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For calendar information, visit www.shepherd.edu/calendar.
Welcome from the Shepherd University President

Dear Students:

The start of the academic year is an uplifting time here at Shepherd. The new academic year affords all of us a clean slate that we can fill with exciting courses, inspiring guest lectures, championship-level athletics, valuable volunteer projects, and fun-filled social, service, and recreational events.

First-year students—welcome to Shepherd! You will find Shepherd to be a hospitable and open campus where you will feel right at home.

Upperclassmen—we are glad you have returned to continue your studies at Shepherd! Please help our first-year students become acclimated to our campus as they begin their studies and life’s new adventure with us.

Shepherd prides itself on civility; please use fair play and courtesy in your treatment of others, on campus as well as in your personal life.

Dedicate yourself to your studies; aspire to make your family and friends proud of you and your accomplishments.

Become an active participant in the life of the campus through volunteer service, athletics (collegiate and intramural), and membership in Shepherd’s clubs and organizations. You will find that many of the skills you learn outside the classroom will aid you throughout your life and professional career.

I wish you a successful and productive academic year, and look forward to seeing you on campus!

Mary J.C. Hendrix ’74
President of Shepherd University
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
Provost
Dear Students,

As president of the Student Government Association, I would like to welcome all new and returning students to Shepherd University for the 2016-17 school year.

In addition to offering 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 a venue 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,

Caitlin A. O'Connor
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

Student Handbook
Welcome from the 
The Dean of Graduate Studies

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

The primary concern for all individuals associated with Shepherd University Graduate Studies is our 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.

If you have further questions, please contact me at 304-876-5313 or via email sbeard@shepherd.edu.

Dr. Scott Beard, Dean
Associate Provost
Shepherd University
Policy of Nondiscrimination

Shepherd University strives to create a safe and non-discriminatory learning, living, and working environment for all members of the campus community based on mutual respect and acceptance of differences. Accordingly, 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. Shepherd University does not discriminate on the basis of race, color, national origin, religion, ancestry, age, ability, pregnancy, marital or family status, veteran status, sex, sexual orientation, gender identity, or gender expression. 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, national origin, religion, ancestry, age, ability, pregnancy, marital or family status, veteran status, sex, sexual orientation, gender identity, or gender expression, as defined by applicable laws and regulations and the university does not tolerate any such acts or policies of discrimination and/or harassment by any person or entity. This commitment is expressly confirmed in the Shepherd University Board of Governors Social Justice Policy. Timely and effective resolution of such issues is an important value of the university community.

Any student who feels that they have been discriminated against by the university or by any person has a wide array of options to seek redress, and that is encouraged. The implementation of the formal investigative review processes of the Social Justice Policy is coordinated by the University Ombudsperson Karen Green, at 304-876-5458, and the Equal Opportunity/Affirmative Action Officer (EO/AA) Marie DeWalt, at 304-876-5299. Informal review of concerns of discrimination can also be directed to either of those persons, as well as members of the Civility Response Team, the dean of students, at 304-876-5214, or to the vice president who supervises the office or employee(s) of concern. Cases of gender discrimination in any form, including interpersonal violence, may be directed to the Title IX Officer Anne Lewin, at 304-876-5067.

Title IX is a federal law that prohibits sex discrimination in institutions of education. Sexual violence and gender-based harassment are forms of sex discrimination and will not be tolerated at Shepherd University. Sex discrimination can include sexual harassment, sexual assault, and other forms of interpersonal violence. Sexual misconduct and interpersonal violence can create a hostile environment and affect equal access to educational programs and activities. Therefore, the university encourages all members of the campus community to report incidents of gender-based harassment, discrimination, or violence so that the university can respond and maintain a safe living and learning environment through both prevention education measures and an equitable resolution of all reports.

Students who have been discriminated against by another student may address complaints to the dean of students, located in the Student Center. In cases of gender discrimination in any form, including interpersonal violence, complaints may be directed to the Title IX officer. Such complaints are handled through the Student Conduct Policies. Students who have been discriminated against on campus or at a campus event by persons not part of the Shepherd academic community should direct their complaint to the dean of students or the Title IX officer as applicable. The dean and the vice president for student affairs will take such action as is appropriate and possible, to prevent ongoing discrimination in any form which affects students.
Employees who feel they have been discriminated against can seek informal or formal review of the issue by their supervisor, their area vice president, the ombudsperson, or the EO-AA officer, and in cases of gender discrimination the Title IX officer.

**Student Conduct**  
Student Center, Suite 122  
304-876-5214

**Title IX Coordinator**  
Annie Lewin  
Gardiner Hall, Lower Level, G 26  
304-876-5067  
alewin@shepherd.edu

**Vice President, Student Affairs**  
Dr. Thomas Segar  
Student Center, Suite 122  
304-876-5214  
tsegar@shepherd.edu

**Equal Opportunity/Affirmative Action Officer**  
Dr. Marie DeWalt  
Office of Human Resources  
120 N. Princess Street Shepherdstown, WV  
304-876-5288  
mdewalt@shepherd.edu

**Department of Education’s Office for Civil Rights**  
Philadelphia Office  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107  
215-656-8541 (phone)  
215-656-8605 (fax)  
OCR.Philadelphia@ed.gov  
www.ed.gov/ocr
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 infor-
   mation 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 76.
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
- Dunlop Hall ................................................................................................ 4070
- Financial Aid, Gardiner Hall ........................................................................ 5470
- Fireside Bistro, Student Center .................................................................... 5191
- First-Year Experience and Common Reading Programs, Library 157 ......... 5461
- Foundation Office, McMurran Hall ............................................................. 5391
- Frank Arts Center ......................................................................................... 5224
- Games Zone, Student Center ....................................................................... 5411
- Gardiner Hall ............................................................................................... 4009
- George Tyler Moore Center for the Study of the Civil War ......................... 5429
- 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
- Intensive English Language Program (IELP), Scarborough Library 161 .... 5805
- Kenamond Hall ............................................................................................ 4019
- Library ........................................................................................................ 5421
- Maintenance/Physical Plant ......................................................................... 5236
- Multicultural Student Affairs, Gardiner Hall G24 ........................................ 5023
- 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, Moler Hall ....................................................... 5374
- PASS Performing Arts Series, Student Center ............................................ 5113
• PASS Tickets, Bookstore, Student Center ................................................. 5219
• Picket, Knutti Hall, G05 ............................................................................ 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
  Graduation
  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 ............................................. 5693
• 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
• Student Veteran Center, Free School at 201 South Princess Street ....... 5325
• 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, Moler 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)
NOTE: BE WATCHFUL FOR NEW PARKING SIGNAGE
The University Police Office is located in Room 105 Sara Cress 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, Controlled entrance at King Street near Hamberry.
- 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.
- I-Lot: Resident Students (Blue Decal).
BUILDING CODE LIST
BC Butcher Center
BY Byrd Science Center
CA Frank Center
CC Student Center
CE Center for Contemporary Arts II
CL Robert C. Byrd Center for Legislative Studies
CO Center for Contemporary Arts I
DH Dining Hall
GA Gardiner Hall
GTMC George Tyler Moore Center
HR Human Resources
IH Ikenberry Hall
KN Knutti Hall
MMR McMurran Hall
MH Miller Hall
MO Moler Hall
NU Erma Ora Byrd Hall
PPE Physical Plant/Engineering
LB Ruth Scarborough Library
RY Reynolds Hall
SC Sara Cree Hall
SN Snyder Hall
SS Stutzman-Slonaker Hall
TH Thacher Hall
WE Wellness Center
WH White Hall

