



# Shepherd University

## Student Handbook

# Student Handbook

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## 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. You are the next generation of leaders and model citizens.

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 Provost!

Dear Students:

Welcome to Shepherd University! You have chosen to become a member of the Shepherd community, where faculty and staff support your academic and personal growth. We are committed to helping you make the most of your Shepherd experience 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 teacher-scholars, a support staff dedicated to promoting and protecting your academic success, health and safety, and student affairs staff and fellow students working to welcome you to the Shepherd community.

At Shepherd, *Students Succeed!* I challenge and encourage you, as a student, to get involved and fully engage in this wonderful Shepherd community. We pride ourselves on graduating students who are broadly educated and prepared to meet the challenges of today's 21st-century global economy.

First, protect yourself and others by following the policies outlines in the student handbook. In addition, the handbook has many outstanding resources that include student organizations, business and other organizations in the surrounding area, as well as links to crucial services like financial aid, the registrar, and student support services. Shepherd's campus is literally woven into historic Shepherdstown, the oldest town in West Virginia. As your neighbors, we also want to respect the historic architecture of the town, and also ensure that our Shepherd campus continues to be a beloved beacon and resource for the community in which we live.

In the coming years, your engagement will be a crucial component as we work collaboratively, making important decisions together for Shepherd's future. I am counting on your involvement and your support. I look forward to seeing you on campus, on German Street, or stop by Academic Affairs in Ikenberry Hall for a visit!

Have a great year!

Sincerely,



Scott Beard, Provost

## Welcome from the SGA President!

Dear Students,

Dear Students,

Welcome! My name is Danielle Stephenson and I serve as your 2018-2019 Shepherd University Student Government Association President. I am very excited to welcome first-year students and returning students back for what is sure to be an exciting academic year.

Shepherd is home to an incredibly distinguished faculty and staff that are ready to provide you with the best possible education and college experience. The small town atmosphere of Shepherdstown makes the Shepherd experience quite unique. You will find several clubs, organizations, and resources that allow students to seek their goals and passions with ease. The close connections with the local community provide students with a way to be involved outside of Shepherd's doors through community service and activism. The diverse nature of Shepherd equips every student with the opportunity to broaden their capabilities and challenge themselves outside of the classroom. Our school provides the best environment to grow, excel, and create lasting bonds you will cherish. If you are a first year student, take this opportunity to step out of your comfort zone and try something new. If you are a returning student, challenge yourself to new perspectives and ideas. Shepherd is a place to find yourself. Take every opportunity to expand your mind and create lifelong memories.

In September there is an annual Organization Fair that showcases the incredible organizations Shepherd has to offer. Should you not be able to attend, do not hesitate to reach out to the Student Government Association. We can provide you with ample information on organizations and hear student concerns. The SGA office is located on the ground floor of the Student Center. We have weekly office hours so please stop by! We also have weekly meetings on Tuesdays at 5 p.m. in the Storer Ballroom located on the third floor of the Student Center. I encourage you to come to our meetings and I wish you a successful academic year! Welcome to Shepherd!



Danielle Stephenson, Student Government Association President

## Welcome from the Vice President of Student Affairs!

Dear Shepherd University Student,

Welcome! You and your success at Shepherd matter to my colleagues and me. The information provided in this handbook will connect you to resources and guidelines intended to foster your success at Shepherd. Please review and become familiar with the student handbook, and take a few minutes to read the message below.

I believe all students deserve to enjoy a positive experience at Shepherd. We strive to create an environment where you...

- feel welcome, affirmed, and supported while at Shepherd and after you graduate;
- feel free to ask staff and faculty for assistance and receive the support you need;
- feel that everyone at Shepherd wants you to succeed;
- feel that who you are and what you do matters.

I also believe students who follow the four recommendations listed below experience a higher likelihood of success.

1. Attend class every day, ask questions in class, and ask your professor to explain anything you do not understand. Be sure to submit your work, even if you didn't know all the answers. Submit it anyway.
2. Seek help the first time you get a low grade, are not sure of a concept in class, or have any question related to your educational journey you can't answer.
3. Engage at Shepherd by joining a student organization, attending an event, or getting a job on campus.
4. Socialize and meet other students. Be sure you are attending class regularly. We want you to connect with other students and actively engage in your learning experience at Shepherd.

Remember, you possess the ability to seize what has been made available for you. Shepherd faculty and staff want you to thrive in this environment designed to meet your needs. We believe if you consistently follow the recommendations above and take responsibility for your education you will succeed.

College can be full of excitement and challenges as you balance multiple demands while pursuing your degree. However, 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,

Thomas C. Segar, Ph.D.

