td>Shepherdstown Train Station</td>
<td>304-284-4222</td>
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Guidelines & Policies Affecting Student Life
TO: Shepherd University Campus Community
FROM: Suzanne Shipley, President
DATE: July 1, 2009
SUBJECT: Civility In Action

Shepherd University is committed to developing and implementing appropriate strategies to achieve greater awareness, appreciation and human understanding, both in the classroom and throughout the campus. We promote a campus culture that celebrates multiculturalism and diversity. We demonstrate this commitment through our acceptance and appreciation of all groups and individuals. As we enter a new academic year, it is a good time to commend those individuals on our campus who daily practice civility by actively supporting and fostering differences at Shepherd University.

It is our shared duty to create an inclusive culture where all members of the campus community are accepted. Therefore, as members of the Shepherd University community, we:

- are committed to the establishment of an open-minded campus that accepts and honors every one of its members;
- will work to support and enhance an environment that respects and endorses all efforts that celebrate the uniqueness of each individual;
- will continually strive to create a welcoming community in which educational, social, and recreational activities and opportunities are available to all of our members;
- will not tolerate or engage in any actions, attitudes, or behaviors that disrespect, degrade or dehumanize any member or guest of this university;
- will continually link academic inquiry and knowledge to meaningful values, thereby deepening human understanding and promoting the appreciation of culture, race, sexual orientation, age, religion, and gender.

Thank you for your special role in creating an inclusive and respectful Shepherd community.
Introduction
The submission of an application for admission to a public institution of higher learning represents a voluntary decision on the part of prospective students. Institutional approval of that application, in turn, represents an extension of a privilege to join the academic community, to participate in its activities, to be educated in the arts of citizenship, and to be graduated honorably from the institution upon fulfillment of the academic and behavioral expectations which are stated in the policies and regulations of the institution.

Membership in the academic community accords to students certain freedoms and responsibilities. The following statements, which are subject to revision and amendment by the President’s Administrative Council, define for students both their freedoms and responsibilities in the academic community of Shepherd University and the opportunities for their participation in the governance of that community.

Shepherd University Community Expectations
Welcome to Shepherd University. Although we come from diverse origins and backgrounds and are equipped with multiple capabilities and ideas, we pledge to join together to create an effective academic community. Our community must possess the highest standards of ethical, educational, and social integrity, combined with recognition and mutual respect for those diversities, which will enrich and inform our intellectual and social lives.

Our community standards of behavior are intended to enhance and protect the university’s general educational process, including research and public service activities, as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, gender expression, race, life experiences, nation-of-origin, disability, or sexual orientation. Through appreciation and respect of the rights of other individuals, we recognize the rights of individuals and groups to express dissent.

For any community to be self-governing, the rules under which it operates must be promulgated and understood by the members of the community. This Student Conduct Code is intended to codify and explain the rules for standards of behavior and responsibility, as well at the rights and remedies accorded to all members of our community.

Responsibilities of Citizenship
As is the case in the community at large, students on the Shepherd University campus are held accountable for their conduct. For this reason, it is the students’ responsibility to be cognizant of the rules and regulations contained in the Shepherd University Catalog and handbooks.

To establish its behavioral standards and rules, the university will endeavor to maintain a code that represents reasonable regulation of student conduct. The university will strive to impose only those limitations on student behavior that have relevance to the educational mission of the university, to the rights of others, to the protection of property, and to the maintenance of orderly group living.

Those students who fail to or refuse to comply with the behavioral standards and regulations of the university, including the directions and orders of faculty and staff members charged with administration of institutional affairs, are subject to disciplinary action, including suspension or expulsion.

Shepherd students are also expected to respect local ordinances and state and fed-
eral statutes both on- and off-campus. Violations of ordinances or statutes are matters of adjudication between the students and the civil authorities. However, campus authorities will take action in cases of off-campus incidents where the institution’s interests as an academic community are involved.

**Official Communications with Students**

Every student has a responsibility to maintain a record of their current mailing address with the Office of the Registrar. Every student shall be issued a Shepherd University email account, unless suspended from email account status due to misconduct, and must regularly monitor their university email account for official communications. Every student shall be deemed to have constructive notice of communications from the university transmitted by email or their mailing address of record.

If a Shepherd University student is transported to the hospital for medical reasons or transported to a correction facility for violation of university, county or state code, policy or law, every attempt will be made to contact the person or persons listed as the emergency contact for that student. If no emergency contact is listed, every effort will be made to identify immediate family members.

**Civility Response Team**

The Civility Response Team (CRT) was established through Shepherd University’s Diversity and Equity Committee to provide assistance for students who feel they have been harassed or assaulted physically, verbally, or through written information based on issues of race, gender, sexual orientation, national origin, gender expression, age, religion, or ability.

The promotion of civility is a key component of the CRT as we strive to maintain a positive campus culture at Shepherd University. Our university is all inclusive and committed to fostering a learning community that values the diversity and contribution of each individual within the Shepherd community. Our focus on civility mandates that we as an institution give consideration and merit to the distinctive backgrounds and opinions of all who decide to participate in the learning community.

Our advancement of a civil learning community is communicated in the following ways:

- We value the diversity that each student, faculty, or staff member brings to Shepherd University and we are appreciative of their contributions to this community.
- We view all employees as colleagues and we are duty-bound to treat every member of this campus with respect and professionalism.
- We view our students as products of this learning environment and we recognize the importance of treating them with the utmost respect.
- We act as advocates for our students who are victims of uncivilized treatment and will use constructive confrontation to assist in educating those who play a part in the negative treatment of any of our students.
- We appreciate the diversity of those who study, work or visit Shepherd University and recognize the value that diversity brings to our institution. Our goal is to educate our community on as many issues of diversity and civility so that Shepherd University might foster a community that is respectful of all students, despite their individual differences.

The CRT team members provide confidential advice on the various services and procedures that are available to someone who may be a victim of such behavior. Please visit our website at [www.shepherd.edu/equity/crt](http://www.shepherd.edu/equity/crt) for team member contacts and other information.
**Student Bill of Rights**

**Freedom of Association**

Individual students may join whatever associations they deem desirable and are entitled to affiliate with any group or organization with which they qualify for membership. Organizational constitutions, charters, and bylaws must be nondiscriminatory with reference to the beliefs, ethnicity, race, gender, gender expression, life experiences, nation-of-origin, disability, or sexual orientation of prospective members. Fraternities, sororities, and religious organizations shall not be considered discriminatory in terms of sex or religious affiliation, respectively.

**A Free and Independent Press**

Shepherd University recognizes the right of students to operate a free and independent press. The student press shall be free of undue censorship and its editors and managers shall be protected from arbitrary suspension arising from student, faculty, administration, alumni, or community disapproval of editorial policy or content as long as its policy or content adheres to the canons of ethical journalism. The campus administration shall provide similar rights to the university radio station and television courses including but not limited to podcasts, blogs, websites, short films, cartoons, and graphics.

Although the university itself is charged with ultimate responsibility for the nature and content of its official publications, the editor-in-chief of each campus publication shall bear primary responsibility and accountability for the particular publication’s operation. Editors and managers will strive for accuracy in their publication by checking sources, and emphasizing the importance of doing so to their contributors, thus emphasizing an accurate and ethical work environment.

**Right to Privacy**

Shepherd students are entitled to the same safeguards of rights and freedoms of citizenship as are afforded their peers outside the academic community. The university recognizes its responsibilities to protect the interests of its students in preservation of privacy. Privacy rights exist under institutional policy, as well as under federal law, the Family Education Rights and Privacy Act (FERPA).

I. Student Records

All policies and practices concerning student records shall respect the privacy of the individual students. Records will be kept only on matters relevant to the educational process. Even these minimum records will not be disclosed except with the student’s written consent or as otherwise stated in the following policies.

A. Maintenance of student records:

1. Separate files will be maintained for academic records and supporting documents, such as, disciplinary, medical, financial aid, counseling and credential records, and other official personnel records.
2. The official student academic record, supporting documents, and other student files are confidential. They are to be maintained only by members of the university staff. All persons who handle confidential records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it.
3. Student academic records shall be limited to information about academic status. No disciplinary information will be recorded on these records.

4. The university reserves the right to withhold academic records of students who are financially indebted to the institution.

5. Disciplinary Files: All disciplinary records except for records involving suspension and expulsion will be kept by the dean of students for no more than five years from the date of the sanction. Students in good behavior may request removal of disciplinary files after two years. This request must be made in writing to the dean of students.

B. All students will be permitted to examine their own academic records and supporting documents, records of disciplinary proceedings, and other official personnel records. If students obtain a copy of any of these records, the university may charge a nominal fee for this service.

1. Medical, financial aid, counseling, and credential records contain information that will be available to students, as explained below:
   a. Records created or maintained by a physician, psychiatrist, psychologist, counselor, or other paraprofessional are normally available only to persons providing such help or treatment. Students are permitted, however, to designate a qualified third party to review such records on their behalf for accuracy. A qualified third party would be a competent professional in the area of concern. Nothing in this request will alter confidentiality of information otherwise protected by law.
   b. Students will not have opportunity to examine the financial resources of their parents without parental consent in writing.
   c. Former students will not have the right to see confidential letters and statements of recommendations placed in their educational records before January 1, 1975. Students will be permitted to waive their rights of access to confidential recommendations in these three areas: admissions, credential files, and receipt of awards. In these cases, students will be made aware of the names of persons making confidential recommendations on their behalf. Letters or statements of recommendations will be used only for their intended purposes.
   d. Other than the exceptions listed above, students may have access to information in their admissions, financial aid, and job placement records.
   e. The Office of the Registrar is charged with the exclusive responsibility for releasing official grade reports, transcripts, and grade point averages. Students who want documentation of this information for themselves or for transmission to third parties must obtain the documentation from the Office of the Registrar.

2. Former students will have the same rights of access to their records as currently enrolled students. Applicants to the university who are not admitted will not have these rights.

C. Students have a right to prior written consent for the release of personally identifiable information from the student’s records to individuals other than the student referred to in the records, but prior consent is not required in the instances outlined below:

1. Employees or agents of Shepherd University, including but not limited to faculty and staff, who need access to the record in order to fulfill a university-related responsibility;
2. Parents/guardians of dependent students, as defined for income tax purposes, in which case the university may but is not required to make non-consensual disclosures;
3. Parents/guardians, in instances of alcohol and drug infractions by the student;
4. When records are subpoenaed under a lawful court order;
5. The following directory information about individual students may be released or made public unless a student makes a written request to withhold such information: name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. All students who do not wish the release of the directory information should file a written statement to that effect in the Office of the Registrar, Ikenberry Hall; and
6. All other instances in which FERPA does not mandate prior written consent.

D. Students have the right to challenge or contest any part of their education record, which they believe contains inaccurate or misleading information. This right does not permit the student to contest a grade on the grounds that a higher grade is deserved, but only to show that the grade has been inaccurately recorded. For information regarding grade appeals, see [Section V., Student Grade Appeals].
1. Students should try to resolve the inaccuracy or the need to eliminate misleading information with the faculty or staff member responsible for the entry of the information on their record.
2. If resolution cannot be achieved in the above manner, a challenge to the accuracy of academic records should be submitted in writing to the Admissions and Credits Committee, stating the nature of the complaint and the evidence which seeks to prove that the entry is in error. This committee has the power to uphold or change any entry on students’ records which is challenged.

E. Students have a right to file a complaint with the U.S. Department of Education concerning failures by Shepherd University to comply with the requirements of FERPA. Complaints may be sent to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C., 20202

II. Confidential Communication
A. The matter of confidential communication frequently presents a problem between student and professor or administrator. When the problem under discussion could lead to administrative action, the student should seek an understanding regarding confidentiality before the counseling session.
B. Students who want to report a violation or file a complaint should contact the dean of students, any administrator in the student affairs or Residence Life Office, or campus ombudsperson.

III. Student Living Quarters
Shepherd University seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.
A. Although the university will make reasonable effort to respect the privacy of a student’s room, Shepherd University maintains the right of access into a student’s room for reasons of emergency, maintenance, order, or concern for a student’s safety. Maintenance and safety inspections will be performed by authorized university personnel only. Illegal items in plain view may be confiscated by appropriate persons. For a full description of Residence Life Policies and Regulations, see Student Handbook, p. 133-148, and the Shepherd University Residence Hall Contract.

B. Solicitation and sales of any service or product door-to-door in a residence hall or by way of the university telephone system is forbidden. Properly registered fund-raisers by recognized campus organizations are permitted. Advertisements, sale, or solicitation of alcoholic beverages is not allowed in residence halls or student mailboxes.

**Student Code of Conduct**

As a community of scholars, Shepherd University is dedicated to promoting learning and student success. In order to foster a conducive learning and living community, Shepherd University does not tolerate violations of any of the following policies:

100. Violations of Law
Violation of federal, state, or local laws or ordinances.

200. Violations of Other University Regulations and Policies
Violation of any other university rule, regulation, or policy.

201. Unauthorized use of parking decal.

300. Abuse
Verbal abuse, physical abuse, intimidation, the threat of these actions, or any other that endangers or threatens the well-being, safety, or educational opportunity of any person(s). 

**NOTE:** More information on policy, enforcement, or filing a complaint, see More Information on Harassment p. 77.

400. Accessory
Assisting or complicity to any violation of the Student Code of Conduct, the Student Handbook, or other published policies. Presence at or failure to leave immediately a situation where a violation is occurring.

500. Alcohol
501. Possession, use, manufacture, purchase, or distribution of alcoholic beverages by or to any person under 21 years of age.
502. Appearing intoxicated or having an open container of alcohol in a public area.
503. Possession or consumption of alcoholic beverages by any person at least 21 years of age when underage people are present.
504. Being present in an area in which alcohol is present, but not permitted.
505. Possession of common source containers of alcohol, such as kegs and punch bowls.
506. Involvement in activities or possession of items used predominantly for and which encourage excessive consumption of alcohol, such as beer pong tables and beer bongs/funnels.

**NOTE:** That signs or symptoms that might reasonably indicate use of or intoxication by alcohol, or the presence of alcohol beverage containers, may be construed as proximate indicators of alcohol possession or consumption.

Student Handbook 69
600. Computer Misuse
601. Intentionally compromising the privacy of computer files or attempting to breach the security of any computer system to which the individual has not been authorized to access.
602. Violations of software licensing agreements or copyright or other intellectual property regulations.

700. Damage to Property
701. Damaging or impairing university property.
702. Damaging or impairing another person’s property.

800. Discrimination
801. Promoting or demanding any action on the part of a member of the campus community that would constitute discrimination on the basis of ability, age, beliefs, ethnicity, gender expression, identity, life experiences, medical condition, national origin, race, religious creed, sex, sexual orientation, or other status protected by law.
802. Engaging in hate activities that demean, ridicule, and/or endanger other members of the campus, especially on the basis of the statuses listed in section 801.

900. Disruptive Conduct
Actions which disrupt or interfere with the instructional program or threaten the orderliness, operation, or well-being of the campus, the surrounding community, or its members.

1000. Drugs
1001. The unlawful possession, purchase, use, or distribution of controlled substances, and/or illegal drugs in any amount. Being in possession of another person’s prescribed medicine.
1002. Purchase, possession, use, abuse or distribution of any synthetic or natural chemical or material that may cause intoxication and/or require emergency intervention, including, but not limited to: bath salts, huffing, salvia, and synthetic versions of drugs.
1003. Possession of medical syringes without a legitimate prescription.
1004. Possession of paraphernalia typically associated with the possession, use or distribution of controlled substances, and/or illegal drugs.

NOTE: For more information, see p. 76 about drugs and enforcement.

1100. Endangering Conduct
Any act that jeopardizes the health or safety of self or others.

1200. Entering/Exiting Building
1201. Entering or exiting a building in any way other than through an appropriate doorway.
1202. Utilizing an emergency exit door at any time other than an emergency.

1300. Failure to Comply
1301. Failure or refusal to comply with directions or instructions of faculty, staff, administration, police, or resident assistants when they are acting in official capacities.
1302. Failure to review or to respond to official electronic messages through the university email system.
1400. Fire Emergency/Threat
   1401. Placing a false bomb threat.
   1402. Causing a fire, fire hazard, false fire alarm, or another false emergency.
   1403. Failure to evacuate immediately during an alarm or other emergency.
   1404. Tampering with, damaging, disabling, or misusing fire safety or other safety equipment.
   1405. Propping open or preventing an interior or exterior door from closing securely.
   1406. Blocking fire or emergency exits or routes in any way. Obstructing direct access to a door or window so that evacuation is hindered.

1500. Fireworks and Explosives
Unauthorized use, possession, or storage of fireworks or explosives on university property.
Unauthorized use, possession, or storage of hazardous chemicals that could pose a health or safety risk, either by themselves or in conjunction with other chemicals.

1600. Guest Responsibility
Failure to inform guests, both students and non-students, of university policies. Shepherd University students are responsible for their guests’ actions while on campus.

1700. Harassment
   1701. Unwanted physical, verbal, nonverbal or other conduct relating to a person’s protected status, including ability, age, beliefs, ethnicity, gender expression, identity, life experiences, medical condition, national origin, race, religious creed, sex, sexual orientation, or other status protected by law, and which may result in one or more of the following:
   A. The creation of intimidating, hostile, or offensive working, living, or academic environment; or
   B. Substantial or unreasonable interference with an individual’s work, living, or academic performances; or
   C. The development of an adverse effect on an individual’s employment or academic opportunities.
   1702. Unjustified inequitable treatment that results in the above consequences and may include bullying, intimidation, and/or the use of demeaning language, the use of language or gestures that are disrespectful or imply a person’s inferiority, or intolerance of cultural differences.

1800. Hazing
Any action or situation, whether recklessly or intentionally, which has the effect of endangerment of personal safety, interference with academic work, violation of university policy, or production of psychological, mental, or physical discomfort, embarrassment, safety, harassment, or ridicule, regardless of the person’s consent.

1900. ID Card/Key Card/Keys
   1901. Use, possession, conveyance, or duplication of university ID card, key cards, or keys without authorization from a university official.
   1902. Failure to carry a Shepherd University ID card while on campus.
2000. Invasion of Privacy
Transmitting, recording, or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy, such as a residence or bathroom.

2100. Lewd or Indecent Behavior
Any conduct that is offensive to accepted standards of decency such as public nudity or public urination.

2200. Misrepresentation
   2201. Submitting false, incomplete, or misleading information on official documents or to police, faculty, staff, administration, or resident assistants when they are acting in an official capacity.
   2202. Any act of academic dishonesty, including plagiarism, cheating, and falsifying records.

Note: Refer to the section on “Academic Freedom and Responsibility” on p. 111 for information about dishonesty in class work, examinations, or other academic work.

2300. Relationship Violence
   2301. Dating Violence: Committing, attempting, or threatening an act of violence against a person in a romantic or intimate relationship, either currently or formerly.
   2302. Domestic Violence: Committing, attempting, or threatening an act of violence by a person against a current or former spouse, current or former cohabitant, or person situated in a similar familial environment.

2400. Residency Requirement
Failure to live on campus for all single, full-time undergraduate students who are not commuting from a parent’s or guardian’s home within a designated area.

2500. Retaliation
Retaliatory action of any kind, including but not limited to intimidation, coercion, discrimination, or threats, against any individual as a result of a person’s attempt to seek redress or to participate in any part of an investigative process under applicable procedures dealing with sexual and/or other misconduct.

2600. Sexual Misconduct
   2601. Sexual Assault, including unwanted sexual intercourse, unwanted sexual intrusion or any form of sexual touching with another person without the consent of that person.
   2602. Sexual Harassment including unwanted or unwelcome sexual advances or requests for sexual favors, or other behavior of a sexual nature. This can include, but is not limited to:
       A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in a university sponsored educational program or activity.
       B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
       C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.
2603. Sexual exploitation including taking non-consensual, unjust, or abusive advantage of another person for the benefit or advantage of anyone other than the person who is exploited.

NOTE: Sexual misconduct may occur as a result of a single incident or a series of events, and may be considered both subjective and objective perspectives. For more information on policy, enforcement, and filing a complaint, see More Information on Sexual Harassment p. 77.

2700. Stalking
Committing an act, such as nonconsensual repetitive and/or menacing pursuit, following, or harassment, directed at a specific person or their family through any means that would cause a reasonable person to feel fear for safety or suffer significant emotional distress.

2800. Theft
Theft or attempted theft of university property or another person’s property including unauthorized use or possession of university property or another person’s property.

2900. Tobacco/Smoking
Smoking tobacco or other substance, including with electronic cigarettes, or using any other tobacco product within 25 feet of a building or bleacher.

3000. Unauthorized Building/Facility Use
Unauthorized presence on, in, or use of university premises, facilities, or property.

3100. Weapons
3101. Use, possession, or storage of firearms or ammunition.
3102. Use, possession, or storage of blank pistols, taser guns, reasonable facsimile of guns, air rifles, air pistols, archery equipment, swords, sharp tools such as axes and hatchets, paint ball guns, knives with blades in excess of four inches in length, or any other item that may constitute a weapon on campus, except as approved and required for an academic class.

3200. Orientation
Shepherd University students are required to attend Orientation Step 1: Advisement and Registration and Orientation Step 2: New Student Welcome unless given written permission by the Office of New Student Programs.

3300-4900
Reserved

5000. Active Sports
Participating in active sports in areas that are not designated for that purpose.

5100. Appliances
Plugging an appliance such as a microwave or refrigerator into anything other than the wall outlet.

5200. Bathroom Use
5201. Utilizing the bathroom facilities that are designated for the opposite sex in traditional halls.
5202. Having more than one person in a shower or toilet stall.

5300. Guest Escort
Having a guest unescorted by his/her host/hostess at any time. A guest is defined as a...
non-resident of the building. A host/hostess is defined as a resident of the hall who has a guest in the building.

5400. Guest Visitation

5401. Hosting an unregistered guest in a residence hall during desk hours, which are:
- Sunday at 8 p.m.–Monday at 1 a.m.
- Monday at 8 p.m.–Tuesday at 1 a.m.
- Tuesday at 8 p.m.–Wednesday at 1 a.m.
- Wednesday 8 p.m.–Thursday at 3 a.m.
- Thursday at 8 p.m.–Friday at 3 a.m.
- Friday at 8 p.m.–Saturday at 3 a.m.
- Saturday at 8 p.m.–Sunday at 3 a.m.

5402. Hosting a guest or another building resident who is not assigned to that space in the student living area without prior roommate permission.

5403. Being present in a residence hall without a specific host.

5500. Guest–Overnight

Hosting the same guest overnight more than three nights per week, defined as the time period Sunday night–Saturday night. An overnight guest is defined as a guest which stays in a student living space after the registration desk closes daily, as noted in Section 5300, until up to 8 a.m. that day.

5600. Laundry

Use of laundry facilities by anyone who is not a resident of the building.

5700. Personal Storage

Leaving or storing personal items in common areas or facilities areas within the residence halls.

5800. Pets

Reasonable indicators of or possession of an animal other than properly attended service animals for individuals with documented disabilities or non-dangerous fish that are in tanks no larger than 30 gallons within the residence halls.

5900. Prohibited Items

Possession of any of the following items:

5901. Appliances: Refrigerators that exceed 120v60Hz (one permitted per resident), microwaves using more than 750 watts (one permitted per room), electric heaters.

5902. Beds: water beds, lofts, or beds larger than twin-size.

5903. Electrical: Appliances which exceed 20 amps of power at one time, power tools such as sanders, saws, welding equipment, or air conditioners, ceiling fans, washing machines, freezers, or other high voltage equipment.

5904. Extension Cords: Any electrical extension cord or multi-plug outlet other than UL approved devices that have a built-in circuit breaker/reset buttons.

5905. Cooking: Barbecue grills, hibachis, Coleman stoves, sterno stoves or, unless in the apartments, devices designed to cook food such as hot plates, electric grills, hot plates, deep fat fryers, toasters, toaster ovens, oven broilers, rice cookers, or open coil appliances.
5906. Open Flame Apparatus: kerosene lamps or heaters, combustibles, burning incense, or burning candles.