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, CC G13, 5023
• 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
• Career Advising, LB First Floor, 5317
• Catering, On Campus, Dining Hall, DH Office, 5145
• Change of Address or Name, Registrar, IH 110, 5463
• Change of Advisor/Degree/Major/Minor, Department Chair; Graduate Students, BY 212, 5313
• Churches/Places of Worship, see this Student Handbook page 59-60
• Class Schedule, Registrar, IH 110, 5320
• CLEP Test Scheduling, Advising Assistance Center, LB First Floor, 5317
• CLEP Test Scores, Registrar, IH 110, 5463
• Clubs and organizations, CC 110, 5113
• Code of Conduct Questions, CC 122, 5160
• Commencement, Registrar, IH 110, 5463
• Community Service,Volunteering, CC 216, 5402
• Computer Accounts, Information Technology Services, LB First Floor, 5457
• Computer Labs, Microlab, WH 203, 5367
  • Macintosh Lab, KN 102
  • Graphic Design Students Only, CE Second Floor
  • Music Students Only, CA M10
  • Language Lab, KN 207
  • Library, LB First and Second Floor, 5421
  • Biology and Chemistry Students Only, BY 312
• 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
• Course Catalog, online at catalog.shepherd.edu
• 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
• Emergency Information, see this Student Handbook page 13
• Emergency Loan, CC 122, 5160
• Employment, On-Campus, HR First Floor, 304-671-1906
• English Language Assistance for Non-native Speakers, LB Ground Floor, 161, 5805
• 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
• Flu Shots, Health Center, GA Ground Floor, 5161
• Fundraising Information for Student Organizations, Student Government, CC Ground Floor, 5301
• Fraternity and Sorority Life, Student Affairs, CC G13, 5023
• 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
• Group Study Rooms, LB, 5421
• Guidelines and Policies Affecting Student Life, see this Student Handbook page 61
• Health Center, Gardiner Hall, GA Ground Floor, 5161
• Help with Study Skills, Academic Support Center, LB First Floor, 5221
• Help Writing a Paper, Academic Support Center, LB First Floor, 5221
• Homecoming Information, Student Activities Office, CC 110, 5113
• Housing Questions/Assignments, Residence Life, MH Ground Floor, 5172
• ID/Rambler Card, Bookstore, CC Ground Floor, 5273
• Information Questions, Information Center, CC Ram's Den, 5497
• Intramural Sports, WE 113, 5005
• International Student Questions, Student Affairs, CC 122, 5325
• Jobs, See Employment
• Laptops for Lending, LB, 5421
• Loans/Grants, Financial Aid, GA G13, 5470
• Local Resources, services, retailers, churches, see this Student Handbook page 55
• Macintosh Microlab, KN 102
• Meal Plans for Commuter Students, Residence Life, MH Ground Floor, 5172
• Medical Attention, Health Center, GA Ground Floor, 5161
• Multicultural Leadership Scholarship, Multicultural Student Affairs, CC G13, 5023
• Multicultural Student Affairs, CC G13, 5023
• Music Department Events, Music Department, CA M14B, 5555
• New Student Programs, CC 216, 5402
• Nurse/Health Care Provider, Health Center, GA Ground Floor, 5161
• Nutritionist, Dining Hall, DH Office, 5387
• Off-Campus Housing Application, Residence Life, MH Ground Floor, 5172
• Orientation Information, Assistant Vice President of Student Affairs, CC 216, 5402
• Organization Mail, SGA, CC Ground Floor, 5301
• Parking Decals, University Police, MO, 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, KN Ground Floor, 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, MO, 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, MO, 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
• Student Government, Student Government, CC Ground Floor, 5301
• Study Abroad, LB 211, 5412/5693
• Student Health Center, Gardiner Hall, GA Ground Floor, 5161
• Student Life Council, Student Affairs, CC 122, 5214
• Student Organizations, On Becoming Advisors of, Student Affairs, CC 110, 5113
• Swimming, Wellness Center, WE Pool, 5440
• Teacher Certification, Director of Teacher Education, KN 101D, 5330
• Telephone Numbers, Operator, WE, 5496
• Telephone Service, Information Technology Services, LB Ground Floor, 5457
• Transfer Credit Evaluation Question, Admissions, IH 103, 5482
• Transcript Request, Registrar, IH 110, 5456
• TRiO/Student Support Services Computer Lab, LB 152, 5775
• Tutoring Assistance, Academic Support Center, LB First Floor, 5221
• University Police, MO, 5374 (8 a.m.-4:30 p.m.), 5202 (After hours)
• Vending Refunds, Information Center, CC 102
• Veterans Enrollment Certification, IH 110, 5360
• Volunteer Opportunities, CC 216, 5402
• Washington Gateway Program, CC 122, 5325
• Washington Gateway Bus Information, CC 122, 5729
• Wellness Center, WE, 5300
• Withdrawing From Classes, Registrar, IH 110, 5463
• Work Study, HR Second Floor, 304-671-1906

SCHEDULING VARIOUS FACILITIES ON CAMPUS
Amphitheater–Information Center
Athletic Fields and Stadium–Chauncey Winbush
Butcher Center–Matt McCarty
Byrd Science Green–Information Center
Dining Hall, Lower level, Catering Services–Sue Houchins
End Zone of Football Field, Athletics–Chauncey Winbush
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/or mathematics classes 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 who have questions related to academic advising, policies, and procedures. The AAC works in collaboration with faculty advisors to foster students’ academic success and address their individual concerns. The AAC strives to be accessible to students, offering walk-in as well as scheduled appointments Monday-Friday from 8 a.m.-4:30 p.m.

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 equip-
ment 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/career-center.

**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.
Sunday-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.

English Language Assistance for Non-native Speakers.......................... 304-876-5805
Located on the ground floor of the Scarborough Library in the Dr. Howard N. Carper, Jr. Learning Commons, the Intensive English Language Program offers advanced English language courses for non-native English speakers. Courses are credit bearing, but do not count toward an academic degree or in the grade point average in the student's degree program. Each is offered at two levels: basic preparation for undergraduate studies and advanced preparation for graduate studies. The primary difference is that the focus at the pre-graduate level is on research-based written and oral presentation style and methods. For more information, contact Dr. Lois Jarman, director, at ljarman@shepherd.edu.

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.-4:30 p.m. Wednesday the office is open from 9:30 a.m.-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/financialaid

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. 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.

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. All visits are by appointment. Walk-ins usually receive same-day or next-day appointments for the registered nurse (R.N.) A nurse practitioner is available three days per week for appointments.

**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 .......................................................... 304-876-5457
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. 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) ................................................. 304-876-5325
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 ................................................................. 304-876-5221/5461
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 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 ......................................................... 304-876-5023
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 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
Located across the street from the Student center, the Scarborough Library is one of the most inviting and comfortable spaces on campus. Open 87 hours per week during the spring and fall semesters (with extended hours during exams), it also has a 24-hour room with computers and coffee and vending machines accessible 24/7/365 to registered students. The library has 275 seats for student use, multiple group-study and conference rooms, and an entire third floor designated as a quiet study area. It also maintains an open computer lab, has wireless access to the campus network and the internet, and provides color and black-and-white printers (students may add money to their Rambler cards at the public services desk). Additionally, a 24-seat computer classroom is used for the library’s
instructional program and is open to students when not reserved for a class. Laptops are available for checkout.

The library’s extensive collection of books, electronic journals, research databases, course reserve items, and other materials is searchable through the online catalog, with many of the electronic resources accessible in full-text remotely. Interlibrary Loan can access more than 9,000 libraries worldwide and provides efficient and fast delivery of articles, books, and other items not accessible through the library, usually at no cost to students. A circulating collection of popular books and DVDs is available for recreational purposes.

The professional librarians, who are faculty members, provide expert research assistance in all subject areas and are happy to assist with any research papers, projects, or other class assignments. They are available via phone, email, and in person for one-on-one sessions, either on a walk-in basis or by appointment.

Additional information is on the library’s website: www.shepherd.edu/libweb

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.

Services for Students with Disabilities ................................................... 304-876-5689

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 university 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 Rota-ract.

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, Homecoming, Games Zone recreation area, Information Center, Late Night, 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: 10 a.m.-midnight
- Saturday: Noon-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** .............................................................................. 304-876-5693

The Study Abroad Office is located in Scarborough Library room 211 off the first 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 a wide variety of credit-bearing programs worldwide with study lengths that range from short-term to semester and academic year. Federal financial aid can be used on most programs. Plan to attend the Study Abroad
Fair on Thursday, September 22 from 10 a.m.-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.

TRiO/Student Support Services (SSS) .................................................. 304-876-5775
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 Moler 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 Registrar’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 student 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.

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 30-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 2016 Conference on September 24, 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 effec-
tive citizens and agents of change. Certificate workshops include the Emerging Leaders in Service Program, the annual Student Leadership Conference at Shepherd, Student Center Leadership Lounge workshops, 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. Students successfully completing the program will be honored at Student Recognition Day and will receive a special leadership cord to accompany their graduation regalia. 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 year's 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.

**Emerging Leaders in Service Program**

New Students are invited to kick start their Shepherd experience by participating in the Emerging Leaders in Service Program, 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! In addition, students who participate
in this program will earn four credits toward a Shepherd Leadership Certificate. 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.

**RamPulse**

**Find What Moves You!**

RamPulse is the place to find out about all Shepherd’s clubs, organizations, and involvement opportunities. More than just another social media site, RamPulse allows students, staff, and faculty to explore programs and events, join campus groups, and access a co-curricular transcript (a resume of your on-campus involvement). RamPulse is the place where students vote in campus elections, register for events, or discover community service opportunities. Student groups renew their registration, update rosters, and store files and important documents here as well. Take time to explore Shepherd’s platform for student engagement.

**How to Access RamPulse:**
1. Go to shepherd.collegiatelink.net
2. At the top right-hand side, click the log in button.
3. Enter your user name (your Shepherd email address before the @rams.shepherd.edu--for example, cbravo02) and password as you do to access Sakai or your campus email.