Vice President for Student Affairs

## Welcome from The Dean of Graduate studies!

Welcome to Shepherd University! I send a warm welcome from the Division's graduate faculty and staff. Please use this Handbook as a valuable resource during your time as a Shepherd University graduate student.

We are committed to helping create a wonderful educational experience for all graduate students whether attending part-time or full-time. The faculty work to create a graduate culture that commits to life-long learning and the appreciation of knowledge, embraces strong scholarship and creativity, and values service to the community. We create environments where students are learning with and from peers as well as their instructors. We value the diversity of our students and our student-centered approach embraces the lived experiences that each student brings to the classroom.

As graduate students, we recognize the many life responsibilities each of you have. We encourage you to get involved with opportunities within your academic programs and the University in general as your schedules permit. These experiences as well as ones in the local communities can enhance classroom learning.

Know that that Program Coordinators and I are here to ensure you have a rich experience as you work to complete your Master's or Doctoral degree.



Dr. Richard A. Stevens, Jr.

Dean of Graduate Studies and Continuing Education

# **Campus Offices & Services**

## **Academic Support Center (ASC)**

<http://www.shepherd.edu/academic-support/>

## **Advising Assistance Center (AAC)**

<http://www.shepherd.edu/advisement2/>

## **Audio-Visual Services**

<http://www.shepherd.edu/audio-visual/audiovisual-services>

## **Bookstore**

<https://www.bkstr.com/shepherdstore/home/en>

## **Career Services**

[www.shepherd.edu/career-center](http://www.shepherd.edu/career-center)

## **Cooperative Education**

<http://www.shepherd.edu/cooperative-education>

## **Counseling Services**

<http://www.shepherd.edu/counseling>

## **Dining Services**

<http://www.shepherd.edu/dining>



## **EduTech Classroom**

<http://www.shepherd.edu/instructional-technology/edutech-lab>

## **Emerging Leaders in Service Program**

<http://www.shepherd.edu/day-of-service/>

## **English Language Assistance for Non-native Speakers**

<http://www.shepherd.edu/ielp/staff>

## **Financial Aid**

<http://www.shepherd.edu/financialaid>

## **First Year Experience (FYEX)**

<http://www.shepherd.edu/fyex>

[www.shepherd.edu/commonreading](http://www.shepherd.edu/commonreading)

## **Health Center**

<http://www.shepherd.edu/healthcenter/>

## **Information Technology and A/V Media Services**

<http://www.shepherd.edu/itservices>

## **Learning Commons**

<http://www.shepherd.edu/ctl2>

## **Multicultural Student Affairs**

<http://www.shepherd.edu/multicultural-student-affairs>

## **RamPulse**

<https://shepherd.collegiatelink.net>

## **Rambler Card**

<http://www.shepherdbook.com/ePOS?form=index.html&store=530&design=rambler>

## **Registrar**

<http://www.shepherd.edu/registrar>

## **Scarborough Library**

[www.shepherd.edu/libweb](http://www.shepherd.edu/libweb)

## **Services for Students with Disabilities**

<http://www.shepherd.edu/disability>

## **Shepherd Leadership Certificate Program**

<http://www.shepherd.edu/leadership-for-a-better-world-certificate-program/>

## **Student Affairs**

<http://www.shepherd.edu/studentaffairs>

## **Student Center**

<http://www.shepherd.edu/studentcenter/>

## **Student Engagement**

<http://www.shepherd.edu/communityservice/>

<http://www.shepherd.edu/shepherd-success-academy/>

<http://www.shepherd.edu/studentsuccess>

<http://www.shepherd.edu/orientation>

## **Student Leadership Conference at Shepherd**

<http://www.shepherd.edu/studentcenter/leadership-at-shepherd-university>

## **Student Government Association**

<http://www.shepherd.edu/sga>

## **Study Abroad Office**

<http://www.shepherd.edu/study-abroad>

## **TRiO/Student Support Services (SSS)**

[www.shepherd.edu/trio](http://www.shepherd.edu/trio)

## **University Police**

[http://www.shepherd.edu/police?doing\\_wp\\_cron=1499779424.9898269176483154296875](http://www.shepherd.edu/police?doing_wp_cron=1499779424.9898269176483154296875)

## **Wellness Center**

[www.shepherdwellness.com](http://www.shepherdwellness.com)

## Campus Safety

### Parking and Vehicle Registration

<http://www.shepherd.edu/parking-on-campus/>

### Shepherd Police Department

<http://www.shepherd.edu/police>

### Snow Policy

Generally, Shepherd University does not cancel operations because of inclement weather. Unlike the K-12 schools, the University has different operational issues because some of our students live on campus. If severe weather conditions render it dangerous for commuter 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 course work.