5907. Other: hookahs or other common use smoking devices, decorative, souvenir, or empty alcohol bottles, cans, or similar containers for people under 21 years of age, halogen lamps, live Christmas trees, motorized vehicles, satellite dishes, or sub-woofers or similar items which amplify sound including bass that disrupts the community.

NOTE: hookahs and other smoking devices may be considered to be paraphernalia and proximate indicators of drug use.

6000. Quiet Hours
Having sound that can be heard more than two doors down the hallway or on another level of the building during the following designated times:
- Sunday at 8 p.m.–Monday at noon
- Monday at 8 p.m.–Tuesday at noon
- Tuesday at 8 p.m.–Wednesday at noon
- Wednesday at 8 p.m.–Thursday at noon
- Thursday at 8 p.m.–Friday at noon
- Friday at 10 p.m.–Saturday at noon
- Saturday at 10 p.m.–Sunday at noon

6100. Quiet Hours—Courtesy
Having sound which interferes with other students’ abilities to study undisturbed at any time.

6200. Quiet Hours—24 Hour
Having sound that can be heard more than two doors down the hallway or on another level of the building during designated 24 hour quiet hour times.

6300. Removal of University Property
Removing or relocating university property and furniture from its assigned location.

6400. Room Alteration
6401. Making any type of alteration or repair to the structure of the residence hall facility, furnishing, or equipment.
6402. Removing window screens from their casings.

6500. Room Assignment
6501. Living in or occupying any residence living space other than one’s assigned location.
6502. Allowing anyone other than the person(s) assigned to the space by the Residence Life Office to live in or occupy any residence living space beyond those permitted in the visitation policy.

6600. Room Capacities
6601. Having more than five people in a student room in a traditional hall (Gardiner, Kenamond, Shaw, Thacher, and Turner halls).
6602. Having more than eight people in one unit of a suite-style hall (Boteler, Burkhart, Lurry, Miller, Moler, Martin, and Yost halls).
6603. Having more than 12 people in one unit of an apartment (Dunlop and Printz halls).
6700. Room Condition
6701. Keeping a student’s room, bathroom, or living area in unclean and/or unacceptable condition, including when preparing for university breaks.
6702. Not having a room in a condition that is ready to accept a roommate when a vacancy exists in an assigned living space.
6703. Having odors that originate from inside a student room that are detectable outside the room.

6800. Room Responsibility
Behaviors which are in violation of the Student Code of Conduct that occur within a student’s living space or common area. Residents are responsible for all behaviors which occur in their assigned spaces.

6900. Solicitation
Solicitation or sales of any service, product, or promotion in the student residence areas of a building without prior permission from the director of Residence Life, or designee.

7000. Trash
Placing personal trash items in a location other than the designated locations, such as dumpsters outside of the residence halls.

MORE INFORMATION ON ALCOHOL AND OTHER DRUG POLICY

Referral and Treatment
To ensure the most effective implementation of the university’s substance use policies, the following concepts are supported:
A. Alcohol or other drug dependence is a disease that can be successfully treated.
B. Specific steps will be taken for referral of persons at risk for alcohol and other drug problems appropriate resources for assessment and treatment:
   1. Student Assistance Program at the Health Counseling and Consultation Services
   2. Community drug/alcohol treatment centers

Students should be apprised that treatment is not a refuge from disciplinary action and that dependency problems that do not respond to treatment may ultimately result in appropriate disciplinary action.
Disciplinary actions may be held in abeyance pending the conclusion of a treatment program and be mitigated by the results of such a program.
Deferred sanctions may be applied if the individual is uncooperative or fails to make improvements.

Personal Risks
Misuse of alcohol and other drugs can result in, or make worse, a number of personal, relationship, physical or legal problems. Even low doses significantly impair judgment and coordination, making driving dangerous. The use of mood altering chemicals increases the incidence of aggressive acts and may cause marked impairment in higher mental functions, severely altering the ability to learn and remember information.
A. Alcohol-related traffic accidents are the number one killer of young people in America.
B. High doses of depressants frequently cause respiratory depression and death.
C. Additionally, the long-term use of alcohol or other drugs may set up habitual patterns that can lead to psychological and physical addiction.
Disciplinary Sanctions
Shepherd University will impose disciplinary sanctions on students who violate the above standards of conduct.

Among the disciplinary sanctions which may be imposed on students are the following: reprimand, probation, suspension, expulsion and referral for prosecution.

The university may require completion of an appropriate rehabilitation program as a disciplinary sanction.

Drug Violations—Special Note About Enforcement
Shepherd University does not tolerate illegal drug possession, use and/or distribution on-or off-campus. Symptoms which might reasonably indicate use of or intoxication by an illicit substance, or the presence of drug-related paraphernalia, may be construed as proximate indicators of illegal drug use or possession and therefore may be used as the basis for pursuing disciplinary action. Specifically, any student who is responsible for a violation of may be separated from Shepherd University with no refund of tuition, and if applicable, room and board fees. Violators generally will receive the following sanctions:

A. First Offense—not less than a deferred disciplinary suspension from Shepherd University for the remainder of the current semester of enrollment to include the following semester of enrollment (with the possibility of a suspension/expulsion depending on type/amount of prohibited substance), $200 conduct restitution charge, 25 community restitution hours, and mandatory enrollment in the five-week Alcohol and Other Drug Class. If the conduct restitution charge is not paid within a reasonable period after the case adjudication, the student conduct suspension may be implemented.

B. Second Offense—not less than a full student conduct suspension for the remainder of the current semester of enrollment to include the following semester of enrollment, (with the possibility of expulsion depending on type/amount of prohibited substance). Re-enrollment may be possible after the period of separation. However, upon return there is a $400 conduct restitution charge, 40 community restitution hours, mandatory enrollment in the five-week Alcohol and Other Drug Class, and submission of an educational program or project related to drug abuse. The conduct restitution charge must be paid prior to returning to student status.

C. Third Offense—student may face total separation from Shepherd University, expulsion.

More Information on Harassment, Sexual Harassment and Sexual Assault

Harassment
Student Code of Conduct, #300, p. 69
Who May Be Involved? p. 77
What are the Consequences of Harassment? p. 78
Harassment: What Can The Shepherd Community Do? p. 78
Lodging an Official Complaint p. 79

Who May Be Involved?
A. Harassment in the campus community can involve:
   1. Professor and student
   2. Staff employee and student
3. Student and student
4. Other relationships among colleagues, peers, and coworkers

B. Anyone can be harassed. Victims may be any class standing, student athletes, student employees or members of any student organization or club. Harassment can happen at anytime, and without warning.

What are the Consequences of Harassment?
A. Victims of harassment may experience a wide range of emotions as well as physical and psychological distress. This can lead to feeling forced to drop a class, change a major, leave a residence hall or student club or even withdraw from the university. Harassment causes a tense and unproductive learning environment the effects of which can be felt long afterwards.
B. The university will appropriately investigate any accusations of harassment that a student brings against a university employee. If the university finds that the employee has generally harassed the student, the employee will be subject to sanctions that are relative to promotion, termination, forced resignation, negative evaluations, poor recommendations for other work, or demotion. Any student who is charged with harassment will be subject to the established student disciplinary process as outlined in the *Shepherd University Student Handbook*.
C. Some students may be concerned that, as a consequence of their accusation, they will experience retaliation from their harasser. Forms of retaliation can include, but are not limited to, the arbitrary assignment of poor grades, making the student feel unwelcome. The university will strive to prevent retaliation from occurring. If a student perceives that his or her harasser is engaging in retaliation, s/he can address the complaint to the campus ombudsperson.

What Can The Shepherd Community Do About Harassment?
Preventing harassment requires each member of the campus community, especially individuals being harassed, to report all occurrences. All student to student harassment needs to be reported to the Dean of Students Office.
A. A Victim of harassment should do the following prior to filing an official harassment:
   1. Keep records—write a journal on this issue, record the facts on a tape recorder, or tell a friend in confidence. If the harassment persists, keep track of dates, places, times, witnesses, and the nature of the harassment. Save any emails, letters, cards, or notes in a secure place, preferably at home. Bear in mind that these documents could be used in litigation.
   2. Talk with a trusted person such as an advisor, friend or member of the Civility Response Team at 304-876-5214.
   3. If practical, talk directly to your harasser and explain why the action or comment is offensive. Say it firmly, without smiling, and without apologizing.
   4. If direct communication is not possible, tell the harasser in writing that you object to this behavior. Describe the specific things which offend or upset you. Keep this letter as a confidential piece of communication and keep a copy of it.
   5. If you do not feel comfortable with the first three options, you can immediately contact the campus ombudsperson to assist you in confronting your harasser.
   6. If harassment does not stop after taking these steps, or if initial harassment is so serious as to require immediate action, then a complaint should be initiated.
To initiate a complaint, contact the campus ombudsperson. The ombudsperson is trained to listen and to advise you of the Informal and Formal Resolution Processes at Shepherd University. Even if you decide not to engage either in the informal or formal resolution process, a copy of the complaint will be maintained in the office of the ombudsperson.

7. There are counselors on campus who will assist any student who wants to talk about harassment or other problems in confidence. No information discussed in counseling relationships will be divulged unless directed to by the client/victim.

8. Anyone who observes harassment should report it to the ombudsperson so the problem can be properly addressed.

9. It is important to remember that perpetrators of harassment are sometimes subject to federal and state laws as well as university policies. A victim can choose to pursue federal and state remedies at the same time s/he is pursuing university remedies.

B. Lodging an Official Harassment Complaint


The informal resolution of complaints, when possible, can be an effective way of correcting misconduct. The process is follows:

a. A victim or third party submits a complaint to the campus ombudsperson. An initial meeting between the ombudsperson and complainant takes place. All options are explained by the ombudsperson.

b. If the informal resolution option is chosen, the complainant may engage in the following actions: Opt for a meeting with the alleged harasser and the ombudsperson. All parties are permitted to bring support persons (friend, family member, colleague, etc.). The ombudsperson will serve as mediator, listening to all views and establishing a resolution document or mediation agreement as appropriate. Opt for the ombudsperson to meet with all parties separately. The ombudsperson listens to all views, presents views of opposing parties to each other, and establishes a resolution document or mediation agreement as appropriate.

c. The resolution document or mediation agreement may include a “no-contact arrangement” and/or provisions. The outcome of the informal resolution should meet the satisfaction of all parties to the fullest extent possible. If the complainant is not satisfied, the ombudsperson will review other options available.

d. Records, including the resolution document, are submitted to the office of ombudsperson for filing.

e. The ombudsperson will follow-up with parties within two weeks of the resolution if one was reached. Additional follow-up contacts will be made as needed.

f. Proceedings and records will be confidential to the fullest extent possible. If additional complaints arise subsequently as to the same employee, the earlier records may be evidence of a continuing practice of misconduct.

g. Complainants should act in a timely fashion. The ombudsperson will, in all cases, attempt to resolve informal complaints within two weeks of notification of the complaint.
2. The Official Process: Formal Resolution of Harassment Complaints
Any Student who feels that informal resolution of a complaint will not be or has not been satisfactory should file a formal written complaint with the ombudsperson.

a. Since the passage of time makes the resolution of complaints more difficult, it is recommended that the written complaints be filed as soon as possible from the date of the incident(s).

b. A complaint filed against a professor by a student currently enrolled in the professor’s class should be made as soon as possible. The student may choose to have the complaint held confidentially until the end of the semester, at which time the complaint will be resolved. But some situations may require immediate action on the part of the university.

c. A complaint against another student will be referred to the dean of students for management as a student disciplinary matter.

d. The president shall annually designate an eight-member body made up of four faculty and four staff. The ombudsperson will randomly select two panelists from the same group as the person accused and one panelist from the other group to investigate each formal complaint. Immediate supervisors of the accused or the accuser, or any person with a specific, known bias, will be excluded from serving on the three member panel. The formation of the panel will be completed within two weeks of the submission of the written complaint, except where extenuating circumstances require additional time.

e. When a formal written complaint against an employee is received by the ombudsperson, a three-member panel will be selected (as noted in letter d.) and copies of the complaint will be given to panel members. Panel members will conduct such investigation into the facts and circumstances of the complaints as may be deemed appropriate by any of the panel members.

f. The panel may meet with the accuser, accused, and any witnesses relevant to its investigation, but shall at all times act collectively as a group and not individually. The investigation will be completed within four weeks of the formation of the panel, except where extenuating circumstances require additional time.

g. The panel shall prepare a written report of its factual findings and conclusions regarding the merits of the complaint. Their report may, if applicable, include dissenting conclusions. If the report finds any part of the complaints to be meritorious, then the report will designate appropriate action with respect to the perpetrator. The panel will complete the written report within one week of the close of the investigation, except when extenuating circumstances require additional time and policies.

h. The panel shall direct its written report to the ombudsperson and to the executive officer who supervises the accused. The ombudsperson shall then provide a copy of the report to the accused and the accuser and notice of whether the executive officer implemented some form of adverse action as to the employee-perpetrator.

i. Appeals on the part of the accuser may be directed to the President. The accused may appeal any adverse action by following the established grievance procedures of the university.
Sexual Harassment
Student Code of Conduct, #400-403 p. 69
Lodging an Official Complaint p. 79

Students who believe they have been the target of sexual harassment may lodge formal complaints with the dean of students (student conduct affairs administrator) if the perpetrator is a student or group of students.

If the perpetrator is a faculty/staff member, students may lodge formal complaints with ombudsperson. Lodging a formal complaint will result in a thorough and timely investigation of the reported incident; individuals found responsible for sexual harassment will be held appropriately accountable by the university.

Support, advocacy and/or assistance with lodging a formal complaint may be obtained from any members of the Sexual Harassment Policy and Action Team; complaints may also be lodged informally with or resolved through mediation by any member of this team. An updated list of Team members may be obtained from the Student Affairs Office, the Academic Affairs Office or from the President’s Office.

A student who does not feel that an informal complaint has been satisfactorily resolved or mediated may then elect to lodge a formal complaint through the designated channels. (Please also refer to No Excuses...Sexual Harassment Violates You and Violates the Law, Guidelines for Reporting Sexual Harassment at Shepherd University distributed by the Ombudsperson’s Office and Student Affairs Office or at www.shepherd.edu/safeweb/sexual_harassment_task_force/).

MORE INFORMATION ON SEXUAL ASSAULT
Student Code of Conduct, #500-503 p. 69
Consent p. 81
Incapacity of Victim p. 82
Filing a Sexual Assault Complaint p. 82
The Sexual Assault Victim Advocacy Program p. 83

CONSENT:
• Consent requires the response of yes, not the absence of no.
• Consent requires conversation.
• The person who initiates sexual activity is responsible for asking for consent.
• The absence of a clear verbal signal means you do not have consent.
• Both parties must have unimpaired judgment (examples that may cause impairment include but are not limited to alcohol, drugs, and mental health conditions).
• Prior to sexual activity, both parties must disclose personal risk factors such as any known STDs.
• Consent means that both partners decide together to have sex.
• Regardless of your prior sexual history consent is required each time you have sexual activity.
• Both parties must have a clear and accurate understanding of the intended sexual activity.
• It is not your partner’s job to resist; it is your responsibility to respect your partner’s boundaries.
• At any time when consent is withdrawn or not verbally agreed to, the sexual activity must stop.
Silence is not consent.
You cannot rely on assumptions on what your partner does or does not want.

Incapacity of the Victim

Incapacity of the victim does not constitute consent on the part of the victim. A person is determined incapable of consent when such person is less than sixteen years old; or mentally disabled; or mentally incapacitated; or physically helpless. Mentally disabled means that the person suffers from a mental disease or disability, which renders such person incapable of appraising the nature of his or her conduct.

Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to such person without his or her consent or as a result of any other act committed upon such without his or her consent. Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act.

It is the position of Shepherd University that a sexual assault also occurs against the victim who willingly takes a controlled or intoxicating substance if the sexual contact occurs after the victim becomes temporarily incapable of appraising or controlling his or her conduct as a result of the controlled or intoxicating substance. A student charged with sexual assault can be prosecuted under West Virginia law and disciplined in accordance with university policies and regulations. A student found guilty of sexual assault through the campus student conduct system may be subject to suspension or expulsion.

Filing a Complaint of Interpersonal Violence

Interpersonal violence may include, but is not limited to, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and discrimination based on sex, gender, or gender identity.

Students who are victims of interpersonal violence or who have questions about such matters are encouraged to contact one of the following campus officials for assistance: the sexual assault resource coordinator, the dean of students/student conduct administrator, an administrator in the Student Affairs Office, a member of the Residence Life staff, or any University Police officer. These individuals will keep your information private, but cannot guarantee absolute confidentiality. If information is required to be disclosed, such as to report statistics compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is typically done without personally identifiable information. A medical professional in the Student Health Center and a counselor from Student Counseling Services can provide confidentiality. Students may also contact the rape crisis hot line of the Shenandoah Women’s Center, 304-263-8292 or 304-876-6679. Please see the Shepherd’s Interpersonal Violence Resource Center website for more information.

Students who are victims of interpersonal violence have the right to file a complaint with campus officials and law enforcement agencies, if they choose to do so. Shepherd University is committed to providing a fair, prompt, and equitable resolution to complaints of interpersonal violence, whether the incident(s) occurred on-campus or off-campus, through the university student conduct process.

A student who files a complaint of interpersonal violence through the university student conduct process, can expect:
A. To have appropriate actions taken to address issues that may create hostile environment concerns in academic, living, and social environments.

B. To have the complaint impartially investigated and resolved within 60 calendar days, unless extenuating circumstances exist.

C. To have the right to be accompanied by an advocate or counselor of his or her choosing during student conduct proceedings. The advocate/counselor may not participate directly in the hearing.

D. To have similar access to information used in the student conduct process as the student accused of the violation, including updates about the progression of the complaint through the student conduct process.

E. To have the same rights as those afforded to the student accused of the violation in the student conduct process, including adequate notice of the hearing date and time, as well as the right to present witnesses.

F. To have a preponderance of the evidence standard to be used in resolving the complaint.

G. To be informed in writing of the outcome of any student conduct proceedings at the same time as the student who is accused of the violation.

H. To appeal outcomes of the student conduct process if the hearing was not conducted in a fair (impartial) manner or if new information has become available. See the “Appeals” on p. 90 for more information and time lines.

I. To have the university staff members take appropriate steps to remedy and prevent the recurrence of interpersonal violence and/or retaliation.

IMPORTANT PHONE NUMBERS:
Shepherd University Police 304-876-5202/304-876-5374
Shepherd University Health Services 304-876-5161
WVUH-East - Berkeley Medical Center 304-264-1000
WVUH-East - Jefferson Medical Center 304-728-1600
Shepherd University Counseling Services 304-876-5161
Shenandoah Women’s Center 24-Hour Hot line 304-263-8292
Dean of Students 304-876-5214
Title IX Coordinator, Marie DeWalt 304-876-5299

SAVA Advocates Program for Victims of Interpersonal Violence
Shepherd University recognizes that being a victim of any form of interpersonal violence (IPV) can be a traumatizing experience that affects an individual’s overall well-being and academic functioning. Our priority is to ensure a victim understands all of their reporting options and resources available to address any medical concerns, personal safety issues, emotional well-being, and academic needs. Anyone can be a victim of interpersonal violence; female, male, transgender, straight, gay, bisexual, people with or without disabilities, and people of any race or national origin. It is crucial that all victims feel as comfortable as possible reaching out for the support that they need.

How Can an Advocate Help Me?
Advocates are well trained faculty and staff members who volunteer their time to partner with victims to provide emotional support and to help them begin their recovery process by addressing the following issues.
A. **Medical Concerns.** Advocates can ensure that victims connect with the local hospital or campus health services to address any medical issues resulting from the assault. Victims may wish to have a forensic exam performed by a sexual assault nurse examiner so that evidence can be collected in case the victim decides in the future to pursue criminal charges for the assault. There are financial costs associated with this exam. Victims can also utilize the Health Center (located on the ground floor of Gardiner Hall) to address any concerns about possible sexually transmitted infections, emergency contraception, or testing for pregnancy.

B. **Safety Concerns.** Advocates can help address any safety concerns the victim may have by coordinating with the Dean of Students, University Police, Residence Life, or other departments. For example, a reported perpetrator of interpersonal violence can be relocated to a different residence hall or class to prevent a hostile living or learning environment. Advocates can also help victims pursue a protective order through the court or a no-contact order through the Dean of Students.

C. **Reporting Options.** Advocates can help victims understand all of their reporting options including the right to not report. An advocate can accompany a victim and provide information and support should a victim choose to file a report with University Police, off-campus law enforcement, the Dean of Students Office, the Office of Civil Rights-Department of Education, or all of the above.

D. **Temporary Academic Accommodations.** Due to the psychological impact of trauma it can be difficult for victims to function well academically. With the victim’s consent advocates can help communicate with professors about additional supports the student may need while recovering from the trauma of IPV. *Student Handbook 83*

E. **Resources.** Each victim’s experience is different and they each have different needs and issues. The advocates can also assist students in connecting with the resources they may need either on campus such as Counseling Services or off-campus-Shenandoah Women’s Center. The university has an online Interpersonal Violence Resource Center (under Student Resources on the Student Affairs page of the website) [www.shepherd.edu/safeweb/SUIVRC/](http://www.shepherd.edu/safeweb/SUIVRC/) that has detailed information for victims on a variety of important issues including but not limited to:

- Types of interpersonal violence
- Reporting options including contact information
- How to preserve evidence to allow for option of pursuing criminal charges in future
- On-campus, off-campus, and online resources

**How Can a Victim or Friend of a Victim Reach an Advocate?**

Any faculty or staff member can help a victim reach an advocate but the three main ways are:

- Sexual Assault Response Coordinator Rhonda Jackson: 304-876-5161
- Health Center: 304-876-5161
- Counseling Services: 304-876-5161

**Confidentiality Statement**

Counseling Services and the Health Center are the only resources that can offer complete confidentiality. Other individuals that can offer support such as faculty and staff, including Resident Life staff, will make your privacy a priority but they will be required to report the incident of interpersonal violence to the Shepherd University Title IX coordinator or designee.
Student Conduct System

The university student conduct procedures are separate from legal proceedings, and not all legal principles apply. All student conduct proceedings are private in accordance with pertinent federal legislation (including the Family Education Rights to Privacy Act (FERPA), Higher Education Opportunity Act of 2008, and state laws). To honor their due process rights, students can expect the following:

- To be presumed not responsible for a violation;
- To receive fair, prompt, and impartial treatment;
- To be notified of an alleged violation in writing in a timely manner;
- To be informed of the nature of the information used as a basis for the charge;
- To present information on their behalf related to the alleged incident;
- To contest any charges of alleged policy violations and to challenge individuals, including witnesses, who allege that a policy violation has occurred;
- To provide names and contact information of witnesses to be included during the student conduct process;
- To seek advice or advocacy from any member of the campus community or legal counsel;
- To receive sanctions, if appropriate, that are consistent with the severity or frequency of the offense and in accordance with the Student Handbook and the Student Code of Conduct;
- To appeal a decision(s) for good cause (e.g., unfair or biased process or sanctioning, new information, or procedure concerns); and
- To have access to their personal student records.

In accordance with FERPA, the university is allowed 45 days to provide a student their educational records, which includes records regarding student conduct. Only the original conduct records relating to the student making the request may be provided/reviewed and they may not be removed from the office. A financial charge may be assessed to the student for these records.

University Jurisdiction

Enrollment at Shepherd University is a voluntary decision, which includes a student’s acceptance of the responsibility to meet academic requirements and to behave consistently with the university’s policies, purposes and objectives at all times, on campus, off campus and in cyberspace. The university reserves the right to notify law enforcement to problems on or off campus. Shepherd University’s jurisdiction includes university-owned or operated property, as well as university-sponsored functions that occur on or off campus.