**Corq**

To keep up with campus events through RamPulse on your mobile devices, download the Corq app from the App Store or Google Play.
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
PUBLIC LIBRARY
Shepherdstown Public Library  304-876-2783

RESTAURANTS
AWOK Chinese  304-876-1088
Bavarian Inn  304-876-2551
Betty’s Restaurant  304-876-6080
Bistro 112  304-876-8477
Blue Moon Café  304-876-1920
China Kitchen  304-876-6620
Dairy Queen  304-876-0871
Devonshire Arms Café  304-876-9277
Domestic  304-876-1030
 Domino’s Pizza  304-876-2595
Happy Creek Coffee  304-876-4930
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
 Mi Degollado  304-876-0333
Subway  304-876-1227
Sebastian’s/Rumsey Tavern  304-876-7000
Sheetz  304-876-2167
Bistro 112  304-876-8477
 Shaharazade’s Restaurant and Tea Room  304-876-8100
Subway  304-876-1227
Sweet Shop Bakery  304-876-2432
Tommy’s Pizza  304-876-2577
Town Run Brewing Company  304-876-0502

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
Asbury United Methodist Church
110 West North St.
Charles Town, WV
304-725-5513

Baha’i Faith of Jefferson County
308 S. Buchanan St.
Ranson, WV
304-725-2242

Calvary United Methodist Church
200 W. Burke St.
Martinsburg, WV
304-267-4542

Christ Reformed UCC
117 E. Burke St.
Martinsburg, WV
304-267-8678

Christian Science Society
Entler Hotel
German St., Shepherdstown
304-876-2021

Covenant Baptist Church
Flowing Springs Rd.
Shepherdstown, WV
304-876-2212

Fellowship Bible Church
160 Daniel Rd.
Shepherdstown, WV
304-728-3700

King’s Apostle Holiness Church
West Third St.
Ranson, WV
304-725-9442

Martinsburg 7th-Day Adventist
211 Boyd Orchard Rd.
Martinsburg, WV
304-267-9557

Asbury United Methodist Church
Rt. 480
Shepherdstown, WV
304-876-3112

Bedington United Methodist Church
535 Scrabble Rd.
Bedington, WV
304-876-2011

Charles Town Presbyterian Church
220 W. Washington St.
Charles Town, WV
304-725-5316

Christ Reformed UCC
304 E. German St.
Shepherdstown, WV
304-241-3972

Congregation B’nai Abraham
53 E. Baltimore St.
Hagerstown, MD
301-733-5039

Destiny Baptist Church
115 N. Raleigh St.
Martinsburg WV
304-267-4489

Galilean Baptist
Mecklenburg Heights
Shepherdstown, WV
304-876-6772

Lily of the Valley Evangel Church
825 Wilson St.
Martinsburg, WV
304-267-2816

Mt. Zion United Methodist Church
Charles Town, WV
304-898-5397
New Hope Assembly of God  
Rt. 45  
Shepherdstown, WV  
304-876-8340

Parish of the Eastern Panhandle  
Inwood, WV  
304-267-9686

St. Agnes Roman Catholic Church  
Washington and Church St.  
Shepherdstown, WV  
304-876-6436

St. John's Baptist  
W. German St.  
Shepherdstown, WV  
304-876-2304

Trinity Episcopal Church  
German St.  
Shepherdstown, WV  
304-876-6990

Unitarian Universalist Church  
465 N. Potomac St.  
Hagerstown, MD  
301-797-5333

Zion Episcopal Church  
300 E. Congress  
Charles Town, WV  
304-725-5312

New Street United Methodist Church  
Shepherdstown, WV  
304-876-2362

Shepherdstown Presbyterian Church  
100 West Washington St.  
Shepherdstown, WV  
304-876-6466

St. Peter's Lutheran Church  
King St.  
Shepherdstown, WV  
304-876-6771

Trinity Episcopal Church  
200 W. King St.  
Martinsburg, WV  
304-263-0994

Trinity United Methodist Church  
220 West Martin St.  
Martinsburg, WV  
304-263-9215

Unity of Shepherdstown  
Shepherdstown Train Station  
304-284-4222

Guidelines & Policies Affecting Student Life
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, diversity, and social justice. We demonstrate this commitment through our acceptance and appreciation of all groups and individuals. We expect individuals on our campus to daily practice civility by actively supporting and fostering differences at Shepherd University.

We share a collective duty to create an inclusive university-wide culture where all members of the campus community are accepted and affirmed. Therefore, as members of the Shepherd University community, we

- commit to the establishment of an open-minded campus that accepts and honors every one of its members;
- work to support and enhance an environment that respects and endorses all efforts that celebrate the uniqueness of each individual and the value of the diverse social group identities represented at the university;
- continually strive to create a welcoming community in which educational, social, and recreational activities and opportunities are available to all of our members;
- do not tolerate nor engage in any actions, attitudes, or behaviors that disrespect, degrade, or dehumanize any member or guest of our university;
- continually link academic inquiry and knowledge to meaningful values, thereby deepening human understanding and promoting the appreciation of culture, ethnicity, race, sex, sexual orientation, gender identity, age, ability religion, and national origin.
**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 as 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 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 mandate 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. 127-142, 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: For more information on policy, enforcement, or filing a complaint, see More Information on Harassment p. 70.

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.

507. Possession of decorative, souvenir, or empty alcohol bottles, cans, or similar containers by any person under 21 years of age.

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

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. 68 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.

NOTE: “Official Communication with Students” on p. 60 and “Confidential Communication” under the Student Bill of Rights p. 58 for more information.

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, gender 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.
   1703. Gender-based harassment, including unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, sexual orientation, gender identity, gender expression, and nonconformity with gender stereotypes.

NOTE: For more information on policy, enforcement, filing a complaint, see MORE INFORMATION ON SEXUAL HARASSMENT p. 70.

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. 105 for information about dishonesty on 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, person sharing a child in common, 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. Non-consensual Sexual Contact, including any intentional sexual touching, however slight, with any object or body part, performed by a person upon another person. Sexual Contact includes:
A. Intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts.
B. Making another touch you or themselves with or on any of these body parts.
2602. Non-consensual Sexual Intercourse, including any penetration, however slight, with any object or body part, performed by a person upon another person. Sexual Intercourse includes:
A. Vaginal penetration by a penis, object, tongue, or finger.
B. Anal penetration by a penis, object, tongue, or finger.
C. Any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

2603. 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.

2604. 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. 70.

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 any item that may constitute a weapon on campus, except as approved and required for an academic class, including but not limited to: 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.

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 not designated for one’s gender identity 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 1 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 approved and properly attended service animals and emotional support 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 7.0 cubic feet (one permitted per resident), microwaves using more than 750 watts (one permitted per room), electric heaters.

5902. Beds: unapproved 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. Combustibles and Open Flame Apparatus: kerosene lamps or heaters, 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, Burkhardt, 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 a period of 15 weeks, only to be assessed during the fall and/or spring semester. The penalty may be elevated to a suspension/expulsion depending on type/amount of prohibited substance obtained. $200 conduct restitution charge, 25 community restitution hours, and mandatory enrollment in the five-session 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-session 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 Interpersonal Violence

**Harassment**

Student Code of Conduct, #1700, p. 63

**Who May Be Involved?**

- Professor and student
- Staff employee and student
- Student and student
- Other relationships among colleagues, peers, and coworkers

**What are the Consequences of Harassment?**

- 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.

- 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*.

- 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 “nocontact 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, #2602 p. 64
Lodging an Official Harassment Complaint p. 71

Students who believe they have been the target of sexual harassment may lodge formal complaints with Title IX coordinator.

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 the Title IX Office, the Interpersonal Violence Response Coordinator, Counseling Services, or any member of the Student Affairs Office. Resolutions to complaints of sexual harassment may be informal or formal depending on the wishes of the complainant and the nature of the report.

A student who does not feel that an informal complaint has been satisfactorily resolved or mediated may then elect to lodge a formal complaint. Further information can be found at www.shepherd.edu/title-ix.

Title IX Harassment
Upon receipt of a report, the Shepherd University Title IX Team will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual and or gender-based harassment, discrimination, and interpersonal violence, including sexual violence, stalking, and relationship violence. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the reporting party’s expressed preference for resolution in determining the appropriate course of action to eliminate any hostile environment presented, stop the conduct at issue, prevent its recurrence, and address its effects.

At the conclusion of the assessment, the Title IX Team may refer the report for informal resolution, which includes the identification of remedies to stop the sexual misconduct, address its effects, and prevent its recurrence. Alternatively, the Title IX Team may refer the matter for formal resolution. Formal resolution begins with an investigation. The
goal of the investigation is to gather all relevant facts and determine if there is sufficient information to refer the report to an adjudication or grievance process in order to determine responsibility and impose disciplinary action if appropriate.

MORE INFORMATION ON INTERPERSONAL VIOLENCE
Student Code of Conduct, #2300, 2600-2700 p. 64-65
Consent p. 74
Incapacity of Victim p. 75
Filing a Sexual Assault Complaint p. 75
The Sexual Assault Victim Advocacy Program p. 77

CONSENT:
Consent is a knowing, voluntary, and mutual agreement to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear, unambiguous permission regarding willingness to engage in the sexual activity.  
• Consent is active, not passive. Silence, passivity, or lack of resistance does not imply consent.
• Consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity.
• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
• Past consent does not imply future consent.
• Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
• Consent cannot be given when it is the result of coercion, intimidation, force, threat of harm, or when a person is mentally or physically incapacitated.
• Incapacitation can occur as a result of mental disability, sleep, involuntary physical restraint, unconsciousness, voluntary (or involuntary) use of alcohol and/or drugs, or when a person is otherwise physically helpless.
• When consent is withdrawn or can no longer be given, sexual activity must stop.

_The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression._

Incapacity
An incapacitated individual is unable to make rational, reasonable decisions (e.g., to understand the fact, nature, or extent of the sexual interaction) and therefore is incapable of giving consent. Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated.

Incapacitation may result from the use of alcohol and/or drugs. The impact of alcohol and drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include but are not limited to slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, emotional volatility, lack of control over physical movements, and inability to communicate.

Force
Force is the use or threat of physical violence and/or imposing on someone physically to gain
sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes an individual's free will to choose whether or not to participate in sexual activity.

**Coercion**

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity. Coercion occurs when a person intimidates, forces, or manipulates someone into engaging in sexual activity without the use of physical force. Manipulative statements, threats of violence, blackmail, drugs, and/or alcohol can be used to coerce another into sexual activity. A person's words or conduct are sufficient to constitute coercion if another individual's freedom of will and ability to choose whether or not to engage in sexual activity is impaired. Use of alcohol as a tool to engage another sexually will be a factor in determining coercion and consent. A person's age and level of experience compared to another will also be used as a factor in determining whether sexual activity has been consensual.