Should an extreme weather emergency or power or water failure warrant the closing of offices and/or canceling or altering the schedule of classes and events by the President, then public notification will be made via Shepherd Web, switchboard, Rave text-messaging system, and area media. Radio and television stations carrying emergency announcements include: WEPM (1340 AM), WKMZ (95.9 FM), WLTF (97.5 FM), WRNR (740 AM), Martinsburg; WMRE (1550 AM), Charles Town; WUSQ (102.5 FM), WFQX (99.3 FM), WKSI (98.3 FM), WINC (92.5 FM), Winchester; 92.9 FM, Berkeley Springs; WJEJ (1240 AM), WWMD (104.7 FM), 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](http://www.shepherd.edu) or by signing up for the Rave text-messaging notification system at [www.shepherd.edu/university/rave/](http://www.shepherd.edu/university/rave/).**

Announcements of emergency plans will be communicated by 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 by 2 p.m. Announcements for weekend classes and events beginning before 4:00 p.m. will be communicated by 7 a.m. For weekend events beginning after 4p.m. announcements will be communicated by 2 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.**

# Code of Conduct for Clubs and Organizations

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

## Privileges and Responsibilities

### Privileges of Registered Student Groups

A registered student group is entitled to:

- Be listed as a registered student group on Shepherd student affairs and university web- sites 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:

1. 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.
2. Maintain at least five or more currently enrolled Shepherd University students. 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.
3. Must have an advisor who is a full-time Shepherd staff or faculty (Rare exceptions to this policy may only be granted by the Vice President for Student Affairs with the recommendation of the Student Life Council).
  4. 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 Ram Pulse 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).
  5. Hold meetings regularly (at least once a semester).
  6. Be represented at the annual Student Leadership Conference at Shepherd as outlined in the *Student Handbook*.
  7. 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.
  8. Advertise or promote events or activities in a manner that does not suggest falsely that the event or activity is sponsored by the university.
  9. Plan and conduct activities furthering the purpose of the group.
  10. Adhere to all national policies if nationally affiliated.
  11. 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.
  12. All Greek letter groups at Shepherd University must be affiliated with a national or international fraternity or (No local chapters are permitted.)

## **I. Registration of Student Groups**

1. In order to gain the privileges of a recognized Shepherd student club or organization, groups must go through the registration process as outlined below.
2. 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.
3. 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.
4. 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.

5. Groups are required to complete a registration renewal form and update all information annually to maintain registration and privileges of a student group.
6. 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

1. 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*
2. 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:
  - **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:

- 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.
- 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).
- May not request/receive money from Student Government Association during the period of provisional
- May not participate in the Student Government Association lottery for Shepherd sporting concessions (football, basketball, baseball, etc.) during the provisional
- 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
- **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**

1. 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.
2. 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.
3. Social Greek organizations must follow the guidelines outlined in the Code of Conduct for Social Greek Organizations found later in this page.

## **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.

- 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.
- No alcoholic beverages may be purchased using organizational funds nor may the purchase of alcoholic beverages be undertaken or coordinated (through collections, kitties, ) by anyone in the name of or on behalf of the organization, club or group.
- Alcoholic beverages are not permitted at membership recruitment events or meetings.



- 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.
- Alcoholic beverages at events and parties:
  - 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.
  - 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.
  - Service of alcohol to those under the legal drinking age is prohibited.
  - 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.)
  - 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.
  - Members and/or guests who arrive at an event in an intoxicated state shall not be admitted.
  - The sponsoring organization shall designate non-drinking members who will attend the event to insure that responsible behavior is maintained by members and guests.
  - Food and nonalcoholic beverages must be provided at the event.
  - The service of alcoholic beverages must be cut off at a specific time, which shall be established and clearly published before the event.
  - No drinking games are permitted where alcoholic consumption is a component of the activity.
  - No kegs, party bowls, or alcoholic punch are permitted.
  - The sponsoring organization is responsible for registering all guests at the door and checking the guest list to insure that the individuals were invited and registered.

## **VII. Anti-Hazing Policy**

Shepherd University unconditionally opposes any action taken or situation created, intentionally or unintentionally, whether on or off premises owned or leased by the organization, which has the effect of producing psychological or physical discomfort, embarrassment, harassment, or ridicule. Such activities or situations may include, but are not limited to, the following:

1. Use of alcohol or other drugs;
2. Paddling in any form;
3. Creation of excessive fatigue;

4. Physical and/or psychological shocks;
5. Quests, treasure hunts or non-sanctioned scavenger hunts;
6. Acts of personal servitude or running errands;
7. Coercing members to carry pledge books/interviewing books and mandating that new members participate in interviews and/or signatures;
8. 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;
9. 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);
10. Wearing of public apparel that is conspicuous and not normally in good taste;
11. Engaging in public stunts and buffoonery;
12. Morally degrading or humiliating games and activities; and
13. 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.