Students should demonstrate respect and concern for all members of both on-campus and off-campus communities and behave as responsible citizens. Students should understand that conduct investigation and charges will be initiated when the university’s interest, safety, and/or capacity to function as an academic community is involved. The university jurisdiction includes any misrepresentation or fraud related to a student’s application for admission or readmission. The student conduct process applies to any individual who is enrolled in or auditing courses at Shepherd University on a full-time or part-time basis, including between terms, during vacation periods, advisement and registration sessions, orientation, summer break, or a period of suspension or withdrawal. The student conduct process applies to individual students, student groups, student clubs, and student organizations recognized by or affiliated with Shepherd University. As such, sanctions may apply to individuals, groups and/or organizations.
Inherent Authority
The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Interim Administrative Action
Serving as the student conduct administrator, the dean of students, or designee, may defer procedural due process and enforce an interim action if necessary to maintain safety or order. If, in the judgment of the student conduct administrator or designee, there is probable cause to believe the continued presence of an accused student on campus might constitute an unreasonable risk to university students, faculty, staff, or property, the student conduct administrator, or designee, may take interim actions to protect the safety and well-being of the campus community. Within two business days, the student conduct administrator or designee will convene a committee consisting of three faculty or staff members to review information to determine whether a temporary suspension or restriction is warranted and should be continued. The student will have an opportunity to address the committee. The committee has the authority to restrict or suspend the student on an interim basis, pending the outcome of the student conduct process. The results of the committee meeting will be announced to the student and will not be considered to be a part of the student conduct process nor an indication of a student’s responsibility for an alleged policy violation.

Modifying the Student Code of Conduct
The university reserves the right to amend the Student Code of Conduct and student conduct process at any time. Communication of any changes will be made to the university community in a timely fashion.

Policy Interpretation
The dean of students has the responsibility in defining and interpreting the Student Code of Conduct and conduct procedures.

Filing A Complaint
Any member of the university community may file (and is responsible for filing) a complaint against an individual who allegedly violates the rights of another person or a Shepherd University regulation or policy.

Shepherd University strongly supports the vigorous prosecution in the state courts of any person who commits a crime within the jurisdiction of the university. Students who experience crimes are strongly encouraged to file such complaints with the Shepherd University Police, or with the following: West Virginia State Police, Shepherdstown Police Department, or the Jefferson County Sheriff’s Department who all hold concurrent jurisdiction. Whenever a complaint is presented to a Shepherd University police officer or student affairs staff that occurred outside the jurisdiction of the university, the law enforcement agency with jurisdiction will be notified of any alleged crime, if they have not been previously notified. Notification will include the offense alleged and the name of the alleged perpetrator but disclosure of the respondent’s identity will be at the election of the student complainant, unless disclosure by a university official is legally compelled.

• Students who are victims of a crime or persons wishing to report a crime should con-
tact the University Police at call boxes throughout the campus, at 304-876-5202, or at their office in Sara Cree Hall.

- Students who wish to report a violation of a campus policy or wish to file a complaint against another student should contact the dean of students or any student affairs office administrator or Residence Life staff member.
- Students who are victims of interpersonal violence, including sexual assault, sexual harassment, sexual exploitation, dating violence, domestic violence, and stalking should refer to MORE INFORMATION ON HARASSMENT, SEXUAL HARASSMENT, and SEXUAL ASSAULT p. 77.

**Student Conduct Process**

After a violation of a campus policy is alleged, a written incident report is submitted to the student conduct officer. The student conduct officer reviews the report and takes one of the following actions:

- Verbal conduct warning
- Written conduct warning
- Conduct charges—The student conduct process is outlined in subsequent pages.

**Preliminary Student Conduct Hearing Process**

1. The student conduct officer may offer a respondent a preliminary hearing. During a preliminary hearing, the student conduct officer will meet with the respondent to review the charges and the options they have available to them to resolve the matter.

   - Up to two business days from the time the preliminary hearing meeting concludes (or by 8 a.m. on the next university business day if the deadline occurs when the university is closed) to decide which option the respondent would like to utilize to resolve the charges. Possible ways a preliminary hearing can be resolved include:
     a. If a respondent accepts responsibility for the alleged offense then a respondent will waive the right to a formal hearing and will their acceptance of responsibility and their assigned sanction.
     b. If a respondent (or majority of officers or the president of the student club or organization) does not accept responsibility for the alleged offense, then the supporting documentation will be referred to the Dean of Students Office or Residence Life Office. A formal hearing will then be conducted to determine if a respondent is responsible for the alleged violations and to determine the sanction(s), if appropriate.

2. If a respondent does not accept responsibility or does not attend the preliminary hearing, a formal hearing will be convened at the discretion of the dean of students, director of residence life, or designee. Students are not required to participate in the student conduct process; however the student conduct process will continue based on the information that is presented.

3. At the discretion of the university, the student conduct process may be carried out prior to, simultaneously with, or following legal proceedings.

4. The university reserves the right to resolve the matter through a formal hearing should the student conduct officer deems it to be necessary based on the type and severity of the alleged violations. A respondent may not be offered a preliminary hearing option.
Formal Student Conduct Hearing Process
1. A respondent may request a pre-hearing conference prior to the formal conduct hearing.
2. Formal hearings may be conducted in one of two formats: a student conduct board hearing or an administrative hearing
   a. A **Student Conduct Board Hearing** (three board members) may be used for cases in which a possible outcome would cause a student to be separated from the university (suspension or expulsion) if the respondent were to be found responsible for a violation. A student conduct board consists of one university student and two university faculty or staff members, one of whom will be the chairperson of the student conduct board hearing. NOTE: If the alleged policy violations relate to interpersonal violence, three faculty or staff members will serve on the student conduct board. Student conduct board hearings will be administered through the Dean of Students Office and a recording of the proceedings will be made.
   b. An **Administrative Hearing** (one administrative hearing officer) may be used for cases in which a possible outcome would not cause a student to be separated from the university if the respondent were to be found responsible for a violation. The administrative hearing officer is a university faculty or staff member. An administrative hearing may occur through the Dean of Students Office or the Residence Life Office. A recording of the proceeding may be made at administrative hearings.
3. No recordings of the proceedings shall be made by any person other than the student conduct administrator or the administrative hearing officer. All formal hearing recordings will be maintained by the Dean of Students Office or designee.
4. The student conduct officer will notify the student at least five days in advance of the date, time, and place of the formal hearing in writing.
   a. The student(s) reserve the right to not participate in the formal hearing process. However, the formal hearing will be held as scheduled and a decision will be based on the information available.
   b. Student Conduct Board members or administrative hearing officers who think that prior knowledge of the student or the incident may keep them from being impartial are excused and a substitute takes their place.
5. In hearings involving more than one respondent, the student conduct administrator or the administrative hearing officer, may use professional judgment to permit the hearings concerning each student to be conducted separately or jointly.
6. The students have the right to have an advisor present at formal hearings. Legal counsel may serve as an advisor.
   a. An advisor may consult and advise the student but may not speak on the behalf of the student, ask questions of the participants, address the student conduct officer or Student Conduct Board members publicly during formal proceedings, serve as a witness, or otherwise participate directly in the proceedings.
   b. At least two business days prior to the formal hearing, the student needs to notify the student conduct administrator or the administrative hearing officer if he/she plans to have an advisor present at the hearing.
   c. When a student elects to have an advisor present, the university reserves the right to use legal counsel in an advisory capacity.
d. Students are responsible for any expenses associated with having an advisor present.

7. The university may accommodate concerns for the personal safety, well-being, or concerns of confrontation of the complainant, respondent, or witnesses during the formal hearing process. In cases of interpersonal violence, the complainant and the respondent have the right not to have their past sexual histories discussed during the hearing.

8. The chairperson of the Student Conduct Board, or the administrative hearing officer, reads the charges. The respondent has an opportunity to accept or decline responsibility for violating university policy.

9. The university representative (for the complainant at SCB hearings), and the respondent, may present information related to the incident.
   a. All parties are presented the opportunity to call witnesses if desired. Character witnesses will not be permitted.
   b. At least two business days prior to the hearing, the student needs to notify the student conduct administrator or the administrative hearing officer if he/she plans to have witnesses present at the hearing and provide the names and contact information of these individuals. Students are responsible for contacting their witnesses to inform them of the upcoming hearing date, time, and location.

10. The university representative, Student Conduct Hearing Board members, the administrative hearing officer, the respondent, and the complainant may have the opportunity to suggest questions in writing of anyone presenting information during the formal hearing. The chairperson or the administrative hearing officer will review and present the questions at his/her professional judgment. This method is used to preserve the educational tone of the hearing and to avoid an adversarial environment. Questions of whether potential information will be considered shall be resolved at the professional discretion of the chairperson or the administrative hearing officer.

11. After all information is introduced, the chairperson or the administrative hearing officer will excuse all parties except the board members from the room while a deliberation is conducted.

12. The Student Conduct Hearing Board members or the administrative hearing officer reviews the information and decides whether the respondent is responsible for violating university policy and determines a sanction, if appropriate. The burden of proof for deciding responsibility will be a preponderance of the information which means more than 50 percent certainty whether a policy was violated.

13. If the respondent is found responsible, the Student Conduct Hearing Board members or the administrative hearing officer will learn of any prior student conduct history prior to sanctioning with the respondent present. The respondent will have an opportunity to raise questions regarding the previous disciplinary record and offer an explanation if desired.

14. If the respondent is found not responsible, the respondent will be excused, all charges will be dropped.

15. The respondent will be notified in writing of the findings of the formal hearing and sanctions, if appropriate. The complainant will be notified simultaneously in writing of the findings of the formal hearing and sanctions in cases related to interpersonal violence and as allowed by federal law.

16. The respondent will have an opportunity to file an appeal. The complainant will also have the opportunity to file an appeal in cases related to interpersonal violence, and as allowed by federal guidelines.
17. Please refer to the section about interpersonal violence for more information about incidents related to alleged policy violations related to sexual assault, sexual harassment, sexual exploitation, dating violence, domestic violence, and stalking.

Appeal Process for Residence Life Office Administrative Hearings

1. An appeal may be made on the following grounds:
   a. The student conduct process was not conducted in a fair or impartial manner.
   b. New, relevant information became available after the hearing was completed.
   c. The hearing was not conducted according to established procedures.
   
   Note: Appeals that are not made for good cause may not be considered.

2. A respondent has up to three business days (or by 8 a.m. on the next university business day if the deadline occurs when university offices are closed) from the date of the decision notification to submit an appeal in writing. This notification must clearly identify which of the reason(s) for the appeal and give clear support for this reason.
   a. For cases in which the formal hearing occurred as an administrative hearing through the Residence Life Office, appeals are filed to the director of residence life or designee, who will serve as the appellate officer.

3. The decision of the appellate officer will be considered final in all appeal cases through the Residence Life Office and cannot be further appealed. Decisions of the appellate officer may take one of the following three forms:
   a. Affirm the original decision and sanctions.
   b. Change the original decision and/or sanctions.
   c. Void the original decision and order a new formal hearing.

4. Except as required to explain the basis of new information, the appeals process will be limited to the content of the appeal request, a review of hearing recordings (if any), supporting documents, and related information. The university representative, the respondent, and the complainant may not be required to attend the Appeals Hearing Board unless needed to explain the basis of new information.

5. In circumstances where new information is presented, both the respondent and the complainant will be notified of the date, time, and location of the appeals administrative hearing.
   a. Before the appeals administrative hearing, both the respondent and the complainant may review any new evidence that will be introduced to the appeal hearing.
   b. The respondent and the complainant may have an advisor, including legal counsel, of his/her choice. An advisor may consult and advise the student but may not speak on the behalf of the student. Please see advisor information under the formal hearings section for more information.
   c. The respondent, the complainant, the university representative, and the appellate officer may make arrangements for witnesses to present or explain pertinent information. The appellate officer reserves the right to ask only those questions that are relevant to the new evidence.
   d. The university representative, the respondent, and the complainant may have the opportunity to suggest questions in writing to the appellate officer of anyone presenting information during the formal hearing. The appellate officer will review and present the questions at his/her professional judgment. This method is used to preserve the educational tone of the hearing and to avoid an adversarial...
environment. Questions of whether potential information will be considered shall be resolved at the discretion of the appellate officer.

6. The appellate officer will make its decision promptly and communicate the findings to the respondent in writing. In cases of interpersonal violence, other violence, and as allowed by law, the findings will also be communicated to the complainant in writing in a timely manner.

7. Sanctions imposed during the student conduct process may be suspended during the time in which an appeal is reviewed. If a Respondent is suspended or expelled from the institution after the conclusion of the appeals process, all academic work completed during the time of the appeal is forfeited and the sanction will be placed into effect immediately. Depending on the timing of the final decision, the sanction may be extended to the next regular semester. A student may not graduate during the appeal process.

University Appeal Board for Student Conduct Board and Dean of Student Hearings

A. An appeal may be made on the following grounds:
   1. The student conduct process was not conducted in a fair or impartial manner.
   2. New, relevant information became available after the hearing was completed.
   3. The hearing was not conducted according to established procedures.

   Note: Appeals that are not made for good cause may not be considered.

B. A respondent has up to three business days (or by 8 a.m. on the next university business day if the deadline occurs when university offices are closed) from the date of the decision notification to submit an appeal in writing to the dean of Students, or designee. This notification must clearly identify which of the reason(s) for the appeal and give clear support for this reason.

C. Appeals based on the outcomes of student conduct board hearings, and for cases where the formal hearing occurred as an administrative hearing through the Dean of Students Office, will be heard through the Shepherd University Appeal Board.

D. The Shepherd University Appeal Board will consist of three faculty or staff members, one of which will serve as chairperson.

E. The appeals process will be limited to the content of the appeal request, a review of hearing recordings (if any), supporting documents, and related information. The university representative, the respondent, and the complainant may not be required to attend the Appeals Hearing Board unless needed to explain the basis of new information.

F. The decision of the Shepherd University Appeal Board will be considered to be final in all cases and cannot be appealed. Decisions of the Shepherd University Appeal Board may take one of the following three forms:

   G. Affirm the original decision and sanctions.
   H. Change the original decision and/or sanctions.
   I. Void the original decision and order a new formal hearing.

J. The Shepherd University Appeal Board will make its decision promptly and communicate the findings to the respondent in writing. In cases of interpersonal violence, other violence, and as allowed by law, the findings will also be communicated to the complainant in writing in a timely manner.

Sanctions imposed during the student conduct process may be suspended during the time in which an appeal is reviewed. If a Respondent is suspended or expelled from the
institution after the conclusion of the appeals process, all academic work completed during the time of the appeal is forfeited and the sanction will be placed into effect immediately. Depending on the timing of the final decision, the sanction may be extended to the next regular semester. A student may not graduate during the appeal process.

**Sanctions**
The sanctions listed below shall be imposed upon students when the circumstances clearly indicate that a campus regulation has been violated. The sanction for a violation may be one or a combination of those set forth below:

1. **Verbal Warning**: an oral statement to a student that he/she has violated university rules.
2. **Written Warning**: written notice to the student that continued or repeated violation of university regulations will be cause for more serious student conduct action.
3. **Policy Reminder**: a reminder that is issued to a student related to the university’s policies as an opportunity for students to make more informed decisions.
5. **Restitution**: reimbursement for damage to or misappropriation of property, or required service hours.
6. **Restriction or Revoked Privileges**: limited freedom to move about, to visit residence halls or register guests in residence halls, to use campus facilities, and/or to participate in campus activities.
7. **Educational Task**: required attendance at a one-session or five-week alcohol or other drug education course (provided by Residence Life staff or Counseling Services when available), assessment and attendance at an anger management program, completion of online education modules (My Student Body) or other educational programs that would relate to the policy violation. Conduct restitution charges will be applied to the student account for alcohol and other drug courses.
8. **Change in housing and/or board plan status**: housing reassignment, termination of housing, or cancellation of board plan. In cases of termination of housing, no refund will be provided for room charges.
9. **Student Conduct Probation**: period of time during which full compliance with policies, rules and regulations are required. Noncompliance would make the student on probation subject to suspension or expulsion. Disciplinary probation may also include certain restrictions when so stated in the decision of the hearing body.
10. **Deferred Suspension**: In limited circumstances, a student who has committed misconduct which would ordinarily result in suspension may be given, due to mitigating factors, one final opportunity to maintain enrollment. The deferred suspension means that a student has admitted or has been found responsible for serious misconduct, resulting in a period of review during which a student must demonstrate your ability to comply with University rules, policies, or any other stipulated requirements. If during the deferred suspension a student is responsible for any violations or fails to meet communicated requirements, as determined by the dean of students, the student will be immediately suspended. A student may appeal this suspension only to the vice president for student Affairs, whose decision is final.
11. **Suspension**: restriction from campus, exclusion from class attendance and other privileges or activities as set forth in the notice of suspension for a stated period of time. The conditions of readmission, if applicable, will be stated in the order of suspen-
sion. During a period of suspension, no credits earned at another institution will be accepted at Shepherd University.

12. **Expulsion:** complete termination of student status for an indefinite period of time. The conditions of readmission, if applicable, will be stated in the order of expulsion. This sanction shall also be effective at all other state colleges in West Virginia. During a period of expulsion, no credits earned at another institution will be accepted at Shepherd University.

13. In cases where the penalties listed above are inappropriate, a penalty especially suited to the offense may be imposed.

**Medical Amnesty—Special Note About Enforcement**
Student health and safety are of primary concern at Shepherd University. As such, in cases of intoxication and/or alcohol poisoning, the university encourages individuals to seek medical assistance for themselves or others. Those students who seek medical attention for themselves or other individuals who are intoxicated will not receive conduct sanctions for violations of the Student Code of Conduct. Medical amnesty does not preclude student conduct sanctions due to any other violations of the code of conduct (not related to the alcohol policy). Likewise, Medical amnesty does not prevent action by law enforcement personnel.

**Definitions**

**Administrative Hearing:** A meeting to determine if there is sufficient information to indicate that a policy violation occurred and to allow the respondent(s) the opportunity to resolve an allegation of policy violation. This meeting is held by an administrative hearing officer. A respondent who accepts responsibility for a violation and its associated sanction waives his/her right to a formal hearing.

**Administrative Hearing Officer:** A University faculty or staff member charged with the responsibility of resolving alleged violations of student conduct through a formal hearing process and to assign sanctions, if appropriate.

**Advisor:** Any individual, including legal counsel, who provides guidance to a complainant or respondent. An advisor may provide support and guidance to a complainant or respondent, but may not speak on their behalf.

**Appellate Officer:** A university faculty or staff member charged with the responsibility of resolving appeals filed by the respondent (or complainant in cases of interpersonal violence) during the student conduct process. Appellate officers include the dean of students, the director of residence life, and designees.

**Code of Conduct:** The document(s) in which the rules governing behavioral expectations of students are identified. These behavioral expectations may not be exhaustive, but rather indicate the general expectations of the university community.

**Complainant:** The person(s) who files an initial complaint of a policy violation with the university. This person(s) can be the recipient of misconduct, a university proxy, the witness to a violation of the code, or the university itself.
**Deliberation:** Deliberation occurs when the Student Conduct Hearing Board members or the administrative hearing officer reviews all the presented information, applies the standard of proof to that information, and makes a determination about the relationship of the respondent’s behavior to the policies.

**Formal Hearing:** The official process in which the complainant or university representative and the respondent presents information to a Student Conduct Hearing Board or administrative hearing officer in order to resolve an allegation of policy violation.

**Information/Evidence:** Information refers to the knowledge, materials, etc. brought to the hearing, whether furnished by witnesses or derived from documents or from any other source. It should be noted that the term “information” is preferred to “evidence.”

**No Contest:** Student is not contesting or challenging responsibility for the charges of the incident.

**Not Responsible:** Student is found more likely than not to not be accountable for the alleged policy violation.

**Pre-Hearing Conference:** A meeting with the student conduct officer that is requested by the respondent or complainant in order to convey information about the formal hearing process.

**Preponderance of Information/Standard of Proof:** Preponderance of information characterizes the standard of proof in the student conduct procedures. A preponderance of information means a greater weight of evidence or “more likely than not.”

**Respondent:** The respondent is the student who is accused of violating University Code of Conduct and who is responding to the complaint and charges.

**Responsible:** Student is found more likely than not that they are responsible for violating a university policy, whether the responsibility was claimed by the student or assigned through the student conduct process.

**Sanction:** Sanction is the term used for the consequences assigned to students as a result of being found responsible for violating a university policy.

**Student:** Any individual who is enrolled in or auditing courses at Shepherd University on a full-time or part-time basis, including between terms, during vacation periods, advisement and registration sessions, orientation, summer break, or a period of suspension or withdrawal.

**Student Conduct Administrator:** An administrator designated by the vice president for student affairs with the responsibility for the overall administration of the student conduct process at Shepherd University. The student conduct administrator at Shepherd University is the dean of students or designee.
**Student Conduct Hearing Board:** Consists of three individuals, including two faculty or staff members and one student. The chairperson of the Student Conduct Board is a staff/faculty member. The Student Conduct Hearing Board is charged with the responsibility of resolving alleged violations of student conduct through a formal hearing process and to assign sanctions, if appropriate.

**Student Conduct Officer:** A university faculty or staff member charged with the responsibility of resolving alleged violations of student conduct. Student conduct officers can include, but are not limited to, the dean of students, assistant dean of students, graduate student for student conduct, Student Conduct Board members, director of residence life, associate director of residence life, area directors of residence life, graduate hall directors, and others designated by the dean of students.

**University Representative:** A university faculty or staff member that presents information related to an allegation of policy violation on behalf of the university.

**Witness:** Any individual who provides information to the student conduct officer related to an alleged policy violation.

## Missing Student Notification

Individuals who are concerned that a student has been missing should report this information to the Shepherd University Police Department 304-876-5202; the Dean of Students Office 304-876-5214 or the Residence Life Office staff at 304-876-5172. Please be advised that if the Dean of Student Office or the Residence Life Office staff is notified of a missing student, this information will be referred immediately to the Shepherd University Police Department (SUPD) and will be considered to be a notification to law enforcement.

Each resident student is encouraged to identify a contact person or persons whom the institution will notify within 24 hours of the determinations that the student is missing, if this has been determined by the Shepherd University Police Department or other law enforcement office. This information may be registered confidentially on a student’s “Resident Information Card” in the Residence Life Office. This document will be accessible only to those authorized officials and that it may not be disclosed, except in the furtherance of a missing person investigation. Please be advised that if the student is under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Notifications from the university about a missing student, including a missing student who is under 18 years of age and is not an emancipated individual, will typically be made by the SUPD as a representative of the institution. SUPD will also notify other local law enforcement agencies such as Shepherdstown Police Department who share jurisdiction for Shepherd University.

## Code of Conduct for Student Clubs and Organizations

### Introduction

Membership in the academic community accords students certain freedoms and responsibilities. Groups on campus reflect the values and attitudes of our academic community.
It is the responsibility of each registered student, club, group or organization to adhere to the mission of the University and its supporting bylaws, statutes, and policies. Therefore, all student groups are expected to be familiar with and conduct themselves in accordance with the Student Code of Conduct and the Code of Conduct for Organizations, Clubs, or Groups as outlined in the Student Handbook as well as in the Handbook for Clubs and Organizations. Groups that violate policies run the risk of losing recognition on campus and may face charges/sanctions by university administrators or the student conduct system.

Privileges and Responsibilities

Privileges of Registered Student Groups. A registered student group is entitled to:

- Be listed as a registered student group on Shepherd student affairs and university websites and databases.
- Have a booth at the annual involvement fairs.
- Reserve space in the Student Center and other campus facilities.
- Hold campus wide events.
- Utilize the resources of the Student Activities and Leadership Office.
- Hold fundraisers on campus with the approval of the Student Government Association.
- Request a custodial bank account through the Shepherd Foundation Office.
- Have access to technological resources through IT Services (web pages, Sakai, etc.).
- Use “at Shepherd University” following the group’s name (e.g. “The Chess Club at Shepherd University”).