**Warning**

In general, the University considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs can impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication, the prudent course of action is to forgo or cease any sexual contact or activity!

Intoxication or impairment through the use of drugs or alcohol is never an excuse for sexual harassment, misconduct, or interpersonal violence and does not diminish one's responsibility to obtain informed and freely given consent.

**Incapacity of the Victim**

Incapacity of the victim does not constitute consent on the part of the victim. Under West Virginia law, 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.

**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 Title IX 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
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, including legal counsel, 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 “University Appeal Board for Student Conduct Board and Dean of Student Hearings” on p. 85 for more information and timelines.

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

PRIVACY AND CONFIDENTIALITY:
The university is committed to protecting the privacy of all individuals involved in a Title IX report or investigation. All employees who participate in the university's Title IX response, including the Title IX coordinator, the dean of students, interpersonal violence investigators, the hearing panel members, and any other member of the Title IX team receive specific training and instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all involved individuals in a manner consistent with the need for a thorough review of the report. All university proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, the Violence Against Women Act (VAWA), Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and university policy.

To ensure all members of the community understand how the university protects the privacy of individuals, please be aware that privacy and confidentiality have distinct meanings.
Privacy
Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those university employees who need to know in order to assist in the active review, investigation or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality
Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These designated campus and community professionals include professional counselors in the counseling center, medical health professionals in the student health center, and ordained clergy.

All Shepherd employees outside of designated confidential campus professionals will be responsible to report knowledge of any sexual misconduct or interpersonal violence to the Title IX coordinator, who will then weigh any requests for confidentiality against the university’s obligation to provide a safe, non-discriminatory environment for all members of the campus community.

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, Anne Lewin  304-876-5067

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/ 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 contact the University Police at call boxes throughout the campus, at 304-876-5202, or at their office in Moler 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. 70.

**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. The respondent has 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 all cases except those concerning sexual misconduct where physical contact has occurred. 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.

4. **Removal of Property:** required removal of property.

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 (AlcoholEdu for Sanctions) 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 to the Shepherd University Appeal Board (p. 85), whose decision will be 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 suspension. 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 up is entitled to:
- Be listed as a registered student group on Shepherd student affairs and university websites and RamPulse.
- 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 Greek Affairs Office annually by completing the registration renewal form on RamPulse no later than the second Friday of the fall semester. (Contact information on these forms may be shared with the Student Government Association and listed 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 to the director of student activities and leadership or the Greek Affairs Office for approval.

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 through the RamPulse website, a list of at least five currently enrolled Shepherd University students interested in starting the group, the contact information for a Shepherd employee who will serve as an advisor to the group, and a proposed group constitution. Groups that have filed appropriately through RamPulse will be granted provisional status and use of university facilities for organizational or recruitment meetings pending review by the Student Life Council. 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

Group advisors must be full-time employees of the university. Student groups may choose to change advisors. However, the group must notify the director of student activities and leadership and Dean of Students Office or Greek Affairs Office immediately when such changes occur and update the group roster and advisor information on RamPulse. 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 two executive officers and one active/associate member 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. Representation/attendance at the Conference is considered by the Student Government Association in funding of co-curricular and student activities groups.

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 New 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 Office 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, fliers, 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 ensure 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, and Student Recognition Day 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. Registered 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, registered 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. Registered 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. All registered student clubs or organizations have a one-hour time limit for regular meetings before 9 p.m. on Monday through Thursday. Registered student clubs or organizations are limited to one weekly meeting per week. Exceptions may be made by the director or assistant director of the Student Center.

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, registered 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 $25 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. Registered 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. Registered 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 $25/hour will apply.

E. Registered 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 registered 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. Registered 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

As is recognized by state and federal law, Shepherd University reserves the right to regulate the time, place, and manner of flier and media distribution on its campus. All registered student clubs or organizations and off-campus entities who wish to post signs/fliers on- or off-campus either publicizing events they will be sponsoring or providing information about themselves must have the sign/flier approved 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 fliers which fail to meet flier guidelines or violate community standards with regard to their content.

How to Have a Banner (to hang on campus buildings and other structures) Approved:

Only Shepherd University departments or student groups may hang banners from campus buildings. Students clubs or organizations must submit banner designs for approval to the 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 advisor in the Student Engagement Suite, 216 Student Center.

How to Have a Flier Approved:

Student clubs or organizations should submit a clean and final original of their flier to the director for student activities and leadership, 111 Student Center.

Social Greek organizations must have their publicity materials approved by the Greek Affairs advisor in the Student Engagement Suite, 216 Student Center, following the same process described above.

Off-Campus entities may submit materials for approval through the Student Affairs Administrative Suite, 122 Student Center.

Please allow at least 72 hours for the approval process. Upon approval, the flier will be stamped, signed, and dated. Because the approval stamp and signature provides visual evidence that the flier 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 fliers 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 fliers approved/stamped.

Posting and Distribution:

A. Registered students 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. 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 is prohibited.

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 fliers or leaflets on vehicles parked on campus is prohibited.

H. Depending upon the seriousness of an offense, clubs or 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 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. Fliers, 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).
   3. No chalking is permitted in the underpass.

Residence Hall Postings:

In order to better serve campus clubs and organizations, Residence Life will post fliers in the residence halls. All fliers 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 fliers at least one week in advance.

All fliers 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: Aida Blanco, Director of Dining Services (304-876-5149)
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 flier 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 fliers 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. Student groups are not permitted to utilize the Shepherd University tax identification number.

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 fliers 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.

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**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 challenging a final grade.
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 provost 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 provost 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 provost 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 provost 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 provost or the provost’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 provost must attempt to adhere to the spirit of the procedures outlined above.
   b. The provost 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 stu-
For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.

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 Handbook

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 provost 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 provost.

1. Upon receiving a request for a hearing, the provost 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 provost, 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 provost 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 a 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). *(Note: When pedestrian traffic is heavy, vehicles should be driven more slowly.)*

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 hangtags 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
III. Signage

The University Police Office is located in Moler Hall, West Campus. 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 decal), 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, 2016, 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, Moler Hall, West Campus. 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:

- Offering social activities 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.
- Upholding the values and policies of Shepherd University and the Office of Residence Life.

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.

The Residence Life student staff work collaboratively with a team of professional staff. Full-time area directors and graduate hall directors manage the daily operations of the residence halls and directly supervise the RAs. The associate director works as a liaison with Facilities Management and provides leadership to the desk assistant program. The housing assignment and budget coordinator manages the housing selection, room assignments, and fiscal functions with the director of residence life. The director of residence life serves as the administrative leader for the Office of Residence Life operations.

Residents are expected to treat each other and all residence life staff in a respectful manner at all times. Failure to comply with a reasonable request made by any residence life staff member is considered a violation of university policy 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, that can be of a private or sensitive nature. We want you 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. 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 and meal plan during the fall and spring semesters with only very limited exceptions made to this policy. Not only is living on campus associated with better aca-
demic performance and higher graduation rates, but it can also make life easier for you. Classes are just steps away and you won’t be late for class looking for a parking space.

- Juniors and seniors in the Dunlop and Printz apartments 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.

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,
- Have a $100 damage deposit on file and pay a $100 advance deposit (see deposit section for more information),
- Be enrolled in a minimum of nine credit hours of academic course work at the university each semester,
- Provide proof of vaccination against meningococcal meningitis or 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.

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.

**Exemption from On-Campus Residency Requirement**

Some students may qualify for exemption from the on-campus residency requirement for any given semester or academic year term prior to signing a Housing Contract. However, signing a Housing Contract is a legally binding agreement and the reasons for canceling a contract are limited and different.

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 director of residence life, or designee.

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, the student may be approved for an exception to the university’s residency requirement for approved reasons which can include:

- Have lived on campus for at least eight semesters.
- Be a caregiver to a dependent (such as become a parent) or get married.
- Have successfully completed at least 90 credit hours.
- Be at least 21 years of age.
- Be enrolled for fewer than 12 credit hours in a semester.
- Have completed at least one year of active military service.
- 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.
- Have a properly documented ADA accommodation that has been approved through Disability Support Services.
- 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 counties West Virginia, or Frederick or Washington counties, Maryland.

*Note: 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. If approved, 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.

**Application for Contract Termination by the Student**

Students may apply to terminate the Housing Contract after it has been submitted under a few limited reasons. Applications to terminate a signed Housing Contract 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 Director of Residence Life, or designee.

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, the student may be approved for an exception to the University’s residency requirement for approved reasons which can 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 substantially reduce travel distance to the site.
- Have a properly documented ADA accommodation that has been approved through Disability Support Services.
- 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 Frederick County or Washington County, Maryland. Note: Living in a location other than the parent’s or 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.

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. If approved, 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. If approved, contract terminations result in automatic forfeiture of the $100 advance room payment; the $100 damage deposit will be refunded minus any outstanding university charges. These provisions only apply prior to initiating occupancy because no refund is issued for room charges after occupancy has occurred.

Changes in Meal Plans

Students may request a meal plan change during the first ten 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. 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. Applications must be submitted to the Residence Life Office at residencelife@shepherd.edu, within the first ten business days each semester.

All applications are subject to review and approval by the director of dining ser-
sices 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. 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. 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 all residents are a necessity.

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.

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. on business days, residents may first attempt to find an 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. on weekdays, residents should contact the duty RA in their building for lock-out assistance.
- On weekends and holidays when the university is closed, 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 approximately one hour for a staff member to provide lock-out assistance.