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 (Class I Offenses)

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 (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.

1. 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.
2. 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.)

3. 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.
4. The following policies have been established for orderly scheduling and use of Student Center facilities:
  - 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 [shepherd.edu/studentcenter](http://shepherd.edu/studentcenter). Requests will be granted on a first-come, first-served space available basis.
  - 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.
  - Meeting rooms are available to non-student groups, university divisions and departments, and off-campus organizations for a rental (Contact the Student Center Information Center for fees and information at 304/304-876-5497.)
  - 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 [www.shepherd.edu/studentcenter](http://www.shepherd.edu/studentcenter).
  - 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
  - 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
  - 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.
  - 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 Groups charging admission to events will be charged a usage fee. See Section VI (B) for more information.
  - 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 be charged.

- 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.
- 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**

1. 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:
  - Unique program or activity.
  - Quality of the program or activity.
  - Potential for appeal to Shepherd University students.
  - Potential for enriching student life.
2. 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.
3. 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.
4. 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
5. Shepherd University departments/divisions (i.e. athletics, alumni affairs, student affairs, ) 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. Student 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 of 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:**

1. Registered student 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.
2. 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.

3. Banners are permitted on the Student Center. Banner space may be reserved by submitting a room request Banners may be hung on other buildings with the written permission of the respective building manager (see list below for the contact information).
4. The sponsoring organization and a contact phone number or email must be identified on the sign or poster.
5. All publicity materials, decorations, etc. must be removed by the sponsor within 72 hours following the event.
6. 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.
7. Placing fliers or leaflets on vehicles parked on campus is prohibited.
8. 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.
9. Fliers, posters, or other media may not be posted/taped on bathroom stalls or windows. This poses a hazard to the health and safety of others and is therefore prohibited.
10. 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
Byrd Science Center	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Center for Contemporary Arts	Dow Benedict	Dean, Arts and Humanities	304-876-5393
Dining Hall	Jack Shaw	Assistant Vice President for Auxiliary Enterprises	304-876-5185
Erma Ora Byrd Hall	Sharon Mailey	Professor/Department Chair of Nursing	304-876-5344
Frank Arts Center	Dow Benedict	Dean, Arts and Humanities	304-876-5393
Gardiner Hall-Ground Floor	Virginia Hicks	Assistant Provost	304-876-5712
Human Resources	Marie DeWalt	Director of Human Resources	304-876-5299
Ikenberry Hall	Debra Langford-Hiergeist	Executive Director, Purchasing	304-876-5216
Knutti Hall	Elvira Allison	Chair of the Department of Education	304-876-5305
Library	Laura Renninger	Dean of Teaching and Learning	304-876-5461
McMurrin Hall	Monica Lingenfelter	Executive Vice President, Shepherd University Foundation	304-876-5286
Residence Hall Buildings	Ellisa Woodbrey	Associate Director of Residence Life	304-876-5172
Reynolds Hall	Don Rohel	Director of the Student Center	304-876-5307
Snyder Hall	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Student Center	Don Rohel	Director of the Student Center	304-876-5307
Stutzman-Slonaker Hall	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Wellness Center	Jim Sweeney	Director, Wellness Center	304-876-5300
White Hall	Ann Legreid	Dean, Business and Social Sciences	304-876-5332

## **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:

1. 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.
2. 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.
3. 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.
4. In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of fliers and other media:
  - Must not be legally obscene
  - Must not be legally defamatory, i.e., libelous or slanderous
  - 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
  - Must not present a clear and present danger to the institution and its community
  - 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.
  - Must not constitute “fighting words”
  - Must not endanger the safety and health of the campus community
  - 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 any of the above statements.



## **XII. Off-Campus Events**

1. 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.
  - Officers must take “reasonable care” to insure that local, state, and federal laws are upheld
  - 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
  - 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.
  - 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.
2. 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.

# Code of Conduct for Professional and Service Fraternities and Sororities

## Code of Conduct for Professional and Service Fraternities and Sororities

Greek-letter Professional and Service 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 Professional and Service 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 Professional and Service fraternities and sororities and is referred to in this section as the Fraternity & Sorority Life Advisor.

The Fraternity & Sorority Life 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.

Professional and Service fraternities and sororities are subject to the following policies and regulations:

1. Each Greek-letter Professional and Service 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.)
2. Greek lettered Professional and Service fraternities must be members of the Professional Greek Council (PGC).
3. Greek letter Professional and Service fraternities and sororities must be advised by the Office of Fraternity & Sorority Life and must adhere to the policies outlined by this office.
4. All Professional and Service Greek organizations must be registered through RamPulse in compliance with Shepherd University registration policy.
  - o All active members are required to be a part of the RamPulse page for their organization.
  - o All fraternities and sororities must maintain their groups on RamPulse by providing up to date officer lists and contact information.