Responsibilities of Registered Student Groups. Registered student groups must adhere to all university policies and procedures governing student organizations including:

A. Adhere to student standards of conduct as outlined in the Shepherd University Student Code of Conduct, the Code of Conduct for Clubs and Organizations, and all applicable state and federal laws.

B. Maintain at least five or more currently enrolled Shepherd University student members. Student groups may have non-student members as part of the student organization but these non-student members are not considered voting members nor may they serve in an official capacity on behalf of the organization.

C. Must have an advisor who is a full-time Shepherd staff or faculty member. (Rare exceptions to this policy may only be granted by the vice president for student affairs with the recommendation of the Student Life Council).

D. Update organization information, including officer and advisor contact information each academic year with the director of student activities and leadership and/or the Dean of Students Office annually by completing the registration renewal form no later than the second Friday of the fall semester. (Contact information on these forms will be shared with the Student Government Association and listed on the student clubs and organizations page on the Shepherd University website).

E. Hold meetings regularly (at least once a semester).

F. Be represented at the annual Student Leadership Conference at Shepherd as outlined in the Student Handbook.

G. Maintain a current electronic file of the group’s Student Life Council approved constitution which includes the stated mission of the organization. The stated mission must have a direct correlation to the purpose of the organization. In the event that
the organization revises its constitution, the revised document must be submitted.

H. Advertise or promote events or activities in a manner that does not suggest falsely that the event or activity is sponsored by the university.

I. Plan and conduct activities furthering the purpose of the group.

J. Adhere to all national policies if nationally affiliated.

K. Greek letter social fraternities and sororities must be advised by the Office of the Dean of Students/Greek Affairs and must adhere to the policies outlined by said office.

L. All Greek letter groups at Shepherd University must be affiliated with a national or international fraternity or sorority. (No local chapters are permitted.)

I. Registration of Student Groups

A. In order to gain the privileges of a recognized Shepherd student club or organization, groups must go through the registration process as outlined below.

B. Students planning to start a club or organization must register their intent and provide written justification for the group’s establishment with the Student Center’s director of student activities and leadership by submitting an intent to organize form, a list of at least five currently enrolled Shepherd University students interested in starting the organization, and a proposed group constitution. Groups that have filed this “intent to organize form” will be granted provisional status and use of university facilities for organizational or recruitment meetings. Groups under this status are not allowed to fundraise, hold campus wide events, or request support from Student Government Association.

C. Once a group has submitted all the required documentation, the group will be submitted to the Student Life Council for review and approval for registration.

D. Once the group has satisfied all requirements and been approved by the Student Life Council, they are granted the privileges of registered groups for that academic year.

E. Groups are required to complete a registration renewal form and update all information annually to maintain registration and privileges of a student group.

F. Student clubs and organizations are independent groups and are not considered to be an extension of the university. Unless the university has specifically requested that a student organization host an event (and by doing so has deemed the organization an agent of the university), the student organization will not be covered by the university’s insurance.

II. Advisor

Student groups may choose and/or change advisors. However, the group must notify the director of student activities and leadership and Dean of Students Office immediately when such changes occur. Groups without a staff advisor will be suspended.

III. Non-Discrimination

It is the policy of Shepherd University that registered student organizations practice an open membership policy for members of the university community without regard to age, color, disability, national origin, race, religion, military service member or veteran status, sexual orientation, or gender identity. Membership and participation in registered student organizations must be open to all currently registered students without regard to gender, unless exempt under Title IX.
IV Student Leadership Conference

A. Registered clubs and organizations are required to be represented at the annual Student Leadership Conference at Shepherd as required by the Student Life Council. In order to maintain recognition on campus, all organizations are required to send at least two representatives to all sessions of the Leadership Conference while clubs are required to send at least one representative to all sessions of the Leadership Conference. Social Greek organizations are required to send at least three executive officers and two active/associate members to all sessions of the Leadership Conference. Exceptions to this policy may be granted by the Student Life Council through appeal prior to the date of the conference.

NOTE: While they are encouraged to attend, academic honor societies are not required to attend the Leadership Conference.

B. Clubs and organizations who fail to meet the Leadership Conference attendance requirements as outlined above may face sanctions or lose recognition on campus. Consequences or sanctions will be as follows:

1. **First Time Non-compliance**—Student groups that fail to meet the required attendance standards as outlined above will not immediately lose all privileges recognition. They will still be allowed to use Shepherd University facilities and the Student Center for meetings and activities. However, they will be placed on provisional status with the Student Government Association and Student Life Council. While on provisional status in order to maintain recognition, groups must comply with the following restrictions/responsibilities:
   a. Must submit the minutes of all meetings to the student center assistant director/student activities and leadership (Student Center 101) by the first of each month.
   b. Must attend all Student Government Association meetings (no absences allowed) during the period of provisional status. (Groups on provisional status may still vote in Student Government Association).
   c. May not request/receive money from Student Government Association during the period of provisional status.
   d. May not participate in the Student Government Association lottery for Shepherd sporting concessions (football, basketball, baseball, etc.) during the provisional period.
   e. If a group would like to request membership in the Student Government Association Senate, it may do so by filing a request to join the Senate of the Student Government Association form. See the Student Government Association Constitution and Bylaws. Groups that fulfill the obligations as outlined above will be returned to full group privileges in January of the spring semester.

2. **Two-Year Noncompliance**: Student groups or organizations who do not meet the attendance requirements for the Leadership Conference for two consecutive years may have their campus recognition revoked entirely by the Student Life Council.

V. Groups with Member Education Periods

A. Student groups with new member education periods, association periods, or pledge education processes are required to meet with either the Greek advisor or the director
of student activities and leadership to review the group’s member education plans at least two weeks before the new member intake/education process begins.

B. Before a student may begin an associate member education period, s/he must attend an anti-hazing seminar sponsored by either Greek affairs or the director of student activities and leadership.

C. Social Greek organizations must follow the guidelines outlined in the Code of Conduct for Social Greek Organizations found later in this document.

VI. Alcohol Use by Shepherd Student Organizations, Clubs, or Groups
The following policies apply to all campus organizations, clubs, or groups for events both on campus and off campus.

A. The possession, use, or consumption of alcoholic beverages during any event sponsored or endorsed by a campus organization, club, or group must be in compliance with all state and local laws.

B. No alcoholic beverages may be purchased using organizational funds nor may the purchase of alcoholic beverages be undertaken or coordinated (through collections, kitties, etc.) by anyone in the name of or on behalf of the organization, club or group.

C. Alcoholic beverages are not permitted at membership recruitment events or meetings.

D. No organization, club, or group may co-sponsor an event where any individual, group or business does not comply with this alcohol policy for campus organizations

E. Alcoholic beverages at events and parties:

1. Alcoholic beverages are not permitted at open parties or events sponsored, co-sponsored, or hosted by a student group. Open parties are events that both members of the sponsoring organization, club, or group and nonmembers are permitted to attend. These events generally have blanket invitations through posters, flyers, social media or word-of-mouth.

2. Alcoholic beverages may be consumed at closed parties when all of the conditions outlined below have been met. A closed party is an event where ONLY members of the group and their invited guests are allowed to attend. Closed parties may not be advertised and are open to people by personal invitation only. In order to hold a closed party, groups must register the event with the Student Affairs Office at least 10 business days in advance using the party registration form and party hosts must attend an education session about party hosting sponsored by the division of student affairs.

   a. Service of alcohol to those under the legal drinking age is prohibited.

   b. Alcohol may only be served on a cash bar basis by a professional bartender or caterer, who is not an active member of the sponsoring organization and who is fully covered by liability insurance. (No open bar service or bring your own beverage is permitted.)

   c. Reasonable precautions must be taken by the organization to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons.

   d. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted.

   e. The sponsoring organization shall designate non-drinking members who will attend the event to insure that responsible behavior is maintained by members and guests.
f. Food and nonalcoholic beverages must be provided at the event.
g. The service of alcoholic beverages must be cut off at a specific time, which shall be established and clearly published before the event.
h. No drinking games are permitted where alcoholic consumption is a component of the activity.
i. No kegs, party balls, or alcoholic punch are permitted.
j. The sponsoring organization is responsible for registering all guests at the door and checking the guest list to insure that the individuals were invited and registered.

VII. Anti-Hazing Policy
Shepherd University unconditionally opposes any action taken or situation created, intentionally or unintentionally, whether on or off premises owned or leased by the organization, which has the effect of producing psychological or physical discomfort, embarrassment, harassment, or ridicule. Such activities or situations may include, but are not limited to, the following:
A. Use of alcohol or other drugs;
B. Paddling in any form;
C. Creation of excessive fatigue;
D. Physical and/or psychological shocks;
E. Quests, treasure hunts or non-sanctioned scavenger hunts;
F. Acts of personal servitude or running errands;
G. Coercing members to carry pledge books/interviewing books and mandating that new members participate in interviews and/or signatures;
H. Line ups, standing in formation, or any variation thereof that includes but not limited to any activity where individuals are forced to answer questions or to endure any personal indignity;
I. Road trips or any other such activities carried on outside or inside of the confines of an organization’s facility or living unit (e.g., house);
J. Wearing of public apparel that is conspicuous and not normally in good taste;
K. Engaging in public stunts and buffoonery;
L. Morally degrading or humiliating games and activities; and
M. Any other activities that impede academic achievement are inconsistent with the constitution, regulations, policies, or ritual of the national governing organization, or violate university policies or applicable State law.
1. Activities including, but not limited to, those listed above that humiliate, degrade, abuse, or endanger a person’s physical or mental health for the purposes of affiliation with, membership in, or initiation into any organization—regardless of the person’s willingness to participate—will result in the club or organization being prosecuted to the fullest extent allowable under Shepherd University’s student conduct system. (Class I Offenses)
2. Activities including, but not limited to, those listed above that are implicitly or explicitly required of any prospective, new, or associate member but not required of active or full member—regardless of the person’s willingness to participate—will result in the club or organization being prosecuted to the fullest extent allowable under Shepherd University’s Student Conduct system. (Class II Offenses) Adapted from: Fraternity Insurance Purchasing Group (FIPG), 1998.
VIII. Planning and Scheduling a Campus Activity

Any recognized student club or organization, or any university committee, board, division, department, or group may plan an activity and publicize it on campus. In most cases, the group sponsoring such activities may reserve a university facility. Advance planning and scheduling is necessary to allow equal opportunity for all organizations to reserve facilities. The Student Life Council has established the following policies and procedures for those wishing to schedule activities on campus.

A. Shepherd University considers programs such as homecoming, family day, orientation, student recognition day, and the January and summer advisement/registration sessions a high priority. Therefore, groups that wish to hold events during the programs listed above must receive prior approval from the committee in charge of planning that event. Please visit the Student Affairs Office for assistance in contacting the appropriate person or committee.

B. Recognized student clubs or organizations planning non-fundraising off-campus events are not required to receive campus approval for the scheduling of that event. However, all planned events must comply with the Shepherd University Code of Conduct for Student Clubs and Organizations. The university expects groups not to schedule off-campus activities that would compete with any of the major campus events listed in the preceding paragraph. (Groups planning fundraising activities should refer to Section V below.)

C. No on-campus or off-campus social events may be held by student groups during the week of final examinations unless approved by the vice president of student affairs or designee.

D. The following policies have been established for orderly scheduling and use of Student Center facilities:

1. The Program Board, Student Government Association, recognized student clubs or organizations, or university divisions and departments may schedule the use of the Student Center meeting rooms, Storer Ballroom, or other facilities. All groups must either complete a room request form available online from the Student Center website www.shepherd.edu/scccweb or from the Student Center Information Center or request a room through the virtual online website succ.shepherd.edu/virtualems/. Requests will be granted on a first-come, first-served space available basis.

2. Recognized student clubs and organizations may use all meeting rooms, except for Storer Ballroom, for their normal weekly meetings free of charge. However, a clean-up and/or set-up fee will be assessed to those groups that do not clean up or leave the room in an orderly fashion after use.

3. Meeting rooms are available to nonstudent groups, university divisions and departments, and off-campus organizations for a rental fee. (Contact the Student Center Information Center for fees and information at 304/304-876-5497.)

4. All events held in the Student Center requiring extensive set up or extended hours must be scheduled at least 10 working days before the event by using the room request form, which is available online from the Student Center website or from the Information Center or from the virtual online website succ.shepherd.edu/virtualems/.

5. In order to prevent conflicts and overlap with other campus-wide events, recognized student clubs and organizations sponsoring an open event in the Storer
Ballroom or Ram’s Den must receive prior written approval from the director of student activities and leadership or the Student Center director. People outside of the sponsoring club or organization may attend open events.

6. A usage fee of $15 per hour per required employee may be charged to the sponsoring group for expenses incurred from the set-up/clean-up and/or event management required.

7. Recognized student clubs and organizations requesting use of the Storer Ballroom for a non-meeting closed event, open only to the members of the sponsoring organization, may do so if space is available.

8. Recognized student clubs and organizations may not charge admission to events scheduled in the Student Center unless they have received special permission in advance from the Student Government Association. Groups charging admission to events will be charged a usage fee. See Section VI (B) for more information.

9. Events held in the Student Center must be scheduled during normal operating hours when staff is available or an additional staffing fee of $15/hour will apply.

E. Recognized student clubs and organizations that would like to schedule use of the Midway or the Amphitheater for events may do so by submitting a room request form. These events must be approved by the Student Center director or the director of student activities and leadership.

F. Any group planning campus-wide games, tournaments, or other open events that may impact normal operations on campus must receive prior approval from the division of student affairs.

IX. Fundraising Activities or Charitable Events

A. The Student Government Association will review and approve/deny requests from recognized student clubs or organizations to sponsor fundraising activities or charitable events held on or off campus. To gain approval for a fundraising or charitable event, the following criteria will be used:

1. Unique program or activity.
2. Quality of the program or activity.
3. Potential for appeal to Shepherd University students.
4. Potential for enriching student life.

B. All groups granted permission to hold fundraisers or charitable events in the Student Center will be assessed a $15 per hour per employee usage fee to cover the cost of set-up, clean-up, and event management.

C. Recognized student clubs or organizations desiring to conduct sales, raffles, or other charitable events or fundraisers must complete a request to hold a fundraiser form. These may be obtained in the Student Government Association Office or from the Information Center. The Student Government Association Executive Board must approve the request at least 10 working days before the event.

D. Fundraisers or charitable events conducted in the residence halls must be approved in advance by both the Student Government Association and the director of residence life.

E. Shepherd University departments/divisions (i.e. athletics, alumni affairs, student affairs, etc.) do not need Student Government Association permission to hold fundraisers, however they should seek permission from the Office of Advancement.
X. Policy Regarding Publicity for Events Sponsored by Recognized Clubs and Organizations

As is recognized by state and federal law, Shepherd University reserves the right to regulate the time, place, and manner of flyer and media distribution on its campus. All recognized student clubs/organizations and off-campus entities who wish to post signs/flyers on- or off-campus either publicizing events they will be sponsoring or providing information about themselves must have the sign/flyer approved by the Student Center director or designee prior to posting it anywhere on campus. The approval process ensures that the sign is in compliance with Shepherd University policies and is in no way intended to inhibit the “marketplace of ideas.” The Student Center director and his/her designee(s) reserves the right not to approve flyers which fail to meet flyer guidelines or violate community standards with regard to their content.

How to Have a Banner (to hang on campus buildings and other structures) Approved:
Students clubs/organizations and off-campus entities must submit banner designs for approval to Rachael Meads, director of student activities and leadership, Program Board Office, 111 Student Center.

Social Greek organizations must submit banner designs for approval to the greek affairs coordinator in the Student Affairs Office, 122 Student Center.

How to Have a Flyer Approved:
Student clubs/organizations and off-campus entities should submit a clean and final original of their flyer to: Rachael Meads, director for student activities and leadership, 111 Student Center.

Social Greek Organizations must have their publicity materials approved by the Greek advisor designated by the vice president for student affairs, (Student Affairs Office, 122 Student Center) following the same process described above.

Please allow at least 72 hours for the approval process. Upon approval, the flyer will be stamped, signed, and dated. Because the approval stamp and signature provides visual evidence that the flyer has been approved for posting, it is highly recommended that copies for posting be made from this original with the stamp on it. Building managers have the right to remove media materials which have not been approved. Approved flyers may be posted on any designated student club or organization bulletin board space or kiosk on campus. It is the posting entity’s responsibility to consult with each building manager about the appropriate places for posting (see next page for a directory of building managers).

Important Exceptions:
NOTE: Academic departments, subcommittees of student affairs (Student Government Association, PASS, Program Board, Leadership Conference), Shepherd athletic teams, co-curricular groups (debate, The Picket, Sans Merci, theater, music, etc.) are not considered clubs or organizations. Since they are affiliated directly with departments of the university, they do not need to have flyers approved/stamped.

A. Recognized campus clubs and organizations may post approved signs on bulletin boards provided in the Student Center, the Dining Hall, residence halls, and instructional buildings. Each building manager may designate other appropriate places to post.
B. Organizations are prohibited from posting signs on the outside walls of buildings, on columns, on sidewalks, in stairwells used as fire exits, or on any part of building doors.

C. Banners are permitted on the Student Center. Banner space may be reserved by submitting a room request form. Banners may be hung on other buildings with the written permission of the respective building manager (see list below for the contact information).

D. The sponsoring organization and a contact phone number or email must be identified on the sign or poster.

E. All publicity materials, decorations, etc. must be removed by the sponsor within 72 hours following the event.

F. Police officers and building directors reserve the right to remove any sign that does not comply with these policies. Building directors will also be asked not to remove signs that comply with university policy.

G. Placing flyers or leaflets on vehicles parked on campus is prohibited.

H. Depending upon the seriousness of an offense, clubs/organizations distributing media that do not comply with university policies may face disciplinary action under the campus student conduct system. Off-campus entities/businesses that repeatedly violate these guidelines may lose their privilege to post media on campus. No group or individual will be compensated for the cost of media removed by university officials under this policy.

I. Flyers, posters, or other media may not be posted/taped on sidewalks. This poses a hazard to the health and safety of others and is therefore prohibited.

J. Recognized student groups may use washable sidewalk chalk on campus sidewalks to promote campus events under the following conditions:
   1. Chalking is at least 10 feet away from entrances of buildings.
   2. Chalking is only on sidewalks (no roads, buildings, columns, trees, stairs, fences, walls, or other areas).

   In order to better serve campus clubs and organizations, Residence Life will provide posting service of flyers in the residence halls. All flyers must be submitted to Residence Life for the residence hall staff to post in their designated areas. To optimize marketing, Residence Life must receive the copies of all flyers at least one week in advance. Flyers that are received by noon on Friday will be posted that weekend. Residence Life staff will also remove outdated flyers after events have occurred.

   All flyers must have the appropriate approval stamp/signature to be posted in residence halls and must adhere to all guidelines as discussed under the “Policy Regarding Publicity for Events Sponsored by Recognized Clubs and Organizations” outlined in this handbook. Please bring or send 55 copies of your advertisements to Residence Life on the ground floor of Miller Hall. Residence Life will not be responsible for making copies of advertisements.

**BUILDING DIRECTORS:**

Butcher Center: Matt McCarty, Head Baseball Coach/Facilities Manager (304-876-5472)

Center for Contemporary Arts Dow Benedict, Dean, Arts and Humanities (304-876-5393)

Dining Hall: Scott Anderson, Interim Director of Dining Services (304-876-5158)
XI. Policy on Media Distributed by Student Groups

All printed media distributed or posted by recognized campus groups should comply with the community expectations outlined in the Student Handbook which states: “Our community standards of behavior are intended to enhance and protect the university’s general educational process, including research and public service activities as well as personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, race, life experiences, nation-of-origin, disability, or sexual orientation.”

One of the university’s crucial goals is to promote the “marketplace of ideas” via free speech. However, long-standing, recognized legal limits exist with respect to the First Amendment’s guarantee of freedom of speech. Campus groups as well as individual students must abide by such limitations. Specifically:

A. In accordance with U.S. Supreme Court and other court precedents and national and state laws, the time, place, and manner of flyer and media distribution can be restricted by university officials.
B. In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of flyers and other media:

1. Must not be legally obscene
2. Must not be legally defamatory, i.e., libelous or slanderous
3. Must not create a “hostile environment” that violates the 1964 Civil Rights Act and the West Virginia Human Rights Act or that clearly impairs individuals’ rights under the 14th Amendment.
4. Must not present a clear and present danger to the institution and its community
5. Must not constitute seditious speech which advocates action to overthrow the government or any part of the government or poses a clear threat to national security.
6. Must not constitute “fighting words.”
7. Must not endanger the safety and health of the campus community
8. Must not advocate actions that violate local, state, or federal law (although advocating in a clear, non-deceptive manner the change of laws through the political process is permissible).

Campus clubs and organizations, as well as individuals, will be held accountable and may be disciplined by university officials for violations of Items one through eight above.

C. In accordance with U.S. Court and other court precedents and national and state laws, commercial speech and advertising may be regulated by university officials.

D. Depending upon the seriousness of an offense, students or student organizations distributing media that violate the policies above may face disciplinary action through the campus student conduct system. No group or individual will be compensated for the costs of media removed by university officials under this policy.

XII. Off-Campus Events

A. The university does not assume liability or responsibility for risk associated with activities that take place off-campus; therefore, officers of student groups should realize that the student group stands alone in its assumption of risk at these programs.

1. Officers must take “reasonable care” to insure that local, state, and federal laws are upheld.
2. Officers must make every effort to care for the safety and security of guests either on- or off-campus. Officers, members, and guests may be held liable for violations of the student conduct code as well as local, state, and federal laws.
3. In the event that Shepherd University officially closes due to inclement weather conditions, all student activities planned by student clubs and organizations will also be cancelled.
4. No on-campus or off-campus social events may be held by student groups during the week of final examinations unless approved by the vice president for student affairs.

B. Student groups participating in any activity that disrupts the normal operations of the university and/or infringes on the right of other members of the local community will be held accountable under the university’s code of conduct

*This policy will be in effect in situations on or off campus at the discretion of the university depending on the interest of the university. The purpose of this policy is to define the circumstances and the process for handling matters if the university deems it necessary to review the status of a recognized student organization, as well as sanctions that may follow.
XIII. Student Group Finances
Responsibility for managing and dispersing the funds of student clubs and organizations lies with the student members and elected officers of each student group. However, because they have agreed to oversee, advise, and hold their advisees accountable to the policies outlined in the Student Code of Conduct, faculty or staff members acting as advisors to student groups shall have the right to review/audit the financial records and transactions of the clubs and organizations they advise.

XIV. Code of Conduct for Social Fraternities and Sororities
Greek-letter social fraternities and sororities comprise a special subset of clubs and organizations at Shepherd University. In addition to the regulations governing student clubs and organizations, Greek-letter social fraternities and sororities must follow the policies listed below.

By virtue of their national constitutions, regulations, and policies, as well as their self promulgated values and principles, fraternities and sororities can be and are subject to higher standards for behavior and performance than other student organizations. When in conflict with other policies Shepherd University policy prevails. The vice president of student affairs will appoint a staff member to supervise Greek social fraternities and sororities and is referred to in this section as the Greek advisor.

The Greek advisor shall conduct regular performance reviews of all colonies and chapters and make periodic reports to the Student Life Council and the vice president for student affairs.

Social fraternities and sororities are subject to the following policies and regulations:

A. Each Greek-letter social organization must be affiliated with a national fraternity or sorority either as a colony or chapter, and each colony or chapter must have a Shepherd University faculty/staff advisor and an alumni advisor. (No local chapters are permitted.)

B. Greek lettered social fraternities must be members of the Interfraternity Council (IFC), and Greek lettered social sororities must be members of the Panhellenic Council.

C. Greek letter social fraternities and sororities must be advised by the Office of Greek Affairs and must adhere to the policies outlined by this office.