Check In
Occupancy is defined by the issuance of keys or assigning card access to the students
for a specified room and does not require the actual physical presence by the students or their 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, in addition to forfeiting the right to contest any damages ascribed to their assigned spaces.
- An improper check-in charge and daily room fees may also be assessed if a student changes or occupies a space without permission.

Check Out

Once the students have occupied their assigned space, they must follow proper check-out procedures when withdrawing from their space.

- To check out, the resident must schedule an appointment 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 check-out 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 her-/himself out of the assigned living space. All furniture must be returned to its original location upon check-out (i.e. unbunk beds).
- Failure to properly check out of a residence hall room properly may result in a $25 improper check-out fee plus a daily housing rate, if appropriate.
- Please note about mid-year check-outs: 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 later than the last date of occupancy. Room charges are not prorated and are non-refundable after a student occupies a space.

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.
• Repair requests should be submitted on RamPulse and will be forwarded 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; call 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 at 304-876-5202, the Dean of Students Office at 304-876-5214, or the Residence Life Office 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 to 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. The Shepherd University Police Department will also notify other local law enforcement agencies such as Shepherdstown Police Department who share jurisdiction for Shepherd University.

**Housing 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 28, 2017. 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. 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 ses-
sion. 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 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. 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.

III. Gender Inclusive Housing Option
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 of four or six people to completely fill the requested apartment.

IV. 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. This single room rate will continue unless and until a roommate moves into a space. 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.

V. Themed Housing Option
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.

VI. 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. Residents have a role in promoting each other’s safety and are encouraged to report any concerns – we stand up, we don’t stand by.

I. Main Desk Coverage
Each traditional residence hall and apartment building has a main desk that is staffed by
a desk assistant 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 Department in responding to and resolving incidents which occur in the residence halls; regular, confidential communication takes place between the two departments. In addition, officers of the Shepherd University Police Department 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 Center are not able to respond to medical emergencies outside of the Health Center 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. Residents need to keep a 36-inch walkway clear throughout their student rooms.

**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 head count 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 Department 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.**

**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 Resi-
ence Life Policies. For this reason, any staff member or person charged with enforcing university or Residence Life Policies 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 e-mail or posted flyers) 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 and 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 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. Movies rented, streamed, 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 Student Information Center.

**III. Mail and Packages**

Mail addressed to residents is distributed to residence hall mailboxes on Monday through Friday, except for holidays. 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:

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<td>Burkhart</td>
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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 from these shippers or those who require a physical address without delay, please include “202 N. Duke Street, Miller Hall” in your delivery address. Residents will be notified in writing, email, or by phone when packages arrive. Residents must present a valid photo I.D. to pick up packages. 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.

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 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 or hall director.

Residents must provide their own laundry detergent, dryer sheets, spot or 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 and 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 Information and Policies
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 offerings 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.

**Core Values**

The Divisions of Graduate Studies and Continuing Education embraces the core values of Shepherd University:

**Learning**

Shepherd University creates a community of learners who integrate teaching, scholarship, and learning into their lives. In order to create challenging, relevant experiences, inside and outside of the classroom, the university continually evaluates and assesses student learning. We recognize and accommodate diverse learning styles and perspectives necessary for global understanding.

*The Divisions of Graduate Studies and Continuing Education cultivates in students a lifelong desire to learn, with respect and understanding at an ever-increasing level for knowledge and cultures of the past, civic engagement, professional and personal ethics, and place in today’s global society.*

**Engagement**

Shepherd University fosters environments in which students, faculty, staff, and members of the community engage with each other to form mutually beneficial relationships. We believe that meaningful engagement, with ideas and with people, promotes deep learning and nurtures critical thought.

*The Divisions of Graduate Studies and Continuing Education is committed to engaging students in creative and scholarly endeavors both inside and outside the classroom. This is exemplified by faculty in the integration of new ideas and alternative approaches in their teaching, innovative learning activities, and continued professional development.*

**Integrity**
Shepherd University strives for an environment of honesty and fairness in its actions. University officials seek input from students, faculty, and staff and make informed and objective decisions. We expect all members of the community to act in accordance with this value.

The Divisions of Graduate Studies and Continuing Education fosters a strong commitment to provide 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.

Accessibility
Shepherd University provides services to all qualified students. Our staff and faculty are available to students and are committed to respecting and meeting individual needs. University governance and budgeting structures reflect our commitment to transparent processes and public access to information.

The Divisions of Graduate Studies and Continuing Education will identify and develop opportunities for the financial support of student learning and opportunities that meet the needs of adult learners, certified professionals, and community members.

Community
Shepherd University comprises a community that includes students, faculty, staff, alumni, and involved citizens. We meet the needs of this community through assessment, development, and implementation of innovative programs and initiatives. We strive to create a safe environment based on mutual respect and acceptance of differences.

The Divisions of Graduate Studies and Continuing Education will identify and develop opportunities for creating community partnerships to enhance the educational experience of our students.

History of Graduate Programs
Shepherd University was founded in 1871 as a normal school and has become a university with graduate studies at the master’s level. Since 2003, the Division of Graduate Studies at Shepherd University has provided five graduate programs with the first program enrolling students in the 2003-04 year, and the newest program enrolling students in the 2015-16 academic year. The addition of graduate studies at a university with a long history of undergraduate programs requires a dedication toward creating a graduate culture that is fostered by faculty, staff, and students.

Graduate Studies was granted at Shepherd University because of:
1. The need for graduate education in the Eastern West Virginia Panhandle that was based on a liberal arts education and at a public university price,
2. The need for current professionals in education and business to improve their skills sets,
3. To help improve the economic development in the region with advanced degrees for those in specific professions, and
4. Provide a graduate level education for those seeking life-long learning and re-certification.

The emphasis of graduate studies at Shepherd has remained focused on those four pri-
mary reasons with the development of specific master’s degrees in education and business, and graduate-level continuing education for those who require re-recertification. Planning for three graduate programs in the future also remain focused on those primary reasons.

The emphasis at Shepherd University remains focused on a liberal arts undergraduate mission as indicated in its recent acceptance into the Council of Public Liberal Arts Colleges (COPLAC), where traditionally less than 10 percent of all students at each of the member institutions are graduate students. At Shepherd, graduate students remain less than 5 percent of the total student population. Therefore, creating a graduate culture throughout the university has and will continue to be a significant transformational process in the structure of the organization that is still predominately undergraduate oriented. New policies and procedures that help guide graduate studies are continuously in development to ensure graduate studies operations run effectively and efficiently within the undergraduate culture.

Graduate studies were originally administered from what is now the School of Education and Professional Studies since the Master of Arts in Curriculum and Instruction was the original graduate program. From that first graduate program housed in a specific school, the configuration of graduate degrees and graduate courses for re-certification has grown to include all four schools of the university and supported by 15 disciplines. The new configuration for graduate studies includes the Division of Graduate Studies for graduate degree programs, and the Division of Continuing Education that includes graduate courses for re-certification. The leadership for all graduate studies at Shepherd has also grown from a part-time graduate director to a full-time dean of graduate studies and continuing education.

Current graduate programs at Shepherd University are the following in their order of student enrollment and current graduate degree research requirements:

1. **The Master of Arts in Curriculum and Instruction (MA-CI)** started enrolling students in 2003-04. Current research requirements include research papers, comprehensive exam, and fieldwork with a required thesis.

2. **The Master of Business Administration (MBA)** started in 2005-06 with research requirements that include research papers and group research projects.

3. **The Master of Arts in Teaching (MAT)** was originally a collaborative program with Marshall University until 2005-06. In 2006-07, Shepherd started a separate MAT with research requirements in the field, a culminating portfolio project, and required national examinations for teacher certification.

4. **The Master of Music in Music Education (MMME)** began enrolling students in the summer of 2007. Current research requirements include research papers, final musical production project, and an oral comprehensive exam. This program will be closed at the end of the 2016-17 academic year.

5. **The Master of Arts in College Student Development Administration (MA-CSDA)** began enrolling students in the summer of 2006 and requires research in the field, as well as a comprehensive examination.

6. **The graduate-level Appalachian Studies Certificate** is a non-degree, 15-hour program composed of an introductory foundation course (APST 501-Appalachia in Time, Place, and People), a graduate capstone research experience (RESR 601-Independent Research Seminar), and nine hours of electives from an interdisciplinary selection.
that can be tailored to meet individual education goals. The program began enroll-
ing students in the 2014-15 academic year.

7. The Doctor of Nursing Practice (DNP) began enrolling students in fall 2015 and
requires a DNP project, multiple research courses, and 1,000 or more clinical hours.

**The Division of Graduate Studies
Overview and Governance**

A. The Office of Graduate Studies administers all stand-alone graduate programs, col-
laborative 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 pro-
gram goals and assumes ultimate responsibility for the quality, effectiveness,
and progress of all graduate programs. The dean, as appointed by the provost,
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 provost.

2. Specific duties of the Dean include, but are not limited to:
   a. Coordinating of all graduate programs;
   b. Assuming final responsibility for the preparation, submission, and admin-
      istration of all graduate budgets;
   c. Coordinating all academic appeals by graduate students;
   d. Recruiting qualified graduate students;
   e. Setting admissions standards for graduate admissions after consultation
      with the Graduate Council;
   f. Advising for all graduate programs unless otherwise agreed upon by the
      dean and the program coordinator;
   g. Scheduling graduate course offerings;
   h. Serving as the graduate representative on the Deans’ Council;
   i. Serving as graduate liaison in a working relationship with other academic
      and administrative units within the University;
   j. Final approval of graduate faculty recommended by the Graduate Coun-
      cil Committee, in consultation with the department chair, school dean
      and the provost.