- All events that fraternities and sororities wish to host must also be registered through RamPulse.
- 5. The minimum cumulative GPA in order to associate with a chapter is determined by the organizations national and/or chapter governing documents.
- 6. Recruitment period cannot begin in any fall or spring semester until the first day of the second week after classes have begun.
- 7. All fraternities and sororities 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.

**Recruitment:** Shepherd University undergraduate students who wish to join a professional or service fraternity at Shepherd University can seek membership during a recruitment period in 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 students who have not yet received a bid the opportunity to pursue one.

### **Alcohol Use by Shepherd University Fraternities & Sororities**

The following policies apply to all members of fraternity & sorority life for events both on campus and off campus.

1. The possession, use, or consumption of alcoholic beverages during any event sponsored or endorsed by a fraternity or sorority must be in compliance with all state and local laws.
2. No alcoholic beverages may be purchased using organizational funds nor may the purchase of alcoholic beverages be undertaken or coordinated by anyone in the name of or on behalf of the organization, club or group.
3. Alcoholic beverages are not permitted at membership recruitment events or
4. 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
5. 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 **Open parties** are events that both members of the sponsoring fraternity or sorority and nonmembers are permitted to attend. These events generally have blanket invitations through posters, fliers, Professional and Service 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 Fraternity & Sorority Life Office at least 10 business days in advance.
  3. Party hosts must attend an education session about party hosting sponsored by the Division of Student Affairs.
  4. Service of alcohol to those under the legal drinking age is prohibited.
  5. 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 )
6. 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
  7. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted.
  8. The sponsoring organization shall designate non-drinking members who will attend the event to insure that responsible behavior is maintained by members and guests
  9. Food and nonalcoholic beverages must be provided at the event
  10. The service of alcoholic beverages must be cut off at a specific time, which shall be established and clearly published before the event
  11. No drinking games are permitted where alcoholic consumption is a component of the activity
  12. No kegs, party bowls, or alcoholic punch are permitted
  13. The sponsoring organization is responsible for registering all guests at the door and checking the guest list to insure that the individuals were invited and registered

## 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. To view the Shepherd University Anti-Hazing Policy, click [here](#).

## Planning and Scheduling a Campus Activity

Any recognized fraternity or sorority 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.

1. Shepherd University considers programs such as Homecoming, Family Day, Orientation, and Student Recognition Day high attendance events. 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.
2. A fraternity or sorority 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 Professional and Service fraternities and sororities. 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 information below.)

3. No on-campus or off-campus Professional and Service events may be held by student groups during the week of final examinations unless approved by the Vice President of Student Affairs or designee
4. The following policies have been established for orderly scheduling and use of Student Center facilities:
  - Fraternities or sororities 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 <http://www.shepherd.edu/studentcenter>, or in person at the Information Desk. Requests will be granted on a first-come, first-served space available basis.
  - Registered fraternities and sororities 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 fraternities and sororities have a one-hour time limit for regular meetings before 9 p.m. on Monday through Thursday. Fraternities and Sororities are limited to one weekly meeting per week. Exceptions may be made by the director or assistant director of the Student Center.
  - 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 [shepherd.edu/studentcenter](http://shepherd.edu/studentcenter)
  - In order to prevent conflicts and overlap with other campus-wide events, fraternities or sororities 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 out-side of the fraternity or sorority may attend open events.
  - 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.
  - Registered fraternities or sororities 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.
  - Fraternities and sororities may not charge admission to events scheduled in the Student Center unless they have received special permission in advance from the Student Government Groups charging admission to events will be charged a usage fee.
  - 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
5. Fraternities or sororities 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
6. 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

## **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 fraternities and sororities 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 insures 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. Fraternities and sororities must submit banner designs for approval to the Fraternity & Sorority Life Advisor in the Student Activities Office, 210 Student Center.

### **How to Have a Flier Approved:**

Fraternities and Sororities should submit a clean and final original of the Fraternity & Sorority Life Advisor in the Student Activities Office, 210 Student Center, following the same process described above.

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 that 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).

### **Posting and Distribution:**

Fraternities and Sororities 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.

1. 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
2. Banners are permitted on the Student Center. Banner space may be reserved by submitting a room request Banners may be hung on other buildings with the written permission of the respective building manager (see list below for the contact information).