D. All social Greek organizations must be registered through RamPulse in compliance with Shepherd University registration policy. All active members are required to be a part of the RamPulse page for their organization. All Greek organizations must maintain their groups on RamPulse by providing up to date officer lists and contact information. All events that Greek letter organizations wish to host must also be registered through RamPulse.

E. The minimum cumulative GPA in order to associate with a chapter is 2.75 on a 4.00 scale on all high school coursework for new and entering students and is 2.5 on a 4.00 scale on all undergraduate coursework for returning Shepherd University students and transfer students.

F. Recruitment period cannot begin in any fall or spring semester until the first day of the second week after classes have begun.

G. All social Greek chapters are eligible to extend open bids throughout the academic year, with the exception of winter break and summer break. In addition, no new member process will be allowed to continue past winter or summer breaks.
Fraternity Recruitment: Men who wish to join a fraternity at Shepherd University can seek membership during informal recruitment during the fall and spring semester. During these recruitment periods, each prospective new member has the opportunity to interact with individuals from each fraternity. Recruitment gives student who have not yet received a bid the opportunity to pursue one.

Sorority Recruitment: Panhellenic sorority recruitment begins in the fall semester with a formal recruitment process and an informal recruitment process in the spring semester. During informal recruitment, it gives prospective new members the opportunity to interact with individuals from each sorority. Panhellenic allows “continuous open bidding” (COB) throughout the academic year for sororities which did not meet their total.

Continuous Open Bidding: Continuous Open Bidding (COB) happens after formal recruitment if a chapter does not reach their total. COB is an unstructured recruitment process that Panhellenic sororities use to recruit new members outside the formal recruitment period to reach total. COB is an event that each chapter does differently. They do so by contacting a potential new member inviting her to an informal recruitment event or chapter activity in an effort to get to know her better before extending a bid.

H. All new member recruitment events, including those hosted during the formal recruitment period, must be substance-free.

I. Before a student may begin an associate member education period, s/he must attend an anti-hazing seminar sponsored by Shepherd University under the auspices of the Greek advisor. In addition, all active fraternity and sorority members are required to attend at least once a year an educational program on hazing prevention and/or fraternity and sorority ideals to be sponsored by Shepherd University under the auspices of the Greek advisor.

J. The Greek advisor, in consultation with the members of the Panhellenic Council and their chapter advisors, reserves the right to suspend quota (a limit on the number of invitations to an associate that each member sorority may extend) in any given sorority formal or structured recruitment period in order to create a more level playing field for all sororities.

K. The associate member education period begins within seven calendar days of new members associating with a colony or chapter; the associate member education period may not exceed eight weeks; all individuals of an associate member class must participate and complete the associate member education program according to the same time line; and each colony/chapter must submit descriptions of its associate member education curriculum and schedule to the Greek advisor upon request. Each colony or chapter must inform the Greek advisor and associate members of the colony or chapter’s date of initiation ceremony for each associate member class when bids are offered.

L. All recruitment event flyers must be submitted 14 business days prior to the beginning of recruitment.

M. The initiation ceremony for associate members must take place no later than the next regular business meeting of the colony/chapter following completion of the associate member education program.

N. Each colony or chapter is required to attend one risk management program each semester. The program can either be sponsored by the chapter/colony or by Shepherd University (addressing such topics as sexual assault or other forms of violence,
alcohol or other drug abuse, eating disorders, cultural sensitivity, etc.). Other topics will need prior approval by the Greek advisor. The program must be conducted by a qualified and trained professional approved prior to the program’s implementation by the Greek advisor, at which at least 90 percent of their active and associate members must be in attendance, and for which documentation of completion must be submitted to the Greek advisor in accordance with all established deadlines.

O. Each social fraternity and sorority must send at least three officers and at least two additional associate/active members to all sessions of the annual Student Leadership Conference sponsored by the Student Life Council.

P. Each fraternity and sorority is required to submit the following items to the Greek advisor in a timely manner: (1) accurate rosters of their associate and active members; (2) names and up-to-date contact information for their executive officers; (3) copies of minutes from their business meetings; (4) scholarship reports regarding members’ grades; and (5) regular updates to their calendar of events.

Q. The executive officers of each fraternity and sorority are required to meet at least two times each semester with the Greek advisor in order to facilitate open, ongoing dialogue between colonies/chapters and the university; each colony or chapter must comply with all reasonable directives from the Greek advisor. Colonies or chapters are responsible for initiating and scheduling these meetings with the Greek advisor.

R. In the event that any colony or chapter fails to comply with the policies and guidelines set forth above, the IFC and Panhellenic Council should, through their student conduct processes, hold their respective member colonies or chapters accountable, conduct investigations and fair hearings in a timely manner, administer appropriate sanctions as needed, and report any outcomes of such actions to the Greek advisor. In all cases, university policies supersede all National Panhellenic Conference and/or National Interfraternity Council guidelines and policies. When applicable, the Greek advisor shall be responsible for ensuring that colonies/chapters comply with all levied sanctions.

XV. Sanctions—If the organization is found responsible, one or more of the following sanctions may be imposed

A. **Verbal Warning**: an oral statement to a student/registered club or organization that he/she has violated university rules.

B. **Written Warning**: written notice to the student/registered club or organization that continued or repeated violation of university regulations will be cause for more serious student conduct action.

C. **Reprimand** is an official notice of censure. If, within two years, an organization with a reprimand is held responsible for any additional behavior that goes against the code of conduct, the sanction imposed shall be nothing less than probation.

D. **Social Probation** is imposed for a specific period of time but not for less than four weeks during a regular academic term. The sanction prohibits the organization from sponsoring any organized activity, party, or function on or off campus. The organization can have meetings but will not be allowed to use other university resources in any way.

E. **Probation** is for a specific period of time and carries the immediate threat of charter revocation or restriction for any inappropriate actions committed during the term of the sanctions. The organization may seek and add members but may not enjoy any of the privileges removed under social probation.
F. **Organization Suspension** is the temporary removal of university registration usually not for more than one semester in addition to the one in which the behavior occurred. While under suspension, the organization may not continue to utilize facilities or property on campus, may not seek or add members, hold or sponsor events in the university community, on or off campus, or enjoy any of the privileges removed under social probation.

G. **Organization Expulsion** is the permanent removal of university registration for an organization. Charter revocation may be recommended by the Student Conduct Hearing Board but can be imposed only by the vice president of student affairs.

H. In addition to the above, any of the following sanctions can be added to the total sanctions:
   1. Exclusion from intramural competition.
   2. Denial of use of university facilities for meetings or activities.
   3. Suspension of recruitment and/or new member intake.
   4. Special educational assignments.
   5. Loss of student fee funding opportunity.
   6. Community service assignments.

*Refer to pages 91 for the code of conduct appeals process.

**Institutional Governance**

Shepherd University recognizes both the right and responsibility of the university administration, the faculty, and the student body to participate in the governance of the institution. The governance functions at Shepherd have three distinct areas: 1) that area in which the university administration and/or faculty have primary responsibility, 2) that area in which there is a shared responsibility among the university administration, faculty, and student body, and 3) that area in which the students have primary responsibility.

The area in which the university administration and/or faculty have primary responsibility is outlined in the constitution of the Shepherd University Assembly and the Shepherd University Administrative Policy Manual. Through student participation as full-fledged members of those university committees whose decisions affect student life, there is an area of governance in which there is shared responsibility among the university administration, faculty, and student body. Student representation on these committees is established to varying degrees, with the rationale being there are areas in which the university administration and faculty should have a greater voice in rendering decisions, and areas in which students should have a greater voice in rendering decisions. The inclusion of students on these committees serves a twofold purpose: 1) to give students an opportunity to present their opinions and recommendations in a manner in which they are assured of being heard and considered, and 2) to give them a direct voice, through voting on these committees, in matters that affect student life.

In matters that concern the internal functioning of student organizations, students have the right to autonomy as long as they are functioning within the realm of what is considered legal by national regulations. All campus organizations are required to have an advisor. The role of the advisor is to 1) advise in matters of internal function, and 2) insist that the activities of the organization fall within university rules and regulations.

It is the intent of Shepherd University that the voice of students be heard and considered. But the university insists that complaints are heard and grievances are resolved through an orderly process. The university also recognizes that once recommendations,
complaints, and grievances have been expressed, the administration, faculty, and students must make decisions and establish policies.

In order to ensure that students are heard Shepherd takes the position that students are free, both individually and collectively, to express their opinions to the university administration and university committees. At the beginning of each academic year, a complete list of all committees and the responsibilities of each committee is published and distributed throughout the campus so that students know to whom they may express their ideas. Students should also feel free to approach members of the university administration on those matters that are the responsibility of the various administrators. In the event students have questions about the lines of communication, they are encouraged to seek assistance from a member of the Student Affairs staff.

**Academic Freedom and Responsibility**

I. Academic Rights and Responsibilities

A. All students, faculty, and staff are responsible for understanding and complying with the university’s stated academic requirements.

1. Student grades are based solely on academic performance as measured by the standards set forth in the course syllabus.

2. Students should feel free to express their thoughts and opinions in an academic forum.

3. Assignments must be completed by the student for whom the work is assigned and without unauthorized aid of any kind.

4. Instructors shall encourage honest effort by exercising care in planning and supervising academic work.

5. A student who does not comply with the university’s honesty standard may be subject to appropriate penalties imposed by the instructor, and even to academic probation, suspension, or dismissal.

6. The policies regarding both academic standing and academic dishonesty are outlined in the *Shepherd University Catalog*.

B. Students who choose to enroll at Shepherd have the following academic rights.

1. Access to the *Shepherd University Catalog*, which describes all academic program requirements including: required courses, total credit requirements, residence requirements, special program requirements, minimum grade point average requirements, probation standards, professional standards, and other pertinent information.

2. A written syllabus containing the academic requirements of, and the instructor’s expectations for, the course.

   a. Course syllabi will be distributed by instructors of record, and should contain information pertaining to: attendance policies, grading procedures, course information, special requirements including field trips, extra costs, and other pertinent matters.

   b. Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender, familial or associational status, disabilities, religion, or sexual orientation.
II. Academic Actions Imposed by the University

A. Shepherd University will take appropriate academic action when a student fails to maintain the academic standards of the university, or when there is evidence that a student has violated an academic policy. Students also have the right to appeal academic actions.

B. Examples of situations requiring academic action would include the following.
   1. Infraction of institutional academic standards, rules, and regulations (required grade point averages, etc.) as stated in the Shepherd University Catalog.
   2. Final grade challenges.
   3. Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)
   4. Failure to meet the standards required for continuing in a program of instruction, thus leading to dismissal from that program.

C. For failure to maintain academic standards, the university may impose the following student sanctions.
   1. **Instructor Imposed Sanctions** include the reduction of a grade, or the failure of a course, all of which may be applied by an individual instructor. The maximum penalty a professor may impose is a grade of F in the course. The individual instructor may report the plagiarism to dean of students/student conduct coordinator administrator.
   2. **Academic Probation** is a sanction imposed for failure to meet academic standards (see the Catalog).
   3. **Academic Suspension** is the exclusion from all institutional activities for a definite stated period of time not to exceed one calendar year (see the Catalog).
   4. **Academic Dismissal** is the termination of student status from some or all programs, including any right or privilege to receive a benefit, recognition, or certification.

III. Academic Actions Concerning Admissions and Credits

A. Institutional procedures for administering admission policies are detailed in the Shepherd University Catalog.
   1. The Office of Admissions shall be responsible for administering admissions policies outlined in the Shepherd University Catalog.
      a. Prospective students who fail to meet the academic standards necessary for admissions will be notified of their deficiencies.
      b. Prospective students who wish to challenge or seek an exception to an admissions policy may petition the Admissions and Credits Committee for an exception to the rules in particular cases.
   2. The Office of the Registrar is responsible for administering the institutional academic standards as outlined in the Catalog.
      a. The Office of Registrar will notify students who have deficiencies and thus fails to meet the minimum academic standards necessary for remaining in a given program.
      b. Students wishing to challenge or seek an exception to a university policy may, in particular cases, petition the Admissions and Credits Committee for an exception to the rules in particular cases.
         i. All petitions shall include required signatures on the appropriate petition.
ii. All petitions will include a written statement of the reason that an exception to a policy should be granted.

B. Decisions of the Admissions and Credits Committee may be appealed to the university president whose decision is final.

IV. The Academic Appeal Committee
A. The faculty pool utilized in this process consists of 14 tenured faculty members nominated by the Curriculum and Instruction Committee.
B. At its last meeting of the academic year, the Shepherd University Faculty Senate shall confirm the Committee’s nominees to serve in the following year, for a term from July 1 to June 30.
C. The faculty pool shall be selected annually.
D. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals.

V. Student Grade Appeals
A. In any grade appeal procedure, the student has the burden of proof in establishing good cause for changing a final grade rests on the student.
B. Unless the student can offer convincing arguments to the contrary, good faith on the instructor’s part is presumed.
C. When supported by sufficient evidence, any of the following reasons shall constitute good cause for challenging a final grade.
   1. The grade was the result of discrimination (as defined in I, B, 2, b).
      a. A successful appeal must demonstrate that the instructor did not apply a consistent standard to all students in the classroom.
      b. The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course.
   2. The grade was awarded in an arbitrary or capricious manner.
   3. The grade was the result of an error on the part of the professor in calculating, recording, or reporting a final grade.
D. None of the following shall constitute good cause for appealing a final grade.
   1. Disagreement with the course requirements established by the professor.
   2. Disagreement with the grading standards established by the professor.
   3. Disagreement with the instructor’s judgment when applying grading standards, assuming that the instructor has made a reasonable effort to be fair and consistent in exercising that judgment.
   4. The desire or need of the student to attain a particular grade.
   5. Consequences that a student might face as the result of a grade award.
E. What constitutes standing in a grade appeal case?
   1. In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.
      a. Those parties who have standing include the instructor and the student desiring a grade change.
      b. Those parties who do not have standing include classmates, other instructors, other administrators, and family members.
2. Parties with standing shall be allowed to present oral testimony to the Appeals Committee in the grade appeal process.

3. Relevant testimony from parties who do not have standing in the grade appeal process should be presented in the form of written statements that shall be made part of the official appeal file.
   a. Committee members may invite other parties to be interviewed or to give testimony based on the written statements.
   b. All written statements shall become part of the appeal file.

VI. Grade Appeal Procedures

A. Step 1: Scheduling a Faculty-Student Conference.
   1. A student wishing to appeal a grade shall first confer face-to-face with the instructor of record (hereafter referred to as instructor) who assigned that grade.
      a. The instructor-student conference shall take place within the first 10 class days of the regular semester immediately following the semester that the disputed grade was assigned (Summer sessions are not considered as regular semesters).
      b. At the request of the student or the instructor, the department chair shall assign another departmental faculty member to witness the conference.
      c. The reasons for questioning the grade shall be stated by the student, and the reasons for assigning that particular grade shall be explained by the instructor.
   2. In a case where the instructor is not available for this conference (non-reappointment, retirement, death, extended absence from the area, or other debilitating circumstances), the instructor’s department chair shall act as the instructor of record.
   3. Students who appeal a grade can expect one of two possible outcomes from the student-instructor conferences.
      a. If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference.
      b. If the instructor does decide to change the grade, the instructor shall complete a change of grade form and file it with the registrar within five class days from the time that the conference occurs.

B. Step 2: The Student Appeals to the Department Chair.
   1. Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor’s department chair.
      a. The appeal to the department chair must be in writing and filed within five class days of the instructor-student conference, or within the first 15 class days of the semester that the grade is eligible for appeal.
      b. If the student fails to contact the department chair within 15 class days of the beginning of the appropriate semester, the instructor’s grade award shall be considered final.
   2. The student’s grade appeal to the department chair must be in the form of a written memo or letter.
      a. The appeal memo or letter must be copied to the instructor.
      b. The student’s written statement must include a justification that should conform to at least one of the criteria listed above for making a grade appeal.
c. The appeal must include all completed assignments that have been returned to the student.

3. The instructor shall submit a written justification for the assigned grade with supporting documentation that includes any assignments that have not been returned to the student.

4. In order to make an equitable decision, the chair may hold a hearing involving the instructor and the student desiring a grade change.

5. If the instructor is the dean then the following procedures shall be followed:
   a. Following the faculty-student conference, step two shall occur.
   b. If applicable, step three will be skipped and the case will proceed to step four.

6. Within 10 class days of receiving the student’s appeal, the department chair shall provide both the student and the instructor with a written notice of the chair’s decision.
   a. The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail.
   b. Following notification of the chair’s decision to all parties, the department chair shall forward the original grade appeal file to the dean.
      i. The file should include a copy of the decision and all written materials including notes from oral investigations that were used for reaching the decision.
      ii. The department chair shall retain a copy of these files for five years.

7. Both the student and the instructor have the right to appeal the department chair’s decision to the dean of the school in which the original course was taught.

8. If the department chair’s review decides that a change in grade is warranted, and the instructor agrees with the decision, the instructor shall file a change of grade form with the Office of the Registrar within ten class days of the date of the decision.

9. If the department chair’s review decides that a change in grade is warranted, but the instructor does not consent to the change, the department chair shall automatically forward the appeal to the dean of the school in which the course is taught.

C. Step 3: The Student Appeals to the Dean.

1. A student or an instructor may appeal the department chair’s decision to that chair’s dean within five class days of being notified of the department chair’s decision.
   a. The appeal memo or letter must be copied to the department chair and the instructor.
   b. The appeal shall be in writing and shall contain the student’s reasons for appealing the department chair’s decision.

2. Upon receiving an appeal, the dean shall review the appeal file.
   a. In arriving at a decision, the dean should consider the written appeal, the instructor’s written response, and the department chair’s written report.
      i. The dean may also consider the student’s written work for the course in question.
      ii. In order to make an equitable decision, the dean may hold a hearing involving the instructor and the student desiring a grade change.
b. The dean shall communicate the decision and the justification to the student, the instructor, and department chair within 10 class days of receiving the student’s appeal directly or by certified mail.

3. Both the student and the instructor have the right to appeal the decision of the dean to the Academic Appeal Committee.

4. If the dean’s review decides that a change in grade is warranted, and the instructor is in agreement, the instructor shall file a change of grade form with the Office of the Registrar within 10 class days of the date of the decision.

5. If the dean’s review decides that a change in grade is warranted, but the instructor does not consent to the change, the dean shall automatically forward the appeal file to the Appeal Committee.

D. Step 4: Petition to the Academic Appeal Committee.

1. A student or instructor may appeal the dean’s decision to the Academic Appeal Committee, by filing a written statement with the Academic Affairs Office within five class days of receiving the dean’s report.
   a. Within five class days of receiving the written appeal, the vice president for academic affairs shall notify the dean, department chair, and the instructor that an appeal has been filed.
   b. Within five class days of receiving an appeal, the vice president for academic affairs shall:
      i. Provide the student with a list of seven faculty members chosen from the faculty pool as described in Section IV.
      ii. The student shall be instructed to strike two names within three class days.
   c. Next, the vice president for academic affairs shall submit the five names to the instructor asking that the instructor strike two names within three class days.
      i. The three remaining names shall constitute the Academic Appeal Committee for the current grade appeal.
      ii. The vice president for academic affairs shall appoint one of these three faculty members as chair for this appeal process.

2. The Academic Appeal Committee may consider all materials in the appeal file constructed by the dean (i.e., the student’s original appeal, the instructor’s written justification, the department chair’s written report, the dean’s written report, the student’s written work for the course, and all other documents the dean may have used in reaching a decision).
   a. The student and the instructor shall each be entitled to submit additional written statements for consideration by the Academic Appeal Committee.
   b. The Academic Appeals Committee shall hold a formal hearing, including all parties having standing (see above), and should address the following:
      i. Questions from members of the Academic Appeal Committee.
      ii. Cross examination of witnesses by both parties.
      iii. Additional inquiries that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.

3. The Academic Appeals Committee shall reach a decision no later than the last day of regular classes before the final exam period of the semester when the appeal was filed.
a. Within three days following the decision, the student, the instructor, the department chair, the dean, and the university president shall be given written notice of the committee's decision.

b. If the Academic Appeal Committee decides that a grade change is justified, and with the instructor's agreement, the instructor shall complete and submit a change of grade form to the Office of the Registrar within five class (or business) days following this decision.

c. If the Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Appeal Committee will meet in discussion with the instructor with regard to its decision. If the instructor again will not consent to the grade change, the Appeal Committee chair will instruct the Registrar to make the appropriate grade change.

4. A decision of the Academic Appeal Committee may be appealed to the President of the University, whose decision will be regarded as final.

E. Step 5: Unusual Circumstances in Processing Grade Appeals.

1. Some grade appeal cases may present practical obstacles for pursuing the procedures precisely, as outlined above.
   a. An instructor may be absent from campus during the applicable appeal period or the student may have an overwhelmingly compelling reason for a rapid decision.
   b. A last semester senior's qualification to graduate may depend upon the outcome of a currently received grade.

2. In such circumstances, the vice president for academic affairs or the vice president's designee has the discretion to modify the procedures, as little as possible, to accommodate the special requirements of the situation.
   a. In exercising this discretion, the vice president for academic affairs must attempt to adhere to the spirit of the procedures outlined above.
   b. The vice president for academic affairs shall commit to writing and distribute these exceptional rules to parties having standing.

VII. Academic Integrity Procedures

A. Academic dishonesty includes, but is not limited to, cheating on examinations, falsifying records, submitting plagiarized work of any kind, or providing or receiving assistance in coursework in a manner not authorized by the instructor. Plagiarism is defined in the Shepherd University Catalog as “the act of stealing and using, as one’s own, the ideas of another or the written expression of ideas of another.”

B. Any student, administrator, staff, or faculty member may bring charges of academic dishonesty against a student.

1. A student charged with academic dishonesty shall be accorded the presumption of innocence.

2. Consistent with the stated process articulated below, all willful incidents of academic dishonesty are to be reported by the faculty member to the dean of students/student conduct administrator, and to the department chair. Generally, any second offense of academic dishonesty will be grounds for suspension or expulsion from the university.

3. The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student.
a. The instructor of record should make a charge of academic dishonesty directly to the student involved and decide on the sanctions to be imposed.
   i. Instructor-imposed sanctions for academic dishonesty include requiring work to be rewritten and resubmitted; lowering a grade; reducing the grade on the assignment, even to zero; advising the withdrawal of a student from a class; and assigning a student a failing grade for the course in which the academic dishonesty occurred. Additionally, the instructor may recommend institutional action to the dean of students, student affairs/student conduct administrator.
   ii. For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.
   iii. If an instructor believes that a student penalty greater than a failing course grade is warranted by a particular case of academic dishonesty the instructor should:
       • Arrange a conference with the student, the department chair, and the instructor, and thereafter,
       • Submit a statement, in writing, to the dean of students/student conduct administrator, to report the policy violation under the Student Code of Conduct, which may result in suspension or expulsion.

b. The instructor should inform the student, in writing, of the sanctions to be imposed, the reasons for those sanctions, the availability of the appeal process, and the need to file an appeal within five days.
   i. If the student admits responsibility and accepts the instructor-imposed sanctions, the instructor should submit a written description of the offense and the sanctions to the department chair, the registrar, and the dean of students/student conduct administrator.
   ii. If the charges are denied, the accused student has five class days to contact the instructor’s department chair to request a conference.
   iii. If the student does not respond to the instructor’s charges of academic dishonesty by contacting the department chair within five days, the instructor-imposed sanctions shall be imposed, and the reported charge is thereafter maintained on the student’s record in the office of the dean of students/student conduct administrator.

c. When dealing with a case of academic dishonesty, the instructor may request a conference with the department chair and the student charged with the offense.

d. A student who accepts a failing grade because of academic dishonesty, shall not be permitted to withdraw from that course, even if the failing grade is given prior to that semester’s official withdrawal deadline.

e. A student who receives a failing grade in a course as the result of a charge of academic dishonesty and chooses to appeal the grade shall not be allowed to withdraw from the course unless the appeal is resolved in the student’s favor.

f. A student who is in the process of appealing a charge of academic dishonesty has the right to remain enrolled in the class in which the charge was made until the completion of the appeal process.