C. The Graduate Council

1. The Graduate Council responsibilities overall include making recommenda-
tions to the dean on the development and implementation of an ongoing stra-
tegic plan for establishing and administering all graduate programs instituted
at Shepherd University. The council will report to the dean.

2. Members of the Graduate Council shall be constituted as follows:
   a. The dean, who serves as the chair.
   b. Any assistant(s) to the dean.
   c. Two members chosen from each school, either through election or through
      selection by the dean.
   d. The dean, with the agreement of the Graduate Council and the provost,
may add or eliminate members deemed necessary for the development and implementation of new graduate programs at Shepherd University;
e. The director of admissions, or designee
3. The Registrar. All members of the Graduate Council are voting members.
4. Term of Service
   a. Half of the membership will serve a two-year term, while the remaining members will serve a three-year term.
   b. There is no limit on the number of consecutive terms served.
5. The Specific Responsibilities of the Graduate Council are as follows:
   a. To approve new graduate programs and to review intents to plan documents, proposals, and accreditation documents for new graduate programs.
   b. To approve additions, deletions, and changes to existing graduate programs or graduate courses;
6. All members of the Graduate Council are voting members.
   a. Half of the membership will serve a two-year term, while the remaining members will serve a three-year term.
   b. There is no limit on the number of consecutive terms served.
7. Terms of Service
8. The Specific Responsibilities of the Graduate Council are as follows:
   a. To approve new graduate programs and to review intents to plan documents, proposals, and accreditation documents for new graduate programs;
   b. To approve additions, deletions, and changes to existing graduate programs or graduate courses.
   c. To make budget recommendations concerning graduate programs.
   d. To approve proposals for stand-alone graduate courses not connected to existing graduate programs.
   e. To set university-wide graduate policies and approve additions, deletions, or changes to those policies; To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs.
   f. To recommend student admission and retention standards and policies.
   g. To recommend the termination of graduate programs.
   h. To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the GSCE dean.
   i. To approve proposals for stand-alone graduate courses not connected to existing graduate programs.
   j. To set university-wide graduate policies and approve additions, deletions, or changes to those policies.
   k. To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs.
   l. To approve proposals for stand-alone graduate courses not connected to existing graduate programs.
   m. To set university-wide graduate policies and approve additions, deletions, or changes to those policies.
   n. To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs.
   o. To recommend student admission and retention standards and policies.
p. To recommend the termination of graduate programs.
q. To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the GSCE 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

2. Position Requirements
   a. Graduate Faculty Status.
   b. One year graduate teaching experience.

3. Reimbursement and hours worked each week
   a. Each GPC provides approximately 25% of their faculty load time per semester for graduate education activities.
   b. Each GPC receives a one-course release time per semester.
   c. A summer stipend is provided for meetings, office hours, as well as recruitment and retention efforts.

4. The specific duties and deliverable of the GPC include, but are not limited to:
   a. Attend open houses in order to market the graduate program at least one time per semester.
   b. Assist in development of the program on a continual basis in order to refine the graduate program.
   c. Assist in course and curricular development on a continual basis in order to refine the graduate program.
   d. Advise students in the program on a daily basis or as needed.
   e. Attend Graduate Council meetings on monthly basis in order to advise the Graduate Council.
   f. Coordinate accreditation documents on a continual basis, where applicable.
   g. Coordinate accreditation research and produce required documents on a continual basis.
   h. Coordinate final graduate student admission on continual basis to admit students.
   i. Attend to Graduate Fair Research for Enrollment on a continual basis to market the program.
   j. Provide advice to Enrollment Management Office on a continual basis to assist with advertising the program.
   k. Maintain official recruitment and advisement records of graduate students.

**Admissions Information:**
**Applying for Graduate Programs**

Graduate Studies Online Application
www.shepherd.edu/graduate-studies/apply-graduate
Note: make sure you download Adobe XI (11.0.02) of Adobe Reader to fill in the form: http://get.adobe.com/reader/

International Graduate Admissions
www.shepherd.edu/international-graduate-admissions/
Instructions for Completion of the Graduate Admission Application

A. Deadlines

Admission to graduate study at Shepherd University is processed on a rolling basis. Students are eligible to register for courses once their applications have been processed, and they have been accepted. Applications are considered complete when this form, the application fee, and all supporting materials are on file with the Office of Graduate Admissions. Please feel free to contact the Office of Graduate Admissions to check on the status of your application.

B. General Application Procedures

Please follow the steps listed below in completing this application form:

1. The application is required of all degree-seeking students, regardless of whether you are interested in part-time or full-time studies.

2. A non-refundable application fee of $40 is required of all applicants, except for those pursuing the M.A.T degree and those parties listed in #3. Application to the M.A.T program requires a total of $60 for the application fee and transcript analysis. A check or money order, payable to Shepherd University, should be sent with this application form to the Office of Graduate Admissions.

3. Application fees are waived for current Shepherd students, alumni, and employees.

4. Please read carefully the statement at the bottom of this page which relates to the Family Educational Rights Privacy Act (FERPA).

5. Doctor of Nursing Practice students should click on the hyperlink listed above for fees and application information through the Nursing Central Application System (CAS).

C. Application Notification and Review

Once your application is received, the Office of Graduate Studies will notify you of your admission status and any additional information that may be required. Once an application is complete, it is reviewed by a program admissions committee of graduate faculty members, who make recommendations to the Division of Graduate Studies. the graduate dean reviews these recommendations and makes the final decision in consultation with the academic unit program director and/or coordinator(s).

Admission Requirement

Shepherd University grants full, conditional, and provisional admission status for graduate students.

A. Full Admission

Full admission status, upon the recommendation of the academic program admissions committee, in consultation with the graduate dean, may be granted to an applicant who meets the minimum admission requirements of the Division of Graduate Studies. It should be noted that some programs may have higher and/or other admission requirements. For full admission status in the Division of Graduate Studies, an applicant must, as a minimum:
1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.75 in all undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the applicant's major field of study; or have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
3. Where required, submit programmatically acceptable scores in the general test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures. These include a score of 390 or higher on the Miller Analogy Test (MAT).
4. Satisfy and/or meet any and all additional admission requirements of the program where admission is being sought.

B. Conditional Admission

Conditional admission is intended for those students whose undergraduate record does not reflect their current capacity to successfully complete graduate work. In those circumstances conditional admission status, upon the recommendation of the graduate program coordinator, admissions committee, and graduate dean, may be granted. It should be noted that some academic units may have higher or other admission requirements. Conditional admission has a maximum time limit of one academic year. Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled. A final admission decision shall be reserved by the academic unit until an applicant's performance has been evaluated after one academic year of enrollment. For conditional admission status, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.3 in all undergraduate course work; or have earned a minimum cumulative grade point average of 2.5 in the last 60 credit hours of undergraduate course work; or have earned a minimum grade point average of 2.5 in the applicant's major field of study.
3. Submit programmatically acceptable scores in the general test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
4. Satisfy and/or meet any and all additional admission requirements of the program where admission is being sought.

C. Provisional Admission

Provisional admission is intended for students meeting regular or conditional admission requirements who are missing admissions materials other than an application and application fee. Provisional admission status may be granted upon the recommendation of the graduate program coordinator, admissions committee, and/or graduate dean. Final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received. The time period for provisional admission may not exceed one semester. For provisional admission status, an applicant must, as a minimum:
1. Meet the criteria for regular or conditional admission.
2. Submit official transcripts or test scores.

D. Deferred Admission
Applicants who cannot enroll in the term for which admission was offered may request to have their admission deferred for up to one year. Such requests must be in writing and will be considered only once. Because enrollments are limited and competition for admission may vary from year to year, such requests may not be granted. Applicants who have received approved deferment of their admission cannot register for graduate coursework at the university during the period of deferment.

E. Transient Admissions
Students seeking graduate studies without matriculating and wishing to transfer courses taken at Shepherd University to another university may do so with permission of the dean of graduate studies and continuing education. Transient students must fill out a non-degree-seeking form prior to start of classes and a petition requested if starting after add/drop but before classes start. A transient student may subsequently apply to a Shepherd University graduate program, but the ability to take and complete graduate courses as a transient student does not indicate that a student will be admitted to a graduate degree program.

F. Non-degree Admissions
Individuals holding baccalaureate degrees may with permission of the instructor, graduate program coordinator, and/or graduate dean may register for graduate courses. These individuals are designated as “non-degree students.” A non-degree-seeking form must be filled out prior to the start of classes and a petition requested if starting after add/drop but before classes start. Non-degree students are not required to file an application for admission to the graduate school and are not candidates for a graduate degree. Potential students should fill out and obtain the necessary signatures for the form located here: www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/non-degree.pdf.

Non-degree students are not normally permitted to register as full-time students (i.e., 9 or more credits).

The ability to take and complete graduate courses as a non-degree-seeking student does not indicate that a student will be admitted to a graduate degree program.

G. Applicants Not Admitted
Applicants who are denied admission may have their applications reconsidered if they furnish additional material that was not available at the time of the original decision, such as evidence of further academic achievement or more recent and improved standardized test scores.

H. International Applicants
Shepherd University welcomes students from around the world for undergraduate or graduate degree study. International students seeking admission will follow the process outlined at www.shepherd.edu/admissions/international-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.