3. The sponsoring fraternity or sorority and a contact phone number or email must be identified on the sign or poster
4. All publicity materials, decorations, etc. must be removed by the sponsor within 72 hours following the event
5. 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
6. Placing fliers or leaflets on vehicles parked on campus is prohibited
7. Depending upon the seriousness of an offense, fraternities and sororities distributing media that do not comply with university policies may face disciplinary action under the campus student conduct system. No group or individual will be compensated for the cost of media removed by university officials under this policy
8. Fliers, posters, or other media may not be posted/taped on bathroom stalls or windows. This poses a hazard to the health and safety of others and is therefore prohibited.
9. Recognized fraternities and sororities may use washable sidewalk chalk on campus sidewalks to promote campus events under the following conditions:
  - o Chalking is at least 10 feet away from entrances of buildings
  - o Chalking is only on sidewalks (no roads, buildings, columns, trees, stairs, fences, walls, or other areas).
  - o No chalking is permitted in the underpass

## Residence Hall Postings:

In order to better serve fraternities and sororities, 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:

Building	Manager	Position	Phone number
Butcher Center	Matt McCarty	Head Baseball coach/Facilities Manager	304-876-5472
Byrd Science Center	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Center for Contemporary Arts	Dow Benedict	Dean, Arts and Humanities	304-876-5393

Dining Hall	Jack Shaw	Assistant Vice President for Auxiliary Enterprises	304-876-5496
Erma Ora Byrd Hall	Sharon Mailey	Professor/Department Chair of Nursing	304-876-5344
Frank Arts Center	Dow Benedict	Dean, Arts and Humanities	304-876-5393
Gardiner Hall Ground Floor	Joyce Cabral	Director of Financial Aid	304-876-5470
Gardiner Hall First Floor	Virginia Hicks	Assistant Provost	304-876-5712
Human Resources	Marie DeWalt	Director of Human Resources	304-876-5299
Ikeberry Hall	Debra Langford-Hiergeist	Executive Director, Purchasing	304-876-5216
Knutti Hall	Elvira Allison	Chair of the Department of Education	304-876-5302
Library	Laura Renninger	Dean of Teaching and Learning	304-876-5461
McMurrin Hall	Monica Lingenfelter	Executive Vice President, Shepherd University Foundation	304-876-5286
Residence Hall Buildings	Ellisa Woodbrey	Associate Director of Residence Life	304-876-5172
Reynolds Hall	Don Rohel	Director of the Student Center	304-876-5307
Snyder Hall	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Student Center	Don Rohel	Director of the Student Center	304-876-5307
Stutzman-Slonaker Hall	Bob Warburton	Assistant Dean of Teaching	304-876-5401
Wellness Center	Jim Sweeney	Director, Wellness Center	304-876-5300
White Hall	Ann Legreid	Dean, Business and Professional and Service Sciences	304-876-5011

## 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 identity, 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:

1. 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
2. In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of fliers and other media:
  - Must not be legally obscene
  - Must not be legally defamatory, i.e., libelous or slanderous
  - 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
  - Must not present a clear and present danger to the institution and its community
  - 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.
  - Must not constitute “fighting words”
  - Must not endanger the safety and health of the campus community
  - 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).
    - Fraternities and sororities as well as individuals, will be held accountable and may be disciplined by university officials for violations of Items one through eight above.
1. 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
2. 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

## **Off-Campus Events**

1. 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
  - Officers must take “reasonable care” to insure that local, state, and federal laws are upheld

- 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
  - In the event that Shepherd University officially closes due to inclement weather conditions, all student activities planned by fraternities and sororities will also be cancelled
  - No on-campus or off-campus Professional and Service events may be held by student groups during the week of final examinations unless approved by the Vice President for Student Affairs
2. 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 fraternity or sorority, as well as sanctions that may follow.

## Student Group Finances

Fraternity and Sorority Officers are responsible for the management and disbursement of their chapter funds. Student groups are not permitted to utilize the Shepherd University tax identification number.

## Student Conduct and Sanctions for Fraternities and Sororities

If the organization is found responsible for one or more policy or guideline violation, sanctions may be imposed. To comply with the policies and guidelines set forth in this document, the Office of Fraternity and Sorority Life should, conduct investigations and fair hearings in a timely manner, administer appropriate sanctions as needed, and report any outcomes of such actions to the Dean of Students. In all cases, university policies supersede all nationally recognized professional and service fraternities. When applicable, the Fraternity & Sorority Life Advisor shall be responsible for ensuring that colonies/chapters comply with all levied sanctions. The Dean of Students Office reserves the right to supersede all cases if deemed appropriate. It must also be noted that violation of a guideline or policy may result in one or more judicial investigations by one or more of the following constituents: The Dean of Students Office, Individual Chapter's National Offices. Sanctions are as followed:

- **Verbal Warning:** an oral statement to a student/fraternity or sorority that he/she has violated university rules
- **Written Warning:** written notice to the student/fraternity or sorority that continued or repeated violation of university regulations will be cause for more serious student conduct action
- **Reprimand** is an official notice of 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.