4. When brought by anyone other than the instructor of record, a charge of academic dishonesty involving a student or students in a specific course should be made to the instructor’s department chair who may take one of two actions.
a. The department chair may refer the matter to the course instructor for appropriate action following the procedures outlined in Section VII, B, 3.

b. The department chair may contact the student and the instructor directly and initiate a conference as outlined in Section VII, C.

5. A charge of academic dishonesty that does not involve a regular academic course (e.g., falsifying records, cheating on a standardized test) should be made to the dean of students/student conduct administrator, who will either contact the appropriate academic units or initiate action as a policy violation under the Student Code of Conduct.

6. Separate from instructor imposed sanctions, the dean of students/student conduct administrator has jurisdiction to potentially take institutional action under the Student Code of Conduct policies and procedures, which may include suspension or expulsion, in response to any willful academic dishonesty. In the case of a first offense, substantial deference is accorded to the intent of the faculty member. In the case of a second offense, suspension or expulsion is presumed to be an appropriate institutional sanction.

7. Separate from instructor imposed sanctions, some academic programs at Shepherd are limited enrollment programs and/or have specific standards of professionalism associated with the program. If the student is enrolled in such a program and is found culpable of academic dishonesty under this policy, the dean of students/student conduct administrator shall give notice of the incident to the department chair of the student’s program. The program may choose to proceed with Academic Action, as provided for in Section VIII.

8. Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.

C. Charges of academic dishonesty in a specific course that cannot be resolved by the instructor and the student involved should be referred to the instructor’s department chair.

1. A department chair conference can be initiated by a request from either the student or the instructor involved or by the department chair acting on a complaint from any member of the academic community.

   a. The conference should take place in person within 10 days of the department chair first receiving a request from either a student or an instructor to hold it.

   b. This conference does not constitute a hearing on the student’s responsibility for academic dishonesty.

2. The purpose of the department chair conference shall be to clarify procedures and possible sanctions for both the student and the instructor and to coordinate further appeals.

   a. The chair may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor.

   b. The chair may not overturn an instructor-imposed sanction without the instructor’s consent.

   c. The department chair conference cannot result in any penalties being imposed on a student beyond those previously described as instructor-imposed sanctions.
3. If, at the end of the conference, the student admits responsibility for the act of academic dishonesty and agrees to accept the sanctions proposed by the instructor and the department chair, those sanctions will be implemented.
   a. The department chair should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.
   b. The department chair shall forward copies of this written statement, along with a description of the offense and the instructor-imposed sanctions, to the registrar and to the dean of students/student conduct administrator.

4. If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the chair shall contact the vice president of academic affairs to schedule a hearing by the Academic Appeal Committee.
   a. The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established.
   b. A student who admits responsibility in a case of academic dishonesty but disagrees with the instructor-imposed sanctions cannot appeal under the academic integrity policies.
      i. A student must appeal a disagreement with an instructor-imposed sanction under the grade appeal procedures detailed in Section VI.
      ii. The student’s initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy.

5. At the end of the conference if either the faculty member or the department chair deems that the case warrants further disciplinary action, the chair shall contact the dean of students/student conduct administrator to ascertain procedures for a violation under the Student Code of Conduct. However, all willful incidents of academic dishonesty are to be reported to the dean of students/student conduct administrator to establish the centralized record of such offenses.

6. If the instructor involved in the academic dishonesty dispute is a department chair, the dean shall act in the capacity of a department chair for the purposes of the conference.

D. Academic dishonesty disputes that are not resolved by the conference with the department chair should be referred to the vice president for academic affairs.

1. Upon receiving a request for a hearing, the vice president for academic affairs shall constitute a three-member hearing board from the pool of faculty members composing the Academic Appeal Committee following the procedure outlined in Section VI, D, 1.

2. The chair of the Academic Appeal Committee shall present, to the student and to the person making the charge of academic dishonesty, written notification of the charges, including at least the following items:
   a. A written enumeration of the charges.
   b. A statement that a hearing will be held together with a notice of the date, time, and place of the hearing.
   c. A clear statement of the information, data, and evidence directly supporting the proffered charges.
   d. A statement advising the student of his or her rights, which include:
      i. The student’s right to the presumption of innocence until responsibility can be established through a preponderance of evidence.
ii. The student’s right to bring witnesses, to question the accuser, and to question any of the accuser’s witnesses.

iii. The student’s right to bring an advisor to the proceedings to monitor due process.
    • The advisor may consult with the student but may not speak on behalf of the student.
    • The advisor may not otherwise participate directly in the proceedings unless given specific permission to do so by the Academic Appeal Committee.

3. The Academic Appeals Committee shall review all relevant evidence in the case to determine if the student is “responsible” or “not responsible” for the act of academic dishonesty.
   a. The committee shall interview the original instructor and the student against whom the charges have been brought.
   b. The committee may seek additional information and may interview witnesses whose testimony is relevant to the charge of academic dishonesty.
   c. The student and the instructor have the right to bring witnesses and to question witnesses brought by the other party or by the committee.
   d. All proceedings in the hearing must be tape-recorded, and either party to the dispute may request a copy of the tape recording at his/her own expense.

4. Within 10 days after the conclusion of the hearing, the Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the vice president for academic affairs, and the appropriate department chair.
   a. If the Committee determines that the student is “responsible” for the act of academic dishonesty:
      i. The instructor-imposed sanctions shall be imposed.
      ii. The committee chair shall send written notification to the registrar and to the dean of students/student conduct administrator.
   b. If the committee determines that the student is “not responsible,” then the instructor shall be required to reevaluate the student’s work with the assumption that it is not the result of an act of academic dishonesty.
      i. An instructor who has awarded the student found “not responsible” a lowered or failing grade based on the charge of academic dishonesty shall be instructed to reevaluate the student’s final grade and, if necessary, submit a grade-change form.
      ii. A student found “not responsible” for an act of academic dishonesty shall be permitted to withdraw from the course in which the charge was made, even if the withdrawal deadline has passed or a final grade has been awarded.
      iii. The hearing may only rule on the factual question of whether or not an act of academic dishonesty has occurred.
          • The committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student’s responsibility has been established.
          • The committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor.
Either the student or the faculty member may appeal the decision of the committee to the president of the university, whose decision shall be final.

VIII. Academic Integrity Procedures for Selected Programs
A. Several departments at Shepherd University (which include, but are not limited to, teacher education and nursing) offer programs requiring a student to meet certain academic and professional standards in order to continue enrollment in the program.
B. When a point is reached in the programmatic study where a student might not qualify to continue in the program, the following procedures shall be followed.
   1. The student shall be counseled about his or her lack of progress by one or more faculty members responsible for the program.
   2. When it appears to one or more instructors that a student has failed to meet the standards for continuing in the program, that instructor or those instructors shall notify the department chair and a formal review of the student’s status shall be conducted by the department members, who shall determine whether the student may continue in the program.
      a. If the department decides upon programmatic retention, the student shall be advised in writing of the necessary steps, if any, that will be required as a condition of retention.
      b. If the department decides upon programmatic dismissal, the following procedures will be followed:
         i. The student will be informed of the department’s decision in writing.
         ii. The student will be notified of the available procedures for appealing the decision.
         iii. The student will be allowed to complete coursework begun before the programmatic dismissal but will not be permitted to enroll in any further courses in the program unless permitted to do so by a successful appeal.
C. The Student Appeals to the Dean.
   1. The student may appeal the decision of the department to the dean of the school in which the program is offered, following the steps outlined in Section VI.C.1.
   2. Upon receiving an appeal, the dean shall follow the steps outlined in Section VI.C.2.
   3. Both the student and the department have the right to appeal the decision of the dean to the Academic Appeal Committee.
D. Petition to the Academic Appeal Committee.
   1. A student or the department may appeal the dean’s decision to the Academic Appeal Committee, following the steps in Section VI.D.1.
   2. Upon receiving an appeal, the vice president for academic affairs and the Academic Appeal Committee shall follow the steps outlined in Section VI.D.1.a through Section VI.D.4.

Attendance Policy
Students are expected to attend class and to know and understand the specific attendance policies established by their professors. Attendance policy for a given class is established by the professor. The professor will state the attendance policy in the course syllabus. Professors will make reasonable accommodations for occasional, unavoidable absences based on
highly legitimate grounds. Professors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their professors; such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones.

Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or instances of the following 1) death in the immediate family; 2) incapacitating illness or injury (not including any nonemergency doctors’ appointments that could be scheduled at other times); 3) field trips required for other classes, intercollegiate competitions, or activities initialing official representation of Shepherd University; 4) hazardous, weather-induced driving conditions (for commuter students only).

A student’s evaluation in a course is the professor’s responsibility. A grade decision in a course must be made by the professor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by a professor’s inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Special Circumstances
A. A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with his/her professors as soon as possible after the semester begins. In consultation with the student (and with doctors or Shepherd staff when appropriate), the professor can develop a contingency plan to accommodate any absences that may occur because of the disability or illness. The professor may create alternative assignments or otherwise determine the best means of assuring that the student’s semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students.

B. In rare instances a student may suffer an unanticipated medical problem or military-service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with professors as soon as is feasible—possibly through a relative or other responsible surrogate. A professor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments. For such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the Admissions and Credits Committee will generally be agreeable to any necessary waivers regarding institutional deadlines regarding withdrawals or incompletes so long as 1) the student’s petition clearly and fully explains the situation calling for the waiver, 2) appropriate documentation is presented, 3) the request is supported in writing by both the professor and the student’s advisor, and 4) the student’s request is made in a timely manner (i.e., as soon as possible given the circumstances and not substantially after the fact).
Snow Policy

Generally, Shepherd University does not cancel operations because of inclement weather. Unlike the K-12 schools, the university has different operational issues, and its students are not minor children. Thus, if severe weather conditions render it dangerous for students to reach the university, those who fail to travel to campus on that particular day will not be put at a serious disadvantage. Individual students who have encountered severe travel conditions should notify their instructors of their absence prior to the next class meeting and should request appropriate arrangements for the makeup of coursework.

Employees encountering severe travel conditions should notify their supervisors of their absence and discuss work conditions, leave time, and special needs.

All employees designated as emergency personnel (via a memo from their supervisors) will be required to report at their regular work times regardless of weather conditions, unless otherwise directed by their unit supervisors.

Should an extreme weather emergency or power or water failure warrant the closing of offices and/or canceling or altering the schedule of classes by the president, then public notification will be made via area news media. Radio and television stations carrying emergency announcements include: WEPM (1340 AM), Lite (97.5 FM), WLFT (97.5 FM), WRNR (740 AM), Martinsburg; WDHC (1010 AM, 93.5 FM), Berkeley Springs; WJEJ (1240 AM), WWMD (104.7 FM), Hagerstown; WUSQ (102 FM), WFQX (99.3 FM), WTXF (610 AM), WINC (1400 AM, 92.5 FM), Winchester; WHAG-TV Ch. 25, Hagerstown; West Virginia Public Radio; and WUSA-TV Ch. 9, Washington, D.C.

Announcements of emergency plans will also be available by calling 304-876-5000 or on the Web at www.shepherd.edu or by signing up for the Rave text messaging notification system at www.shepherd.edu/university/rave/.

Announcements of emergency plans will be communicated through radio stations of this region as early as possible (presumably 6 a.m.) when the emergency condition precedes the start of the work and/or instructional day. When the emergency condition arises during the day, the announcement will be communicated through the heads of those units which may be affected. Announcements concerning evening classes will be communicated to area radio stations by 4:30 p.m.

Please note: Shepherd announces delays and closings only—if Shepherd is not mentioned on designated radio/TV stations as a delay or cancellation, the university is open and operating on its regular schedule.

Parking and Vehicle Regulations

I. General Statements and Regulations

A. These regulations are formulated by the Shepherd University Police Department and approved by the university president. Parking violations must be paid or appealed within 10 working days of the issuance of a ticket. Thereafter, unpaid violations may be referred to magistrate’s court. Appeals may be dismissed as untimely if not initiated within 10 business days of ticket being issued. Failure to pay fines may result in a records hold, including a denial to register for class or for employees, loss of certain privileges/benefits related to employment. Failure to pay for three or more fines, by any person, may result in the booting of the vehicle until all outstanding fines are resolved.
B. All motor vehicles and motorized vehicles are subject to these regulations while on campus. They are also subject to state laws and to local ordinances where applicable. The person in whose name a parking decal is issued will be responsible for any violation involving that vehicle. The titled owner and any student who is demonstrated to have used an unregistered vehicle will be responsible for applicable violations.

C. The university reserves the right to change any and all parts of these regulations. Changes will be announced.

D. Although police will periodically monitor parking lots, the university can assume no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

E. Parking fees are used to help cover the cost of supervising and maintaining streets and parking areas. Fee amounts are described in Appendix A and are available at the University Police Office.

F. The responsibility for finding a legal parking space rests with the vehicle operator. A permit does not guarantee a convenient place to park. Lack of space immediately near a destination building is not considered a valid excuse for violation of these policies.

G. Vehicles must be parked in a valid parking space. All valid parking spaces are marked on the surface with paint, or with bumper blocks. Oversized vehicles, including RVs and trailers, are not permitted without advance authorization.

H. Yellow curb or bumper block and signage denote faculty/staff spaces in lots otherwise assigned to student parking.

I. Pedestrians shall at all times be given the right-of-way at intersections. When a handicapped person is crossing or attempting to cross a street, drivers shall take such precautions as may be necessary to avoid injuring or endangering such a pedestrian. Bicycles, Segway’s, or other mechanized equipment must yield at all times to pedestrians on streets and sidewalks. If operated on sidewalk, speed of such equipment is limited to 5 mph.

J. The speed limit on all campus streets is 15 miles per hour (this includes bicycles).

K. Students should always park on campus when attending class or university events. Please avoid discourteous and illegal parking around or in front of the property of a town resident or on German Street.

L. Any student who improperly registers a vehicle for another student (i.e., for another student who is eligible to park only in an alternative lot) is subject to disciplinary action. The student whose vehicle is being improperly registered is subject to the same disciplinary action.

M. Disabled or abandoned vehicles may not be left or parked on campus for any period of time. Any vehicle that sets unmoved for more than 30 days or when classes are not in session, such as Thanksgiving, Christmas, and summer break or in any lot that is designated “closed,” is subject to removal at owner’s expense, unless approved in advance by the University Police Department in writing. This will include towing and impounding fees.

N. EPTA (Eastern Panhandle Transit Authority) bus service is available from West Campus to East Campus and vice versa. Interested students can obtain further details from the Office of Residence Life or the Student Center Information Desk.

O. Emergency Snow Removal. During periods of heavy snow and times of snow removal, it is the responsibility of the decal-holder to move the vehicle for snow removal,
otherwise the vehicle will be towed at owner’s expense. When a snowfall of four or more inches occurs, any car of a resident student parked in a staff parking space or on King Street will be deemed to be obstructing the snow removal and is subject to towing at owner’s expense.

P. Firearms and other weapons: Firearms of all forms are prohibited on campus. Blank pistols, taser guns, air rifles, air pistols, paint ball guns, archery equipment, swords, and sharp tools such as axes, hatchets, and knives with blades in excess of four inches in length are prohibited on campus. Any student violator will face misconduct process. Employees will be treated as gross misconduct. Other persons will be directed to immediately leave campus property under penalty of trespass and/or any other applicable criminal violation.

Q. Motorcycles must use the designated motorcycle parking areas, which include A-Lot or E-Lot designated areas, as expressly designated by signage and must have a university registration decal. Motorcycles may not be parked in full-size vehicle parking spaces.

R. Visitor parking spaces, whether metered or not, are restricted from use by students or employees. All metered parking spaces are for visitors only.

S. Generally, handicap spaces are valid for any vehicle with official Handicap parking decal. However, a limited number of handicap spaces are reserved to vehicles with staff decals, as expressly marked by signage.

T. All bicycles on campus must be registered with the University Police Department and display a bicycle permit. There is no fee for this permit.

U. Some spaces are reserved for fuel-efficient vehicles. Only faculty/staff with fuel-efficient vehicles may use these spaces.

V. Electric charging stations and immediate area, located behind Byrd Science and Technology Center, is reserved for electric car charging exclusively. Violators may be ticketed, booted, or towed.

W. The owner/lessee of a vehicle has joint and several liability with the operator of any vehicle for any fine issued under these regulations.

II. Parking Permits

A. All faculty, staff, and students who park a motor vehicle on Shepherd University premises must have a permit for the designated area in which they park. Students who drive more than one vehicle must have a parking permit for each vehicle. Transfer by students of an assigned decal to an unregistered vehicle is prohibited.

B. Application for parking permit should be made at the University Police Department, the office hours are 8 a.m. to 4:30 p.m. To apply for a parking permit come to the University Police Department and bring the vehicle’s registration card you are registering along with your driver’s license.

C. Student parking decals are to be placed on the outside rear window. Motorcycles and convertible-top vehicles must show decal on front windshield, bottom of driver’s side, or front forks if no windshield available. Decals must be clearly visible. All previous decals should be either removed or covered with the most recent issue. The decal is not transferable from one vehicle to another. If parking decal or temporary permit is altered in any way, it immediately becomes invalid. Staff parking hang-tags must be displayed on the rearview mirror. Failure to display your parking decal will result in a parking violation. Hangtags should not be left in place while operating the vehicle. Staff hangtags are good for any vehicle operated by the employee but are not transferable to any other person. Parking decals expire on August 1 each year.
D. Persons with permanent or temporary physical handicaps are required to have a DMV license plate (handicapped) or a rear view mirror hanging permit. You will also need a Shepherd University parking permit.

E. If, during the course of the academic year, a student goes from being a resident student to a commuting student, or vice versa, a new transfer decal is required.

Note: Temporary parking permits may be obtained from the University Police Office. These permits are available to students/staff whose registered vehicle is temporarily out of use and to visitors. (The definition of a visitor is: non-student or non-employee.) A temporary parking pass does not authorize free parking at parking meters.

Red: Commuter Students
Blue: Campus Resident Students
Gold/Blue Hang Tag: Faculty/Staff
Green Hang Tag: Wellness Center (G-Lot)
Motorcycle: Motorcycle Permit

Note: Be watchful for new parking.

III. Signage

The University Police Office is located in Room 105, Sara Cree Hall. The telephone number is 304-876-5374. Failure to pay fines and/or late fees will result in sealing the student’s academic records.

IV. Enforcement

These parking and traffic regulations apply 24 hours per day, except as expressly otherwise noted. Parking decals are required from August 15, 2015 to May 15, 2016. A, F, G and H Lots, and King Street, are open to all vehicles for parking from 4:30 p.m.-6 a.m. and weekends. Parking meters are not enforced during these times, but reserved Admissions Office spaces at Ikenberry Hall are enforced all day, 365 days/year. B Lot will be available to any classification of student during evenings whenever the entrance gates to B Lot are left raised. B Lot will generally be made available from 4:30 p.m., Friday until 12:01 a.m., Saturday night/Sunday morning. Tickets will be issued on Sunday afternoons. Sometimes the B Lot will be closed for football game days and other major events.

The east campus residence hall loop is open to students only for loading and unloading during move-in and move-out periods. The gates will be raised on those days, and parking must be limited to no more than 15 minutes. Staff parking is prohibited on this road at all times.

Students are restricted from the parking in K Lot, the area northwest of Erma Ora Byrd Hall (behind the building) and will be enforced seven days a week 24 hours per day.

V. Penalties

Penalties include warnings, fines, and towing a vehicle parked in violation of these regulations:

A. Penalties/tickets for parking in handicapped spaces will require payment of a fine plus vehicle will be towed. This is enforced 24 hours a day, 365 days a year. First Offense $200; Second Offense $300; Third Offense or thereafter $500, per State Code.

B. Penalties/tickets requiring the payment of a $10 fine will be issued for the following violations:
   1. Blocking fire lanes, other vehicles, roadways (i.e. double parking), fire hydrants,
the entrance to buildings, and the nursery school or admissions office parking spaces.

2. Parking or riding any motorized vehicle in campus buildings.
3. Parking, storing, or using mobile trailers or truck-mounted campers on campus except long enough to load or unload a student’s belongings.
4. Entering by vehicle into any area of the University campus that has been closed off by the use of barricades or designated as closed.
5. Parking an unregistered vehicle on campus.
6. Parking in any area other than the area designated by the permit.
7. Failure to move a vehicle when requested to do so for snow removal or for an emergency.
8. Parking or driving on sidewalks or grass; parking in no parking zones.
9. Student or employee parking in a visitor’s parking zone.
10. Failure to park within marked spaces. The only legal parking spaces are those marked with a painted line or a bumper block. If neither a bumper block nor paint on hard surface marks a space, then no valid space exists there.
11. Failure to display a decal or the improper display of a decal by anyone who has a valid permit (taping decal to window is improper display).
12. Parking or driving in the wrong direction.
13. Speeding on campus or adjacent roadways.
15. Littering on campus property.
17. Defective equipment-fail to maintain vehicle.
18. Failure to yield to pedestrian in a crosswalk.
19. Failure to remove your vehicle during snow removal.
20. Parking in Nursery School zone more than 15 minutes.
22. Parking or obstructing electric car charging area with non-electric vehicle.

*Special Note: In addition to being ticketed, individuals who violate any of the above regulations that are preceded by an asterisk or parked in red curb, fire lanes, or handicapped space will be towed at owner’s expense. Any towed vehicle will be parked in an area designated by Police. Once a tow truck has been summoned, the owner of the vehicle is responsible for the towing charge. The university is not liable for any damage to a vehicle towed for violation of vehicle regulations.

C. A vehicle which continues in a violation status for periods exceeding 90 minutes will be subject to additional citations. NOTE: Fines unpaid after 10 days will be posted to student’s account.

VI. General Lot Utilization

- A-Lot: Commuter students (red decals). Entrance and exit at High Street only.
- B-Lot: Faculty and staff. Gated entrance at King Street near Ikenberry Hall.
- C-Lot: Closed to all students at all times except for temporary loading and unloading during resident check-in/check-out periods and as otherwise approved by Residence Life Office. Staff parking only behind Dining Hall.
- King Street: Commuter students (red decals), except as otherwise designated by signage. Students and staff are prohibited from metered spaces, which are for visitors only, and from Admissions Office spaces.
• D-Lot: Faculty/staff and visitors only. No student parking at any time. Parking in this lot during baseball games/practices is at owner’s risk of being struck by balls.
• E-Lot: Resident students (blue decals), except where designated for faculty and staff.
• F-Lot: Commuter students (red decals), except where designated for faculty and staff.
• G-Lot: Commuter students (red decals), except where designated for staff.
• H-Lot: Resident students (blue decal); available as overflow lot for commuters/red decals and faculty and staff.
• I-Lot: Resident students (blue decal).
• J-Lot: Faculty and staff only.
• K-Lot: Faculty and staff only enforce 24 hours a day, seven days a week.

VII. Appendix A
The base price for a parking decal is $70. On and after January 1, 2015, a parking decal can be purchased for the remainder of the academic year for $35.

If an employee will not be parking a vehicle on campus at all during the year, but needs access through the staff parking lot gates for work purposes, they may submit a written statement to the University Police Department and the request will be reviewed.

For university employees only, an employee whose annual salary is less than $25,000 is eligible to purchase a parking decal for $35. For these employees, no further discount is provided after January 1.

The cost for emeritus is $35 per year.

When a student needs to transfer a decal/vehicle registration to either an alternative decal or for a replacement vehicle, or if staff member loses their hangtag, the transfer decal fee is $2. This transaction must be done in the University Police Office, Room 105, Sara Cree Hall. In order to qualify for a transfer fee, the old decal must be scraped off the vehicle and returned to the University Police Office.
Residence Life
Living on campus is more than just a place for you to stay, it is an opportunity to join a vibrant community—a place where you belong. Being a member of the Shepherd University community means more than just going to classes. It also means getting involved and making a difference, both for yourself and for others. Studies have shown that students who live on campus graduate at higher rates, with higher grades, are more involved, and report enjoying their college experiences more. Support from Residence Life staff members can be seen by the helping skills of the resident assistants, the fun activities in the residence halls, the solid administration of services, and more.