I. Shepherd University Students Taking Graduate Courses at Shepherd University
Any senior Shepherd University student who has earned a minimum of 90 credits with a minimum 2.75 GPA, may apply to the Graduate Council to take a Shepherd University graduate course, up to a maximum of nine credits. Credits earned in this manner may be applied either to the undergraduate program or held in reserve for a future Shepherd University graduate degree. Approval to take graduate courses for undergraduate or reserve graduate credit does not constitute a guarantee or promise of future admission to a Shepherd University graduate program. Tuition and fees will be charged at the undergraduate tuition rate.

J. Veterans Benefits
All veterans, regardless of rank, branch, or active versus reserve/guard, are encouraged to take advantage of graduate courses at Shepherd University. Please see the veterans website found at www.shepherd.edu/veterans for full details on veterans benefits at Shepherd University.

Programmatic Admissions Requirements

Graduate-level Appalachian Studies Certificate
A. Students wishing to pursue a graduate certificate in Appalachian Studies may enroll as a certificate-only student or may pursue the certificate while working toward any graduate degree, as certificate study will serve to add an extra dimension to one’s understanding of the region and better serve students’ workforce and professional goals.

B. Students interested in the Appalachian Studies Certificate Program should apply for graduate studies admission to Shepherd University as a certificate/professional development student, selecting on the application form Certificate in Appalachian Studies. Applicants must have a bachelor’s degree from a regionally accredited institution and a 2.5 minimum GPA in order to apply.

Master of Arts, College Student Development and Administration
A. Entrants must have completed a bachelor’s degree with either a 2.75 cumulative GPA in all undergraduate coursework OR meet the requirements for conditional admission.

B. CSDA students must complete one essay question: What do you hope to do with a Master’s in College Student Development and Administration?

C. Writing Sample: 5-7 pages of a previously written research paper OR submit a 5-7 page research paper discussing a current trend in higher education.

D. Reference letter from a faculty member answering the following question: How is this student prepared for the rigor of graduate school, specifically addressing oral and written communication skills? (Optional)

E. Deadline
Fall applicants seeking to participate in assistantship interview process: February 15
Fall applicants not interested in assistantship interviews: July 31
Spring applicants November 15
Master of Arts, Curriculum and Instruction
A. For licensed teachers:
   Copy of your current teaching license

For non-teaching educational professionals/non-licensed teachers:
1. Three letters of reference from individuals who can speak to your work in an educational setting
2. A letter of intent that describes your proposed discipline-specific content Strand area and how you envision using the degree of Master of Arts in Curriculum and Instruction and your content Strand area to enhance your personal and career goals.

B. A 2.75 cumulative GPA in all undergraduate coursework OR meet the requirements for conditional admission.

C. Admissions Procedure
   1. Applicants to the M.A. in Curriculum and Instruction should fill out a graduate application, which can be downloaded at www.shepherd.edu/graduate-studies/apply-graduate or requested by phoning 304-876-5313. Please provide documentation of teacher certification with your application if required. The application and $40.00 application fee should be sent to:
      Graduate Studies Office
      Shepherd University
      P. O. Box 5000
      Shepherdstown, WV 25443-5000
   2. Transcripts from all colleges and universities attended should be sent separately from the institution to the above address.

Master of Arts in Teaching
A. A bachelor’s degree from an accredited institution of higher learning
B. An overall 2.75 GPA in all higher education coursework
   Note: Students with a GPA lower than 2.75, but not lower than 2.5, may be admitted conditionally.
C. A 2.5 GPA in the content courses for the area in which certification is sought
D. Completion of ENGL 101, ENGL 102, and COMM 202 with grades of C or above in each course.
E. A passing score on the Praxis Core Academic Skills for Educators Tests (CASE)
   The CASE tests may be waived when the candidate qualifies one of the conditions below:
   1. A master’s degree from an accredited institution of higher education;
   2. Currently holds, or has held, a West Virginia Professional Teaching, Student Support Services or Administrative Certificate
   3. Attained, from a single administration, a composite score of 25 on the American College Test (ACT), 26 on the ACT enhanced (effective November 1989), 1035 on the Scholastic Achievement Test (SAT), 1125 on the re-centered SAT (Critical Reading and Mathematics—effective April 1995), or 1170 on the revised SAT using the combined Critical Reading and Math score (effective March 2005).
D. Completion of at least 50 percent of all undergraduate content area work required for certification (with grades of C or better) OR completion of at least 25 percent
of all undergraduate content area work required for certification (with grades of C or better) and a passing score on the Praxis II Content Specialization Test for the certification content area.

E. Application Procedure

1. A graduate application can be downloaded at [www.shepherd.edu/graduate-studies/apply-graduate](http://www.shepherd.edu/graduate-studies/apply-graduate) or requested by contacting the Office of Graduate Studies at 304-876-5313. Completed applications and an application fee of $60 should be sent to the:
   
   Graduate Studies Office  
   Shepherd University  
   P. O. Box 5000  
   Shepherdstown, WV 25443-5000

2. All transcripts and GRE or MAT scores should be sent separately by the school or the testing agency to the Office of Admissions. For test dates, fees, test center locations, online registration for the GRE, and information on test preparation, visit the GRE website at [www.ets.org/gre](http://www.ets.org/gre). All PRAXIS test scores should be sent separately by the testing agency to the Department of Education.

3. After the application and all transcripts have been received, they will be analyzed for required content courses, and all other admission criteria. Students will receive written notification of what criteria have been met and what, if any, criteria still need to be addressed prior to admittance.

4. To find out more information about the PRAXIS, TOEFL, and other assessment of learning tests, please go to the ETS website: [www.ets.org](http://www.ets.org). Information on the Miller Analogies Test may be found on Pearson’s website [www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html](http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html)

Master of Business Administration

A. A cumulative undergraduate GPA of 2.75 or higher OR for students with less than a 2.75 GPA, meet the requirements for conditional admission.

B. Two letters of recommendation

C. A résumé

D. A letter of intent that describes the how the student envisions using the M.B.A. degree to enhance their personal and career goals.

E. M.B.A. Foundations Program
   
   Because some foundational experience in accounting, statistics and economics is crucial to success in the Shepherd M.B.A. program, students admitted to the M.B.A. must meet three content area prerequisites: accounting (I & II), statistics, and economics. Foundational courses at the undergraduate level must have been taken within the last seven years with a grade of “B” or higher. Foundational courses must be completed within the first year of enrollment in the M.B.A. program. Applicants who lack this undergraduate coursework can fulfill the foundational requirements in one of three ways:

1. Taking the appropriate graduate foundations coursework at the graduate level (MBA-FDA, MBA-FDE, MBA-FDS). Courses are offered online and face-to-face. These are admissions requirements and do not count towards the overall MBA degree attainment.
2. Passing the appropriate CLEP test(s), scoring at or above the 80th percentile.
3. Submitting a portfolio of work-related experience (where appropriate) and requesting an evaluation of academic coursework by the M.B.A. coordinator. Applicants may begin the M.B.A. program while completing their prerequisite courses.

Doctor of Nursing Practice
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 Accrediting Commission, Inc. (NLNAC) accredited program.

Note: Shepherd’s D.N.P. Program is currently admitting students for the B.S.N. to D.N.P. Program. 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 current term. These applicants may require additional coursework from the professional core or concentration.

Admission Criteria:
A. Minimum cumulative GPA of 3.00 for baccalaureate degree and a minimum of 3.00 on all work beyond the baccalaureate level.

Note: Students with a GPA below 3.00 may be admitted conditionally for one semester if they meet these admission requirements.
B. Introductory courses in statistics and research will be completed prior to starting the D.N.P. Program. Nurse Practitioner-F.N.P. applicants must also have completed a course in pharmacology. (Most applicants will have met this requirement with the B.S.N. Program.)
C. Qualified applicants will be contacted for an interview.
D. Professional Nursing License: All students in the post-baccalaureate option must have a current unencumbered license as a Professional Registered Nurse (R.N.) from the State of West Virginia prior to beginning their clinical practicum courses. Students may also need to have a valid nursing license for the state in which they will be completing the internship and D.N.P. practicum courses.
E. Submission of a résumé or curriculum vitae.
F. Submission of official transcripts of all college and university coursework.
G. 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).
H. Two professional references, at least one of which is from a current or former clinical supervisor.
I. Upon evaluation of the student transcript(s), post-M.S.N. applicants may need to verify clinical hours completed in order to enter the program. Applicants lacking in clinical hours will have the opportunity to take the Transition to Doctoral Practice course through Shepherd’s D.N.P. Program.
Policies Governing Student Status

Academic Advising
The first point of contact for graduate studies advising is the graduate coordinator. Each graduate program may have specific graduate faculty advisors as well for specific content areas. At any time when students believe they need additional advising and the graduate faculty advisor or graduate coordinator is not available, students can contact the Office of the Dean of Graduate Studies and Continuing Education for advising.

Academic Probation
When a graduate student’s cumulative grade point average falls below 3.0 the student will be placed on probation. Students on probation must maintain a grade point average of 3.0 during the first six credit hours of their probationary status and must return their cumulative graduate GPA to 3.0 during the first 12 hours of their probationary status. Students who do not meet these criteria will be dismissed.

Progression
All graduate students are expected to complete their degrees in an appropriate time and manner. All incompletes must be completed by the next respective fall or spring semester (i.e., incompletes in fall must be complete the following spring semester, incompletes in spring must be complete in the following fall semester. Incompletes in the summer must be complete by the following fall semester).