- **Professional and Service 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
- **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 charter. The organization may seek and add members but may not enjoy any of the privileges removed under Professional and Service probation.
- **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 Professional and Service probation
- **Organization Expulsion** is the permanent removal of university registration for an Charter revocation may be recommended by the Student Conduct Hearing Board but can be imposed only by the Vice President of Student Affairs.
- 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

# Code of Conduct for Social Fraternities and Sororities

## 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 fraternities and sororities and is referred to in this section as the Fraternity & Sorority Life Advisor.

The Fraternity & Sorority Life 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 and sororities are subject to the following policies and regulations:

1. Each Greek-letter 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.)
2. Greek lettered Social fraternities must be members of the Interfraternity Council (IFC), and Greek lettered Social sororities must be members of the Panhellenic Council (NPC)
3. Greek letter Social fraternities and sororities must be advised by the Office of Fraternity & Sorority Life and must adhere to the policies outlined by this office.
4. All 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 fraternities and sororities must maintain their groups on RamPulse by providing up to date officer lists and contact information. All events that fraternities and sororities wish to host must also be registered through RamPulse.
5. 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 a 2.5 on a 4.00 scale on all undergraduate coursework for returning Shepherd University students and transfer students.

6. Members of a fraternity or sorority must have a GPA of 2.5 on a 4.0 scale in all undergraduate coursework completed at Shepherd University in order to hold an executive board office within their chapter.
7. Members of a fraternity or sorority must have a GPA of 2.5 on a 4.0 scale in all undergraduate coursework completed at Shepherd University in order to hold an executive board office position on the Interfraternity Council or National Panhellenic Conference.
8. Recruitment periods cannot begin in any fall or spring semester until the first day of the second week after classes have begun. No recruitment events may be held before recruitment officially begins.
9. In order to allow time to complete all new member educational requirements, all fraternities and sororities are eligible to extend open bids only until the 9th week of the semester to allow new members to complete all required education programs and be fully initiated before Finals Week begins. No bids may be extended during Summer terms.
10. Each colony/chapter is required to fill out any forms found on the Fraternity and Sorority Life page on RamPulse.

**Fraternity Recruitment:** Men who wish to join a Social fraternity at Shepherd University can seek membership during recruitment in 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 students 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 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.

1. All new member recruitment events, including those hosted during the formal recruitment period, must be substance-free.
2. 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 Fraternity & Sorority Life Advisor.
3. The Fraternity & Sorority Life 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. 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 timeline.

4. All recruitment event fliers must be submitted to the Fraternity & Sorority Life Advisor and on RamPulse 14 business days prior to the beginning of recruitment.
5. 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.
6. Each colony or chapter of a Social fraternity or sorority is required to sponsor, or attend, one risk management program each semester. These programs must address topics such as drug and alcohol abuse, eating disorders, self-defense, etc. and must be led by a qualified professional approved in advance by the Fraternity & Sorority Life Advisor. To satisfy this requirement, at least 80 percent of the chapter's active and associate members must be in attendance and documentation of completion must be submitted to the Fraternity & Sorority Life Advisor in accordance with all established deadlines.
7. All active fraternity and sorority members are required to participate in 'The Week of Consent' which is sponsored by the Dean of Students Office and Title IX Office in the spring semester. 100% of all members must attend a Title IX training associated with the Week of Consent.
8. All active Social fraternity and sorority members are required to sponsor and participate in Anti-Hazing Prevention Week during the Fall semester. In addition to participating in the week of events, all members are required to attend an Anti-Hazing Workshop sponsored by the Office of Fraternity and Sorority Life. 80 percent of all members must attend an Anti-Hazing training associated with Anti-Hazing Week.
9. Each Social fraternity and sorority must send at least two officers and at least one additional associate/active members to all sessions of the annual Student Leadership Conference sponsored by the Student Life Council.
10. Each fraternity and sorority is required to submit the following items to the Fraternity & Sorority Life 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) scholarship reports regarding members' grades; and (5) regular updates to their calendar of events (6) Chapter of Excellence reporting forms
11. The executive officers of each fraternity and sorority are required to meet at least two times each semester with the Fraternity & Sorority Life Advisor to facilitate open, ongoing dialogue between colonies/chapters and the university. Each colony or chapter must comply with all reasonable directives from the Fraternity & Sorority Life Advisor. Colonies or chapters are responsible for initiating and scheduling these meetings with the Fraternity & Sorority Life Advisor.

## **Alcohol Use by Shepherd University Fraternities & Sororities**

The following policies apply to all members of fraternity & sorority life for events both on campus and off campus.