**Mission Statement of Residence Life**

Residence Life fosters a safe and comfortable living-learning community that furthers the mission of Shepherd University. We advocate for and adapt to the changing needs of students through the continuous enhancement of facilities, programs, and services. We empower students to develop as citizens through the exploration of individual freedoms, autonomy, and accountability to themselves and the community.

**Guiding Principles**

- University students are the reason for our work.
- We offer students opportunities to explore their uniqueness as individuals and as members of a diverse community. We are committed to helping students develop beyond mere understanding and tolerance toward greater appreciation and acceptance.
- We provide innovative programs and sound policies and procedures that promote citizenship, success life skills, and continuing education. Our programs and services enhance learning outside of the classroom and allow us to connect to the university’s academic mission.
- We create a dynamic environment through continuous improvement. Assessed issues are systematically reviewed and meaningfully implemented.

**Culture Code**

This we believe to be true:

**Students continue their stories here.**
- Lifelong connections begin here.
- This is more than a dorm; this is a home.

**Education creates opportunities; exploration opens doors.**
- Learning is not always easy.
- You can’t become who you will be by remaining who you are.

**We succeed and fail together.**
- Accountability makes us stronger.
- We stand up; we don’t stand by.

**There can be a place for everyone.**
- Diversity makes us richer.
- We celebrate each other.

**Residence Life Staff**

The Residence Life staff team is comprised of undergraduate student employees, graduate
staff, and full-time professionals who are dedicated to student life and student development. With almost 100 staff members, Residence Life is committed to promoting student success. The resident assistants (RAs) serve as the individuals who respond to the day-to-day concerns and needs of residents. These talented student leaders undergo a rigorous selection process, then receive extensive training and supervision to ensure that their services are delivered in a competent and respectful manner. Each RA is assigned a wing or floor of residents. RAs are primarily responsible for:

- Providing social programming and educational opportunities for their residents
- Assisting residents with navigating academic affairs and student affairs services of the university
- Providing advocacy, support, and crisis intervention for residents experiencing personal difficulties
- Responding to and documenting university and Residence Life policy violations or disruptive behavior by residents.

At least one RA per living area is on duty to assist each evening and weekend when classes are in session. In addition, each RA is responsible for hosting wing or floor meetings with all residents; these meetings are mandatory for students to attend as important information and deadlines are shared with residents at this time. Residents who must be absent from the meeting due to class, work, or illness should contact the RA to find out what they missed.

Please note that RAs are undergraduate students just like you. Please respect their need for time to study, sleep, and socialize with their friends. While they will do provide support for your needs and concerns as they arise, they may refer you to another staff member who is on duty.

The Residence Life student staff work collaboratively with a team of professional staff. The director of residence life serves as the administrative leader for the Residence Life operations. The associate director supervises hall directors and coordinates several administrative operations including partnerships with Facilities Management. Full-time area directors and graduate hall directors manage the daily operations of the residence halls and directly supervise the RAs. The housing assignment and budget coordinator manages the housing selection, room assignments, and fiscal functions with the director of residence life. The administrative assistant welcomes guests, supports the director and housing assignments and budget coordinator, and coordinates residential student mail and key distribution.

Residents are expected to treat each other and all Residence Life staff in a respectful manner at all times. RAs, hall security, hall directors, and area directors jointly bear the tremendous responsibility of promoting the safety, security and well-being of the residents. Failure to comply with a request made by any Residence Life staff member is considered a serious infraction by the university and may result in student conduct action by Residence Life or the Dean of Students Office.

Privacy notice: As employees of Residence Life, all staff are privy to a substantial amount of information regarding residents, oftentimes of a private or sensitive nature. We want residents to feel comfortable talking about concerns or problems with the residence hall staff, so be assured that what you share with us will be maintained in privacy, but absolute confidentiality cannot be promised. This means information may need to be communicated to supervisors and others who can help to resolve issues. However, information is considered to be private and will only be shared when needed.
Room and Board Requirements

Living on campus at Shepherd University is considered an integral part of the educational program and serves to provide both direct and indirect opportunities for intellectual growth and personal development. As stated in the Student Code of Conduct in the Student Handbook, all full-time students are required to live on campus and must participate in the university’s board (meal) plan during the fall and spring semesters with only very limited exceptions made to this policy.

Dunlop and Printz apartment residents who have junior or senior status may select an optional meal plan, but no meal plan is required. Sophomores residing in the apartments are required to participate in a meal plan. Many students who are not required to live on campus choose to do so because of the benefits available to them. Living on campus not only provides you with easy access to your classes and services and offices on campus, but it is also linked with student success in terms of higher grades, improved retention, and increased levels of graduation.

Applications for housing are available from Residence Life. In order for a new application for housing to be processed and a space reserved, a $100 damage deposit must be filed, and the student must have made a non-refundable $100 advance room payment; both payments must be made by check or money order to Shepherd University. Without payment, the application will not be processed. Each resident must maintain a $100 damage deposit at the start of each semester that they live in a residence hall. If no charges are applied against the damage deposit, the entire amount will be rolled over to the next semester or refunded when the student graduates or no longer lives on campus.

In order to be eligible live in a residence hall, the student must
• Have a signed contract on file with the Office of Residence Life prior to moving into an assigned room,
• Be enrolled in a minimum of nine credit hours of academic course work at the university each semester show proof of vaccination against meningococcal meningitis or to provide a medical waiver from vaccination which is available from the Student Health Center, and
• Be at least 17 years of age by the occupancy date.

Exemption from On-Campus Residency Requirement

Some Shepherd University students may qualify for exemption from the on-campus residency requirement for any given semester or academic year term. Please note: These are reasons for which a student may not be required to live on campus and sign a housing contract. However, signing a housing contract is a legally binding agreement and the reasons for an exemption to the residency requirement do not apply.

Students who are interested in living off-campus must apply for the exception to the residency requirement. Students must provide adequate documentation, as interpreted by the Residence Life Office staff, to verify eligibility to be released from the residency requirement. Applications to be released from the residency requirement can be obtained from the Residence Life Office in Miller Hall. Please note that being approved for an exception is not automatic; a student must apply and receive approval for it. Applications must be submitted to the Residence Life Office by April 1 for requests beginning in the fall semester, and by November 1 for requests beginning in the spring semester. Late applications
may not be accepted. All applications are subject to review and approval by the housing assignments and budget coordinator.

To receive full consideration, applications must be completed fully, be submitted by the deadline, and have all supporting documentation attached. Incomplete applications will not be reviewed. Students must clearly demonstrate how they meet the eligibility criteria listed below to be considered for exemption. Financial cost or signing a lease prior to receiving off-campus approval is not recognized by the university as a hardship factor in determining eligibility for exemption.

Prior to signing a housing contract (prior to deadline of April 1 for fall semesters and November 1 for spring semesters), the student may be approved for an exception to the university's residency requirement for approved reasons which can include:

1. Have lived on campus for at least eight semesters.
2. Be a caregiver to a dependent (such as become a parent) or get married.
3. Have successfully completed at least 90 credit hours.
4. Be at least 21 years of age.
5. Be enrolled for fewer than 12 credit hours in a semester.
6. Have completed at least one year of active military service.
7. Be enrolled in an internship, student teaching, study abroad, or similar academic programs in which an off-campus residence, compared to on-campus residence, will substantively reduce the travel distance to the site.
8. Have a properly documented ADA accommodation that has been approved through Disability Support Services.
9. Commute within the allotted commuting distance from a parent or legal guardian's primary home. The parent or legal guardian's home must be the primary residence of the parent or guardian and must be the exclusive domicile of the student, and it must be located within one of the following counties: Berkeley or Jefferson county, West Virginia; or in Frederick or Washington county, Maryland. Living in a location other than the parent's primary residence within the commuting range does not qualify the student for an exception and room and board charges may be added to the student’s account.

The housing assignments and budget coordinator reviews all completed applications and notifies students of decisions in writing. Decisions of the coordinator may be appealed in writing to the director of residence life within five business days. For all appeals for exemption to the residency requirement, the decision of the director of residence life is final. Please note that the $100 advance room payment is non-refundable and will be forfeited should you be granted off-campus housing eligibility. Damage deposit amounts will be refunded 4-6 weeks after applicable charges (if any) have been deducted. Unless otherwise noted above, students must reapply for off-campus housing eligibility when their eligibility expires.

**Changes in Meal Plans**

Students may request a meal plan change during the first 10 business days of each semester. Students must be eligible for the meal plan they are requesting, or they must apply for a reduction or exemption from the meal plan requirement. Some residents may qualify for a reduction in or exemption from their meal plan requirement for any given semester. Because residents are not allowed to have cooking equipment in their rooms and kitchen facilities in the residence hall common areas are limited, reductions in or exemptions from
the board plan are rarely granted. “Board Reduction Request” forms which describe eligibility are available from the Residence Life Office in Miller Hall. Applications must be submitted within the first ten business days each semester.

All applications are subject to review and approval by the director of dining services or designee. To receive full consideration, applications must be completed fully, be submitted by the deadline, and have all supporting documentation attached. Please note that neither student preferences nor financial cost is recognized by the university as a justification in determining eligibility for reduction/exemption. Unless otherwise noted, students must reapply for board reductions or exemptions each semester. Meal plans may be reduced to 15 or 12 meals; the amount of the reduction (if any) is determined by the director of residence life. For all requests for a reduction to the meal plan, the decision of the director of dining services or designee is final.

Policies and Procedures

The residence halls are considered private property reserved as a temporary residence for the exclusive use of resident students and their invited guests. Residents will be held responsible for the behavior of their guests and all activities originating from their assigned room. Violations of any of the requirements in this handbook or other documents which address the operation of the university will be considered a substantial violation of the residence hall contract. Such violations will be referred to the appropriate university personnel for student conduct action, to the appropriate law enforcement authorities, or both. The student shall also abide by local, state, and federal laws, and may face disciplinary action on campus for failure to do so.

Respect for the learning process, as well as respect for self, others, and property is strongly emphasized. Students and staff are expected to model these values in order to be responsible members of the Shepherd University community. Because the residence halls comprise a unique community living opportunity, policies which foster the health, safety, and security of residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the residence hall community as a whole.

In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety, and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Students shall recognize and respect the authority of university staff and comply with requests made by these staff in performance of their duties.

Please refer to the Student Code of Conduct in this handbook for a listing of university policies.

Lock Outs. Students who become locked out of their rooms must contact a Residence Life staff member for assistance. Between 8 a.m.–4:30 p.m., residents may first attempt to find a RA or their building supervisor for lock-out assistance; if none are present in the building, the resident must contact Residence Life at 304-876-5172. Between 4:30 p.m.–8 a.m., residents should contact the duty RA in their building for lock-out assistance. In all cases, Residence Life staff will provide courtesy “lock-out” assistance one time without charge; each “lock-out” event thereafter requiring a Residence Life staff member to respond will incur a $10 charge. Due to other demands, it may take up to an hour for a staff member to provide lock-out assistance.
**Check In.** Occupancy is defined by issuance of a key or assigning card access to the student for a specified room and does not require the actual physical presence by the student or her/his possessions. Upon checking in to a space, residents need to complete a resident information card and a room condition report, which is considered to be an accurate and complete representation of the room/space’s condition. Students who do not complete the room condition report are subject to a $25 improper check-in charge, as well as they forfeit the right to contest any damages ascribed to their assigned spaces. An improper check-in charge may also be assessed if a student changes or occupies a space without permission; daily room fees may also accrue in these circumstances.

**Checkout.** Once a student has occupied her/his assigned space, s/he must follow proper checkout procedures when withdrawing from her/his space. To check out, the resident must schedule an appointment with a member of the Residence Life staff at least 24 hours prior to departure; if the RA is not available, the resident may schedule with another staff member in the building or the building supervisor. During checkout procedures, the RA or the building supervisor will complete a room condition report, inspect the room for damages, and collect any keys issued. As noted on the room condition report, one final inspection may occur after the student’s departure in order to confirm whether any damage or cleaning fees are appropriate. Additional costs may be assessed for replacement of missing key(s). Please note that each resident in a living unit is responsible for checking herself out of the assigned living space. All furniture must be returned to its original location upon checkout (i.e. unbunk beds). Failure to properly checkout of a residence hall room properly may result in a $25 improper checkout fee plus a daily housing rate, if appropriate. Please note about mid-year checkouts: meal plan refunds, if any, will be based on the date in which a student appropriately checks out of a room, even if this date is different than the last date of occupancy. Room charges are not prorated and are non-refundable.

**Pets.** Any unauthorized animal found in the residence halls will be removed immediately, which may include contacting the local humane society or animal control professionals for their assistance. Any cost incurred for removal will be the responsibility of and assessed to the resident(s). The resident(s) responsible may be subject to immediate termination of the residence hall contract and/or disciplinary action. Residence Life Office staff partners with the Disability Support Services Office in order to meet the appropriately documented needs of our residents, including when pets are part of the accommodation.

**Maintenance.** Residents may not perform their own repairs on residence hall furnishings and equipment. All requests by residents for repairs to residence hall facilities, furnishings and equipment must be made to building supervisor (area director or hall director); residents should not contact Facilities Management directly. Repair requests will be forwarded by Residence Life to Facilities Management. Facilities Management has full responsibility for determining the completion dates and costs of the repairs requested. For maintenance emergencies (e.g. health or safety of residents is immediately threatened), please contact a Residence Life staff member in your building or the main office 304-876-5172 during regular business hours; the RA on duty in the evenings and on weekends.

**Missing Student Notification.** Individuals who are concerned that a student has been missing should report this information to the Shepherd University Police Department 304-876-5202, the Dean of Students Office 304-876-5214, or the Residence Life Office Staff at 304-876-5172. Please be advised that if the Residence Life Office staff is notified of a missing student, this information will be referred immediately with the Shepherd
University Police Department and will be considered a notification to law enforcement. Each resident student is encouraged to identify a contact person or persons whom the institution will notify within 24 hours of the determinations that the student is missing, if the student has been determined missing by the Shepherd University Police Department or other law enforcement office. This information will be registered privately on the student’s resident information card and will be accessible only to those authorized officials and that it may not be disclosed, except in the furtherance of a missing person investigation. Please be advised that if the student is under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Notifications from the university about a missing student, including a missing student who is under 18 years of age and is not an emancipated individual as described above, will typically be made by the Shepherd University Police Department as a representative of the institution. Shepherd University Police Department will also notify other local law enforcement agencies such as Shepherdstown Police Department who share jurisdiction for Shepherd University.

Programming Philosophy

Programming in the residence halls extends learning beyond the classroom and provides residents with opportunities to explore other cultures and ideologies, clarify values, and become active individuals who are concerned about their communities. Our goal is to teach and challenge students to serve as talented, participatory, responsible citizens possessing both the interpersonal and technical skills necessary to flourish in today's complex world. We also strive to foster a strong service ethic that reflexive sense of connectedness to others that is the bedrock of community and the essence of citizenship. With the support and guidance of the Residence Life staff, RAs in every hall plan and implement a wide variety of programs to engage students actively in campus life, as well as encourage them to explore current issues, diverse cultures, and varied perspectives. Residence Life especially prides itself on the quality of programs offered to our residents.

Residence Hall Contract Highlights

I. Terms of Agreement

By signing the housing contract, the student accepts the terms of the document and is obligated to maintain a temporary residence in the residence halls from the designated occupancy date and to the conclusion of the academic year on April 29, 2016. The terms of this contract are binding upon the university’s receipt of the signed housing contract. Summer housing is provided at an additional cost by separate agreement.

II. Liability.

The student is strongly encouraged to carry renter's insurance for protection against losses.

• The university shall assume no responsibility, and the student or other party to this agreement shall indemnify and hold harmless Shepherd University and its agents and employees, for any and all claims (including attorney's fees) arising from personal injury or for the loss, damage, or theft of personal property (including cash and negotiable assets) belonging to, or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the residence hall.

• The university shall not be responsible for any delay and/or non-delivery of utilities or
other services to the residence facilities or any nonperformance and losses, both personal and property, hereunder resulting directly or indirectly from natural causes; the enactment or issuance of any law, ordinance, regulation, ruling, or order; lack of the usual means of transportation; fires; floods; explosions; strikes; or other accidents or other events or contingencies beyond the university’s control.

III. Agreement Termination (Eviction) by the University
Upon reasonable notice and for good cause, the university reserves the right to terminate this agreement at any time. Students shall remain liable for all charges assessed during the term of this agreement. No refunds of room payment shall accrue by virtue of such termination; the university may provide a prorated refund for meal (board plan) and refund the damage deposit minus any applicable charges. Should this agreement be terminated, the student will be required to vacate the residence hall within 24 hours unless special permission, in writing, has been obtained from the director of residence life or designee. Examples of good cause include, but are not limited to:

• Failure to make payment of required charges by announced deadlines,
• A change in student status including academic and/or disciplinary suspension,
• Any circumstance under which the resident poses an unreasonable health/safety risk to other residents,
• Personal health issues that make the residence halls an unsafe recuperative facility,
• Failure to occupy the assigned room prior to the second day of classes for any given semester or session,
• Abandonment of the space by the resident, or
• Failure to comply with state or federal laws, residence hall policies, the Student Code of Conduct, or other regulations adopted by Shepherd University.

IV. Contract Termination (Application by the Student)
Students may apply to terminate the housing contract after it has been submitted under a few limited reasons. The student should not presume that the application has been approved until formal notification of the decision is issued by the director of residence life or designee. Note: commitment by the student to housing off-campus does not constitute grounds for a release from this housing contract. Primary reasons why the student may be approved to terminate the housing contract after it has been submitted to Residence Life include:

• Serve as a caregiver to a dependent or be married,
• Be enrolled for fewer than 12 credit hours in a semester,
• Be enrolled in an internship, student teaching, study abroad, or similar academic programs and off-campus residence, compared to on-campus residence, will substantively reduce travel distance to the site,
• Have a properly documented ADA accommodation that has been approved through Disability Support Services, or
• Commute within the allotted commuting distance from a parent or legal guardian’s primary home. The parent or legal guardian’s home must be the primary residence of the parent or guardian and must be the exclusive domicile of the student, and be located within one of the following counties: Berkeley County or Jefferson County, West Virginia; or in Frederick County or Washington County, Maryland. Living in a location other than the parent’s/guardian’s primary residence within the commuting range does not qualify the student for an exception and room and board charges may be added to the student’s account.
V. Holiday Closings

As is stated on the residence hall contract, residence halls serve only as a temporary residence for students, and the opening and closing of the residence halls follows the university's academic calendar. The university reserves the right to modify this schedule in accordance with officially announced changes in the university calendar. Unless students are notified otherwise, residence halls are officially closed for holidays and students must vacate their rooms at the following times:

- Beginning at 6 p.m. on the Friday preceding Thanksgiving break, winter break, and spring break until 10 a.m. the Sunday before classes resume.
- Beginning at 6 p.m. on the day of the university’s last scheduled final examination or 24 hours after their last final exam, whichever is earlier for winter break and the end of spring semester.
- **Extended Stay:** Graduating seniors who apply for extended stay in accordance with all posted procedures and designated deadlines may remain in the residence halls at no additional charge until commencement in consolidated spaces in the facility designated by Residence Life.
- **Summer:** Move in for summer residents is the day before classes began for each session. Checkout will be 24 hours after the last day of classes for each session. Students who are attending both Summer I and Summer II classes may remain in the apartments between sessions until Summer II classes end. Students who wish to live on campus but are not enrolled in summer classes must meet certain eligibility criteria, including being enrolled for the fall term. Please see the housing assignments coordinator in Residence Life for more information.
- Apartment residents may remain in their assigned housing during all holidays and breaks during the contract period of their residence hall contract. If an apartment resident is not returning to Shepherd University for the spring semester, she/he must officially check out as prescribed for other residential students.
- Limited exceptions for students living in other residence halls may be granted by the director of residence life for curricular or co-curricular reasons with supporting documentation. Residence Life reserves the right to charge additional rent amounts and/or consolidate residents in such instances.

Housing Assignments and Room Selection

As is stated in the residence hall contract, normal occupancy is one (1) resident per space. Some rooms may be designated for expanded occupancy on a temporary basis. Because occupancy levels in the halls fluctuate frequently, the university can neither guarantee an assignment to a particular residence hall or room nor guarantee continuation of any single room during any given contract period. Residence Life may assign, reassign, and adjust occupancy of rooms at any time. Rooms must be occupied only by the person(s) properly assigned to them by Residence Life. Room assignments are non-transferable, and occupancy by a student or other person without authorization from Residence Life is not permitted.

I. Anti-Discrimination Policy

In accordance with the basic policy of the university concerning civil rights, no discrimination in housing assignments or room changes is made on ability, age, beliefs, ethnicity, gender expression, identity, life experiences, medical condition, national origin, race, religious creed, sex, sexual orientation, or other status protected by law.
II. Deposit
In order to reserve a space in the residence hall, the student must submit a deposit(s):

- **New Residents**: Submit a $100 damage deposit and a non-refundable $100 advance room deposit.
- **Returning Residents**: Submit a non-refundable $100 Advance room deposit.
- **Damage Deposit**: A $100 damage deposit must be maintained at the start of each semester for which the student lives in a residence hall. When the student no longer lives in the residence halls, the damage deposit is refunded, less any outstanding balance on the student’s university account.
- **Advance Room Deposit (non-refundable)**: The advance room deposit is used to reserve a space in the residence hall and is credited against the balance owed for room charges. If the student does not occupy the space for at least two weeks for any reason, the advance room deposit is forfeited.

III. Housing Assignment
Students who have not received approval to be released from the university’s residency requirement and who are enrolled as full-time students will be assigned a campus space and room and board charges will be assessed to their student accounts.

Attempts will be made to meet room assignment preferences indicated by the student. However, the university can neither guarantee an assignment to a particular residence hall or room nor guarantee the continuation of any single room for any given contract period. Residence Life staff not granting the student’s preferences shall not void the housing contract. Room assignments are non-transferable and occupancy by any person without prior authorization from Residence Life Office staff is not permitted.

*Residence Life Office staff has the right to assign, reassign, consolidate, and adjust room assignments and occupancies at any time, as deemed appropriate by Residence Life Office staff.*

If scattered vacancies exist in the residence hall, residents without roommates may be required to move together (consolidate), be assigned a new roommate, or be given the opportunity to pay the single room rate and occupy the room singularly. The student is responsible for any increase or decrease of housing and meal charges associated with the changed housing placement.

IV. Theme Housing.
In order to complement the academic mission of the university, and create unique learning environments, Residence Life has designated certain living units for specialized residency.

Students who wish to reside in theme housing must indicate so in the appropriate space on the residence hall contract. Assignment for spaces in these areas may be assigned by Residence Life, be assigned through an application/interview/selection process, or be chosen through the selection process.

V. Gender Inclusive Housing.
By mutual agreement of all roommates, men and women have the option to share the same apartment/room in a designated apartment only. In order for the request to be honored, students must have a group or four or six people to completely fill the requested apartment.

VI. Single Rooms
Rooms designated for double-occupancy may be used as single occupancy rooms, as space permits, for an additional charge. A student who desires a single should indicate this interest on the residence hall contract. Signing this area means you agree to pay the single rate charge. Traditionally, very few single rooms are available. Priority for singles goes first to
students who have documented needs and are registered with Disability Support Services.

VII. Room Change Procedures
In any given semester, the room change request forms are available three weeks after the first day of classes. These three weeks allow Residence Life staff to verify occupancy of current students and consolidate any remaining half spaces. During this time, Residence Life will accept requests from students to transfer to a different room or a different hall. Students must complete a room change request form. Requests are granted based on space availability and housing requirements. Room change period will end on the Friday before midterm examinations begin. Room change requests will not be honored after that date unless extenuating circumstances occur, such as safety concerns.