Graduate students in good academic standing who must discontinue their studies for a brief time will be considered eligible to re-enroll in future semesters, as long as they return after an absence of no more than two consecutive regular semesters (not including summer sessions). Graduate students who are suspended (see suspension/dismissal policy,) or who are absent from studies for more than two consecutive regular semesters (not including summer sessions) must re-apply through the Office of Admissions. Graduate students wishing to return after a brief absence, and who do not need to re-apply through the Office of Admissions, should contact their program coordinator for advisement.

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.

Note: The D.N.P. Program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the D.N.P. Handbook for more information.

Suspension/Dismissal
A student on probation will be dismissed when:
A. The student’s GPA in the first six credit hours 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.

Once a student is dismissed from a graduate program, the student may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.
Appeals of Student Status
Students placed on provisional status, probation, or suspension may appeal that status to the Graduate Council by writing a letter to the dean of graduate studies and continuing education outlining the rationale for the appeal. Appeals denied by the Graduate Council may be appealed to the provost. The provost will only consider appeals that deal with substantial procedural errors in the decision of the Graduate Council.

Appeal of Grades in Graduate Classes
A student grade appeal should begin with a student-initiated conference with the instructor, which should be scheduled within ten days of receipt of the grade to be appealed.

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.
C. 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 Provost.

Transfer of Credit
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.

A. 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.

B. 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).

Note: The D.N.P. Program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the D.N.P. Handbook for more information.

Graduate Student status and Academic Load
A. Full-Time Students—Graduate students registered for nine or more credits are classified as full-time students. Students holding assistantship appointments must register for a minimum of six credits each semester to qualify for financial aid.

B. Maximum Load—The maximum graduate load allowed is 16 credits during the fall or spring semester. Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student’s advisor and graduate program coordinator and the approval of the graduate dean.

C. Maximum Load, Summer Session—The maximum graduate load allowed is 10 credits
for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student’s adviser, graduate program coordinator, and the approval of the dean of the graduate school.

D. **Dropping and Adding Courses**—Graduate students may add or drop courses in accordance with the procedures and deadlines published by the Registrar’s Office at: [www.shepherd.edu/registrar](http://www.shepherd.edu/registrar).

### Non-Registration

A. **Leave of Absence**—Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. Students should send a letter to the graduate dean, advisor and the graduate program coordinator requesting a leave of absence. The graduate dean, upon recommendation of the student’s advisor and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student’s program will be extended appropriately.

B. **Withdrawal from the University**—A student may withdraw from their graduate program during any semester by obtaining a withdrawal form found on the Office of the Registrar’s web page: [www.shepherd.edu/registrar](http://www.shepherd.edu/registrar). This form should be signed by the student’s advisor. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

C. **Readmission**—Students who withdraw, take a leave of absence or do not enroll for a full academic year or more, and desire to resume their academic program, are required to apply for readmission. Readmission forms are available at: [www.shepherd.edu/graduate-studies/apply-graduate](http://www.shepherd.edu/graduate-studies/apply-graduate). Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program. Students in the D.N.P. Program must complete a letter addressed to the graduate studies and continuing education dean and D.N.P. program director outlining a case for readmission to the program.

D. **Change in Degree: Transferring from one graduate program to another**—Students who wish to pursue a degree program other than the one for which admission was originally granted must meet the admissions criteria and complete the appropriate application for the new degree program. The academic change form is available at: [www.shepherd.edu/graduate-studies/graduate-studies-forms](http://www.shepherd.edu/graduate-studies/graduate-studies-forms). The Graduate Dean and Office of the Registrar will notify the student of the decision after consulting with the appropriate graduate program coordinator.

*Note: Students in the D.N.P. Program must complete a letter addressed to the graduate studies and continuing education and D.N.P. program director outlining a case for a change of track or concentration.*

### Academic Dishonesty

Academic dishonesty in all its forms, including plagiarism on written or visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member.

Students guilty of academic dishonesty on examinations in any course shall receive, as
a minimum penalty, a grade of F in that course. Such action shall be taken by the instructor, with written notification to the provost. Repeated offenses shall subject the student to suspension or dismissal from the university. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own academic dishonesty in a course.

Plagiarism is “the act of stealing and using as one’s own the ideas or the expression of the ideas of another.” Whether that other is another student or a published author, plagiarism is cheating.

Guidelines and policies affecting dishonesty and most other aspects of student life may be found in the Shepherd University Student Handbook, p.105.

Summary of Withdrawal Dates
Dropping a class.
Form required: None–drop course on RAIL
Date: First five class days.
Resulting Grade: Dropped course does not appear on the transcript.

Withdrawing from a class.
Form required: Course Withdrawal Slip–obtain from advisor
Date: Sixth class day through Friday of the 12th week of classes.
Resulting Grade: W.

Complete withdrawal from the university.
Form required: Semester Withdrawal Form–obtain from Registrar
Date: From the sixth class day through the last class day of the semester.
Resulting Grade: W.

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to the Office of the Registrar and the Office of Graduate Studies by the specified time stated in the current academic year calendar.

Any counseling provided to a student from any employee of the university that is at a variance with established university policies must be confirmed by the provost. Although a student may receive advice from any agent of the university, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor, and in accordance with university policies.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Point Value Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Minimum grade accepted for credit in graduate programs.</td>
<td>2.0</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>D</td>
<td>Unacceptable; credit not accepted toward graduation.</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>Failure; credit not accepted toward graduation.</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Irregular withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete*; must be completed by date specified on the grade of incomplete form**.</td>
<td>--</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw without grade-point penalty*.</td>
<td>--</td>
</tr>
</tbody>
</table>

*Not used in computation of grade point average  
**Incomplete grades must be made up within one semester or the grade of I becomes a grade of F.

**Graduate Student Code of Conduct**

The student code of conduct was enacted primarily to set forth in a clear and concise manner the rules and regulations expected of those who join the university campus and/or participate in any university-sponsored activity. Keeping the core missions of the university in mind, the code is

A. to foster the scholarly and civic development of the university’s students in a safe and secure learning environment.
B. to protect the people, properties, and processes that support the university and its missions.
C. to preserve academic freedom and free and open exchange of ideas and opinions for all members of the university.

All graduate students are subject to the provisions of the Shepherd University guidelines and policies as outlined in the *Shepherd University Student Handbook*. The handbook includes sections on academic code of conduct, community expectations, and the judicial process. Copies of the handbook are available from the Student Affairs Office in the Student Center. Guidelines and policies are also available in PDF format at: [www.shepherd.edu/students/studenthandbook.pdf](http://www.shepherd.edu/students/studenthandbook.pdf), p. 56-126.

**Forms for Prospective and Current Students**

Students may access fillable PDF forms to address a variety of needs on the forms page located here: [www.shepherd.edu/graduate-studies/graduate-studies-forms](http://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, and 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.  
• 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. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/employee-waiver.pdf

• Graduation Application—Please fill out this form and obtain the appropriate signatures. You may also fax or email this form to the graduate studies office 304-876-5390 or sbeard@shepherd.edu. The graduation fee, $50, may be paid in person at the Business Office or by contacting them during regular business hours at: 304-876-5284 or via fax: 304-876-5002. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/Graduation-Information-and-Application-Packet-updated-2016.pdf

• Graduate Student Awards Application—Please fill out this form and submit required materials to apply for the Distinguished Graduate Student Awards in Scholarship, Professionalism and Professionalism-Case Study. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/02/Graduate-Student-Awards.pdf

• Next Steps Guide—Now that you’ve been accepted, it’s time to get registered! Here’s a short checklist to help you get started. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/07/Next-steps-Graduate-Studies-2015-16.pdf

• Non-Degree Form—Students who are not in a degree program may use this form. Requires approval of the dean of graduate studies. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/non-degree.pdf

• Undergraduate to enroll in Graduate Class—Qualifications apply. The form also requires approval by the graduate council. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/Undergrad-request-to-enroll-in-grad-course.pdf

• 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. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/petition.pdf


• Student Tuition Waiver Form—This form is an application for non-obligatory tuition waiver assistance. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/student-waiver.pdf

• Request for Withdrawal from Shepherd University—Use this form for a complete withdrawal from the university. www.shepherd.edu/wordpress-1/wp-content/uploads/2015/04/withdrawal.pdf
• Transfer Approval Form—Use this course to take graduate courses at another institution. Requires signature of the program coordinator and dean of graduate studies.  

Graduate Studies Faculty Forms
Faculty and staff may access fillable PDF forms to address a variety of needs on the forms page at www.shepherd.edu/graduate-studies/graduate-studies-forms. For additional information on university policies regarding faculty members, please consult the Faculty Handbook at .

• New Course Creation Form—Use this form to create new courses for the graduate program. Be sure to fill in all areas before submitting to the department chair and dean. Please print this on yellow paper. All 599 or 699 courses must have the signature of the provost.  

• Graduate Course Deletion, Change Form—Use this curricular form to create, delete or change a course. This form must be submitted to the graduate council for approval. Please print on goldenrod paper.  

• Graduate Program Change Form—Use this curricular form to change, delete or add courses within an existing graduate program or to create a new program within an existing degree. This form must be submitted to the graduate council for approval. Please print on light blue paper.  

• Graduate Faculty Status Application—Faculty members may use this application form to become graduate faculty members. Please be sure to submit all appropriate documentation and to indicate in the area of publications, grants and professional development the scope of the project: local, state, regional, national or international. Submitted documents should be current and reflect scholarship within the last eight years.  