SAFETY AND SECURITY OF RESIDENTS

Preserving the safety and security of residents is of utmost priority for the staff of Residence Life. As such, a variety of procedures have been put in place for this purpose. Because the residence halls vary in age, design, and construction, the university reserves the right to impose reasonable requirements with respect to the possession or use of appliances, equipment or other items to preserve the facilities for future use, as well as maintain student safety.

I. Main Desk Coverage
Each traditional residence hall and apartment building has a main desk that is staffed by a desk assistant and/or a RA nightly. All guests must be accompanied by a resident of that building and are required to stop and register at the desk during hours of operation. In addition, games, vacuum cleaners, snow shovels, Residence Life forms, and work order requests for maintenance repairs are available at the main desk.

II. Desk Assistant/Hall Security
Desk assistants are trained student staff employed by Residence Life. Their primary job responsibilities include: registering guests, collaborating with RAs to address and document policy infractions, and following appropriate response protocols in emergency situations.

III. Community Policing
Residence Life collaborates closely with officers of the Shepherd University Police in responding to and resolving incidents which occur in the residence halls, and regular confidential communication takes place between the two departments. In addition, officers of the Shepherd University Police may make unscheduled visits to residence halls and conduct regular walking tours in and around the exterior of buildings, to ensure no safety or security breaches exist. These rounds also provide officers and residents an opportunity to get to know each other better.

IV. K-9 Unit
A K-9 unit is an important aspect of the community policing team. The K-9 unit is used as a deterrent to illegal drug possession and consumption. The K-9 unit will make unannounced inspections of the residence halls.

V. Medical Emergencies
For medical or mental health emergencies, students are strongly encouraged to call 911 immediately for emergency transport services, and then notify a residence hall staff member for support. Residence Life staff are trained to follow protocols in emergency situations. Due to liability and insurance limitations, please note that providers from the campus
Health Services are not able to respond to medical emergencies outside of the Health Services facility. In cases where a student’s health or safety may be in danger, staff of Residence Life or a Shepherd University Police Officer may contact individuals listed on the student’s resident information card. Please note that Shepherd University is not responsible for the costs of any emergency transport services or medical care incurred by a student.

VI. Theft and Renter’s Insurance.
Shepherd University is not responsible for theft, damage, or loss of personal items belonging to residents. To prevent such occurrences, keep your door locked at all times, including when going to use bathroom facilities. Residents should not keep large sums of money or expensive items in their rooms. If you do choose to keep such valuables in your room, it is highly recommended that you purchase personal insurance.

VII. Evacuation Route.
When the fire alarm sounds in your building proceed to the nearest exit or follow posted emergency exit plans. Proceed to a designated assembly area as indicated by a Residence Life staff member. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency response vehicles and personnel.

Fire Safety
Residence Life addresses fire safety for its residents through regular maintenance, routine fire drills, and educational programs. Each residence hall conducts regular fire drills for all residents; these drills provide an opportunity to ensure that fire warning systems are functioning properly and that residents know the appropriate evacuation routes. In addition to these fire drills, residence hall staff conduct weekly checks of all fire extinguishers and other fire safety equipment, ensuring that these lifesaving tools are fully charged and functional.

The Shepherdstown Volunteer Fire Department has an excellent crisis response team. Fire squads, EMTs, and ambulance crews provide additional emergency services to the campus. The individuals who staff these units are well-trained responders who regard the Shepherd University campus as a top priority.

A fire emergency is defined as any situation in which a discernible smell of smoke or fire, visible signs of smoke, or a live fire in a residence hall exists. In case of fire,
• Sound the alarm. Yell “fire!” repeatedly. As you leave the building, activate the nearest fire alarm pull.
• Evacuate the building quickly. Use the nearest safe exit or follow posted emergency exit plans, and proceed to the designated gathering place. Remember that saving lives is the most important thing; do not carry any items with you. Be sure to remain in your designated area until an accurate headcount has been taken.
• If the door to your room feels hot, do not open it. Keep the door closed, place wet towels at the bottom of the door, if possible, to prevent smoke from entering. Call 911 for help; if the phone system is not working, yell out the window for help. Remain in your room and wait for assistance.
• If the hallway is filled with smoke, drop low to the ground, cover your nose and mouth with a damp cloth if possible, and crawl quickly to the nearest exit. If the smoke is overwhelming or fills the entire hallway, return to and remain in your room, following the procedures above.
• Call 911 from a safe place for emergency response services. Provide your name, phone number, and exact building location.
Call the Shepherd University Police at 304-876-5202. The responding officer will be responsible for directing traffic and communicating with fire and ambulance personnel.

Under no circumstances are residents or staff to reenter the building until the responding fire chief or law enforcement officer has indicated that it is safe to do so.

**Evacuation Protocol**

An evacuation protocol exists in the event that a residence hall must be evacuated for an extended period of time. The evacuations of buildings are rare occurrences, but understanding what each person needs to do provides a mechanism for a smoother transition during an emergency. The following are things you need to know to assist with a smooth evacuation:

- In any given situation where a building is deemed uninhabitable for an extended period of time by the director of facilities, ranking officer of university police, director of residence life and/or Shepherdstown Volunteer Fire Department member, the occupants/residents will need to be evacuated.

- When a building must be evacuated, follow the directives of campus officials including those from University Police, Student Affairs, Residence Life, and Facilities Management. In many cases, the Shepherdstown Volunteer Fire Department will also be providing directives. The fire department is in charge when on the scene of an incident.

- Residents of Gardiner, Kenamond, and Turner halls should report directly to the Student Center Storer Ballroom and residents of the apartments, Miller Hall, Shaw Hall, Thacher Hall, and the West Woods suites report directly to the Butcher Center to check in with full-time staff and to receive additional information and directions. You are not required to stay in the Student Center or the Butcher Center after you have identified yourself and your plans while your building is evacuated.

- The university’s main extension (304-876-5000) will have a brief message notifying callers of the incident and to report to the Student Center Storer Ballroom for updated information and assistance.

- The Student Center will have telephone lines and some staff will have cell phones for students to contact parents/emergency contact, if necessary.

- Should the Dining Hall be evacuated and uninhabitable, food service will be operational in the Student Center only.

- Staff in the Student Center will keep students and others abreast of the situation and students will be notified when the building has been cleared for re-entry.

**Right of Entry**

Residence hall officials or other university administrators will not consent to a search of a student’s residence hall room by police or other government authorities without a warrant authorized by law. Although the university will take every precaution to guarantee privacy for students in residence halls, residents remain subject to university and Residence Life policies. For this reason, any staff member or person charged with enforcing university or Residence Life policy may enter a residence hall room upon reasonable belief that a violation of university policy is occurring. The individual seeking entry will knock and identify her/himself before entering except in emergencies or in situations where delayed entry would be self-defeating.

Room inspections will be conducted on a regular basis, primarily to monitor health and safety conditions in the halls. Residents will be notified in writing (such as by email or posted fliers) at least 48 hours in advance of the scheduled time for these inspections.
If the resident is not present in her/his room at the time of the inspection, the Residence Life staff member will key in to enter the room. Every reasonable effort will be made to respect students’ right to privacy.

The university reserves the right to enter student rooms:
- Under the conditions established in the *Shepherd University Student Handbook*, as it exists at the time of this contract’s signing date or as it may be thereafter amended during the term of this agreement.
- For the following reasons: emergencies, repair, maintenance, health/safety inspections, or to uphold university policies.
- The university reserves the right to move and/or remove personal property which violates university policy or creates a concern for safety or well-being.

## Residence Hall Common Areas

The lounge and lobby areas have been made as attractive, comfortable and resident-friendly as possible. Each student is expected to share the responsibility for keeping these common areas clean and presentable.

### I. Videocassette, DVD and Blu-ray Movies, and Online

Federal copyright laws restrict the use of videocassette, DVD, and Blu-Ray movies or programs licensed for home use only to private showings only and prohibits their performance in public or common areas. Therefore, all movies, programs, etc. that are legally copyrighted by the producing person, persons, or motion picture companies are not permitted to be shown in any residence hall or floor lobby, any outside adjoining areas, or any other area where the location is open to the public. Videocassette/DVD movies rented from local video stores or purchased from any store may only be viewed in the privacy of a resident’s own room with guests. Licenses must be purchases to show movies in any other areas of the building.

### II. Vending Machines

Vending machines are conveniently located within each residence hall. Requests for refunds resulting from money lost or dissatisfaction with food or beverage items should be reported to the desk of that hall between the hours of 6 p.m. and 8 p.m. when the duty RA is covering the desk.

### III. Mail and Packages

Mail addressed to residents is distributed to residence hall mailboxes on Monday through Friday. Mailboxes are located in the lobbies of each residence hall. West Woods complex mailboxes are located in the Boteler Hall Service Center. Improperly addressed mail will result in delays in delivery.

**Mail should be addressed as follows:**

[Resident Name]  
PO Box xxxx, [Room Number and Residence Hall]  
Shepherd University  
Shepherdstown, WV 25443-xxxx

**Last four digits of the zip code for each building are as follows:**

<table>
<thead>
<tr>
<th>Building</th>
<th>State</th>
<th>Zip</th>
<th>Building</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardiner</td>
<td>GA</td>
<td>5003</td>
<td>Boteler</td>
<td>BO</td>
<td>5002</td>
</tr>
<tr>
<td>Kenamond</td>
<td>KE</td>
<td>5004</td>
<td>Burkhart</td>
<td>BU</td>
<td>5002</td>
</tr>
<tr>
<td>Miller</td>
<td>MI</td>
<td>5000</td>
<td>Lurry</td>
<td>LU</td>
<td>5002</td>
</tr>
</tbody>
</table>
United Parcel Services (UPS), Federal Express, and other shippers drop off packages and special delivery mail for all residents in the Residence Life Office located in Miller Hall. In order to receive packages without delay, please include “Miller Hall” in your delivery address. Residents will be notified in writing or by phone when packages arrive. Residents must present a valid photo I.D. to pick up packages. Due to federal law, all packages must be picked up by the recipient in person. Packages will not be released by Residence Life to anyone other than the addressee. The university cannot guarantee overnight deliveries. Residents should work with shipping companies to retrieve packages at their local offices.

Students who wish to utilize special shipping services on-campus will need to make their own arrangements. Shepherd University is not responsible for any shipping or mailing costs for students. Students may arrange for other special mailing services at the Shepherdstown Post Office.

Residents who withdraw from the university, graduate from the university, are not returning to live in a residence hall, or are checking out of their room for the academic year must complete a mail forwarding card. This will provide for the forwarding of first class mail and all parcels of obvious value for a period not to exceed three months. If a mail forwarding card is not completed, all mail will be returned to the sender.

**Laundry**

Laundry facilities provided in each residence hall for residents of that building are free. Residents are expected to follow the following regulations with regard to the use of washers and dryers:

1. Excessively muddy or dirty clothes are to be rinsed prior to being placed in the machines.
2. No shoes or comforters are allowed in either the washers or dryers.
3. Excessive use of bleach is prohibited, as well as clothing dye.
4. Overloading the washers or dryers is prohibited, as doing so may cause overheating or overflowing.
5. Laundry may not be left overnight in the machines.
6. Lint screens in the dryer must be cleaned prior to each dry cycle to ensure quickest and most efficient drying.
7. As a courtesy to others, residents should remove their clothes from washers and dryers promptly.
8. Residents should not move other people’s clothes from the machines or the room.
9. Clothes left in the laundry room for more than 24 hours may be considered to be abandoned property and may be disposed of or donated by Residence Life staff.

Please note that misuse or abuse of washers and dryers is a violation of university policy and subject to student conduct action. Guests of residents, even if the guests are also Shepherd students, are not permitted to use the laundry facilities unless approved in advance by the area director/hall director.

Residents must provide their own laundry detergent, dryer sheets, spot/stain remover, spray starch, and clothes basket or laundry bag.
To log a service request on machines, students can call 1-800-927-WASH. Please be sure to note the number on the machine needing service.

**Parking**

Residents are responsible for parking in designated student zones. Unauthorized parking in faculty/staff, Residence Life, handicapped or fire zones may result in fines and/or the vehicle being towed. Residence Life cannot revoke any parking tickets for residents. Residents are expected to obey all posted signs. Parking, ticket appeals, and parking decal questions should be directed to University Police.
Graduate Studies
The Graduate Studies and Continuing Education mission of Shepherd University embraces the general mission statement of the university, with emphasis on the core values of learning, engagement, integrity, accessibility, and community.

Development of our graduate programs and continuing education aims to educate students to be lifelong learners in a global community increasingly characterized by interdependence and great complexity in civic, ethical, and social challenges.

**Mission Statement**

Shepherd University Graduate Studies is a diverse community of educators, scholars, and learners committed to promoting accessibility and excellence in higher education, leading to advanced mastery of disciplinary knowledge and skills.

**Vision Statement**

Shepherd University Graduate Studies aspires to be a responsive and accessible provider of quality educational programs. We are committed to continually broadening the scope of learning, academic discourse, discovery, and innovations, while increasing global connections for scholars, researchers, and practitioners.

**The Division of Graduate Studies**

**Overview and Governance**

A. The Office of Graduate Studies administers all stand-alone graduate programs, collaborative graduate programs with other institutions, and post-baccalaureate non-continuing education courses, offered at Shepherd University.

B. Dean of graduate studies and continuing education; Hereafter as dean
   1. The dean is the principal administrator for all graduate programs. The dean provides leadership in the development and implementation of graduate program goals and assumes ultimate responsibility for the quality, effectiveness, and progress of all graduate programs. The dean, as appointed by the vice president for academic affairs, will serve as the chair of the University Graduate Council. In cooperation with this council, the dean will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs at Shepherd University. The dean reports to the vice president for academic affairs.

C. The Graduate Council
   1. The Graduate Council responsibilities overall include making recommendations to the dean on the development and implementation of an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The council will report to the dean.

D. Graduate Program Coordinators (GPC)
   1. The GPC is directly responsible to the dean. The GPC provides support for operations of the Division of Graduate Studies and the respective graduate program

**Graduate Student Policies**

A. Graduate Student Admissions Criteria
   1. Full Graduate Status
      a. In order to qualify for full graduate status, a student must have a bach-
elor’s degree from an accredited college or university and meet one of the following criteria:

i. An undergraduate grade point average of 2.75 and a score of 149 or higher on the Verbal and 146 or higher on Quantitative portions of the Graduate Record Exam.

Note: Required scores for GRE prior to August 1, 2011 are 440 on verbal and 560 on quantitative sections.

ii. A score of 390 or higher on the Miller Analogies Test

2. Students must also meet any additional requirements for specific graduate programs beyond the regular admissions requirements (certifications, licensure, performance, letters of recommendation, specific tests for content knowledge, résumé, or experience).

3. Students who are enrolled on full graduate status and fail to achieve a 3.0 GPA at any time will be placed on probationary status. (See 3.a. below).

4. TOEFL policy for international graduate students. A test of language proficiency is required for international graduate students except in the case of a diploma or degree from an accredited college or university in which the primary language of instruction is in English. Students must meet the minimum institutional score for TOEFL or IETS complete their application.

E. Graduate Student Admissions Criteria for the doctor of nursing practice (D.N.P.) program

All applicants to the D.N.P. program will be evaluated individually based on prior educational work and current employment experience. Programs of study will be designed to include additional coursework, if necessary, to meet the educational objectives of the program.

Students applying to the post-baccalaureate option must have a B.S.N. from a Commission on Collegiate Nursing Education (CCNE) or National League for Nursing (NLN) Accrediting Commission accredited program.

Note: Shepherd’s D.N.P. program will begin admitting a cohort of students to the D.N.P. (B.S.N. to D.N.P.) program in Fall 2015. The program will begin admitting post-master’s degree level students for the D.N.P. (M.S.N. to D.N.P.) in Summer 2017. Post-master’s degree level students entering the D.N.P. desiring to change their area of professional practice may be considered for admission for the Fall 2015 term. These applicants may require additional coursework from the professional core or concentration. Students will submit their materials through the Nursing Centralized Application Service (CAS). Nursing CAS is a partner with American Association of Colleges of Nursing (AACN), and is a centralized application service for students applying to CCNE accredited programs. Go to the Nursing CAS website (www.nursingcas.org) and click in the upper right-hand corner for a list of programs and click on Shepherd University Admission Criteria.

1. A minimum cumulative GPA of 3.00 for baccalaureate degree and a minimum of 3.00 on all work beyond the baccalaureate level*.

*Students with a GPA below 3.00 may be admitted on a provisional status for one semester, if they have Graduate Record Exam (GRE) scores of 440 Verbal and 560 Quantitative (if taken prior to August 1, 2011) and 149 Verbal and 146 Quantitative (if taken on or after August 1, 2011). At the end of the semester the students must have a GPA of 3.00 in their coursework in order to be admitted to the program.
2. Introductory courses in statistics, research, and pharmacology (F.N.P. concentration) will be completed prior to starting the D.N.P. program. (Most applicants will have met this requirement with the B.S.N. program.)

3. Professional Nursing License: All students in the post-baccalaureate option must have a current unencumbered license as a professional registered nurse (R.N.) from West Virginia prior to beginning their clinical practicum courses. Students must also have a valid nursing license for the state in which they will be completing the internship and D.N.P. practicum courses.

4. Submission of a résumé or curriculum vitae.

5. Submission of official transcripts of all college and university coursework.

6. A letter of intent that describes how the student envisions using the D.N.P. degree to enhance his or her personal and professional goals (limit 500 words).

7. Two professional references, at least one of which is from a current or former clinical supervisor.

8. Qualified applicants will be contacted by a faculty member for an interview.

C. Provisional Status

1. Students who do not qualify for full graduate status may be admitted provisionally.

2. To qualify for provisional admission, a student must enclose a letter with his or her application explaining the reason for requesting an exception to the admissions rules.

3. Students granted provisional admission must achieve a grade point average of 3.0 during their first six credit hours in a graduate program.

4. Students who are admitted provisionally and achieve a grade point average of 3.0 during their first six credit hours will be removed from provisional status and moved to full graduate status by the dean.

5. Students who are admitted provisionally and fail to achieve a grade point average of 3.0 during their first six credit hours will remain on probation.

6. Students who are admitted provisionally and fail to achieve a cumulative graduate grade point average of at least 3.0 during their first 12 credit hours will be dismissed from the program.

D. Probationary Status

1. A graduate student will be placed on probation at any point that his or her cumulative grade point average falls below 3.0.

2. Students on probation must return their GPA to 3.0 within six credit hours of being placed on probation.

E. Suspension/Dismissal

1. A student on probation will be dismissed when
   a. The student’s grade point average in the first six credits of probation falls below 3.0
   b. The student fails to achieve a minimum cumulative GPA of 3.0 after 12 credit hours of probation

2. Students dismissed from a graduate program may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.

E. Appeals of Student Status

1. Students placed on provisional status, probation, or suspension may appeal that
status to the Graduate Council, or as delegated to the dean.

2. Appeals denied by the Graduate Council or dean can be appealed to the vice president for academic affairs, who will consider only appeals that deal with substantial procedural errors in the decision of the Graduate Council or dean. *Note: Accredited program in education and nursing may have additional stipulations regarding progression, students status, and dismissal from those particular graduate programs. Students should consult with their director and program handbook for additional information.*

E. Appeals of Grades in Graduate Classes
1. A student grade appeal should begin with a student-initiated conference with the instructor, which should be scheduled within 10 days of receipt of the grade to be appealed.
2. If an instructor declines to change a disputed grade, the student may appeal, in writing, to the Graduate Council.
   a. In ruling on a disputed grade, the Graduate Council should consider only whether or not an instructor has applied grading standards uniformly to all members of a class. The council should not attempt to make subjective judgments on those standards themselves.
   b. The council may request any relevant documents in the course of their deliberations and may request to interview any party in the dispute or relevant witness.
3. Either the original instructor or the student may appeal the decision of the Graduate Council to the dean and if no solution is achieved with the dean, to the vice president for academic affairs.

H. Transfer of Credit
1. Graduate courses from other institutions or other Shepherd University graduate programs will be evaluated, at the time of admission, by the dean and/or the coordinator of the program to which the applicant is applying, or the department chair in which the course is offered.
2. Up to nine credit hours may be transferred to a Shepherd graduate program from another institution or program, either prior to starting the program or during the program, at the discretion of the program coordinator in consultation with the department chair and the dean. Exceptions can be made on a case-by-case basis by the dean if it would inappropriately prolong the graduation of a student.
3. Courses transferred to a Shepherd graduate program must have a minimum grade of “B,” and must have been taken within seven years based on the date of admission to the degree program (see sunset clause).

I. Timely Progress to Graduation
1. **Sunset Clause:** Students enrolled in graduate studies at Shepherd University must complete the program within seven years, based on the date of admission to the degree program. Students may apply for renewal by submitting a letter to the graduate council with justification for continued studies in the program.
2. **Plan of Study Form:** All graduate students must complete the plan of study form in consultation with their academic advisor by no later than registration for the 12th credit hour. The purpose of the form is to detail the student’s program requirements, including culminating experiences such as student teaching and comprehensive exams.
Graduate Student Code of Conduct

A. Introduction and purpose
   1. The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university’s students in a safe and secure learning environment, and to protect the people, properties, and processes that support the university and its missions.
   2. The preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are vital elements of the educational process.
   3. The primary purpose for the enactment of this code of conduct is to set forth in a clear and concise manner the rules and regulations of conduct expected of those who join the university campus and/or participate in any university-sponsored activity.

B. Jurisdiction
   1. All graduate students are subject to the provisions of the Shepherd University guidelines and policies as outlined in the Shepherd University Student Handbook.
   2. The handbook includes sections on academic code of conduct, community expectations, and the judicial process.
   3. Guidelines and policies are also available online at the Student Conduct Board site that is part of student affairs.

Graduate Studies Student Forms

All forms can be found online at www.shepherd.edu/graduate-studies/graduate-studies-forms.

- Academic Change Form: Use this form to change concentrations or degree programs. Requires signature of the program coordinator, chair of the graduate council, and approval of the graduate council.

- Course Substitution or Waiver: Use this form to substitute courses within your degree program. Requires signature of the academic advisor and graduate program coordinator.

- Transfer Approval Form: Use this course to take graduate courses at another institution. Requires signature of the program coordinator and dean of graduate studies.

- Non-Degree Form: Students who are not in a degree program may use this form. Requires approval of the dean of graduate studies.

- Undergraduate to enroll in Graduate Class: Qualifications apply. The form also requires approval by the graduate council.

- Petition to the Graduate Committee: Use this form to add/drop classes, withdraw from classes or to apply for graduation beyond posted deadlines. Requires signature of the program coordinator, advisor and dean of graduate studies.

- Employee/Graduate Student Researcher Waiver Form: This form is an application for employees of Shepherd University to take graduate courses with remission of tuition, or for current student to receive a Graduate Research Assistant waiver.

- Student Affairs Scholarship Recipient Waiver Form: Financial Aid options for college students development and administration program students.
• **Student Tuition Waiver Form**: This form is an application for non-obligatory tuition waiver assistance.

• **Request for Withdrawal from Shepherd University**: Use this form for a complete withdrawal from the university.

• **Graduation Application**: This form is used to apply for graduation review and to note participation in the commencement ceremony. Please fill out this form electronically or hard copy and obtain the appropriate signature. You may also fax or email this form to the graduate studies office at 304-876-5390 or directly to Robin Murphy at rmurphy@shepherd.edu. The graduation fee is $50 for 2015-16 and may be paid in person at Cashier’s Office, located on the second floor of Ikenberry Hall, or by contacting them during regular business hours at 304-876-5284 or via fax at 304-876-5002 to arrange payment by credit card.

• **Graduate Student Awards Application**: Use this form to apply for the Distinguished Graduate Student awards in scholarship, professionalism, and professionalism-case study.