1. The possession, use, or consumption of alcoholic beverages during any event sponsored or endorsed by a fraternity or sorority must be in compliance with all state and local laws.

2. No alcoholic beverages may be purchased using organizational funds nor may the purchase of alcoholic beverages be undertaken or coordinated (through collections, kitties, ) by anyone in the name of or on behalf of the organization, club or group.
3. Alcoholic beverages are not permitted at membership recruitment events or
4. 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
5. Alcoholic beverages at events and parties:
  - Alcoholic beverages are not permitted at open parties or events sponsored, co-sponsored, or hosted by a student **Open parties** are events that both members of the sponsoring fraternity or sorority and nonmembers are permitted to attend. These events generally have blanket invitations through posters, fliers, Social media, or word-of-mouth.
  - 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 Fraternity & Sorority Life Office at least 10 business days in advance using the Social Event registration form and party hosts must attend an education session about party hosting sponsored by the Division of Student Affairs
    - Service of alcohol to those under the legal drinking age is prohibited
    - 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 )
    - 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
    - Members and/or guests who arrive at an event in an intoxicated state shall not be admitted.
    - The sponsoring organization shall designate non-drinking members who will attend the event to insure that responsible behavior is maintained by members and guests
    - Food and nonalcoholic beverages must be provided at the event
    - The service of alcoholic beverages must be cut off at a specific time, which shall be established and clearly published before the event
    - No drinking games are permitted where alcoholic consumption is a component of the activity
    - No kegs, party bowls, or alcoholic punch are permitted
    - The sponsoring organization is responsible for registering all guests at the door and checking the guest list to insure that the individuals were invited and registered

## 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. To view the Shepherd University Anti-Hazing Policy, click [here](#).

## Planning and Scheduling a Campus Activity

Any recognized fraternity or sorority 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.

1. Shepherd University considers programs such as Homecoming, Family Day, Orientation, and Student Recognition Day high attendance events. 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.
2. A fraternity or sorority 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 Social fraternities and sororities. 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 information below.)
3. 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
4. The following policies have been established for orderly scheduling and use of Student Center facilities:
  - Fraternities or sororities 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 <http://www.shepherd.edu/studentcenter>, or in person at the Information Desk. Requests will be granted on a first-come, first-served space available basis.
  - Registered fraternities and sororities 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 fraternities and sororities have a one-hour time limit for regular meetings before 9 p.m. on Monday through Thursday. Fraternities and Sororities are limited to one weekly meeting per week. Exceptions may be made by the director or assistant director of the Student Center.
  - 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 [shepherd.edu/studentcenter](http://shepherd.edu/studentcenter)
  - In order to prevent conflicts and overlap with other campus-wide events, fraternities or sororities 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 out-side of the fraternity or sorority may attend open events.



- 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.
  - Registered fraternities or sororities 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.
  - Fraternities and sororities may not charge admission to events scheduled in the Student Center unless they have received special permission in advance from the Student Government Groups charging admission to events will be charged a usage fee.
  - 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
5. Fraternities or sororities 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
  6. 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

## **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 fraternities and sororities 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 insures 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. Fraternities and sororities must submit banner designs for approval to the Fraternity & Sorority Life Advisor in the Student Activities Suite, 110 Student Center.

## **How to Have a Flier Approved:**

Fraternities and Sororities should submit a clean and final original of the Fraternity & Sorority Life Advisor in the Student Activities Suite, 110 Student Center, following the same process described above.

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).

## **Posting and Distribution:**

Fraternities and Sororities 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.

1. 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
2. Banners are permitted on the Student Center. Banner space may be reserved by submitting a room request Banners may be hung on other buildings with the written permission of the respective building manager (see list below for the contact information).
3. The sponsoring fraternity or sorority and a contact phone number or email must be identified on the sign or poster
4. All publicity materials, decorations, etc. must be removed by the sponsor within 72 hours following the event
5. 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
6. Placing fliers or leaflets on vehicles parked on campus is prohibited
7. Depending upon the seriousness of an offense, fraternities and sororities distributing media that do not comply with university policies may face disciplinary action under the campus student conduct system. No group or individual will be compensated for the cost of media removed by university officials under this policy
8. Fliers, posters, or other media may not be posted/taped on bathroom stalls or windows. This poses a hazard to the health and safety of others and is therefore prohibited.
9. Recognized fraternities and sororities may use washable sidewalk chalk on campus sidewalks to promote campus events under the following conditions:
  - o Chalking is at least 10 feet away from entrances of buildings
  - o Chalking is only on sidewalks (no roads, buildings, columns, trees, stairs, fences, walls, or other areas).
  - o No chalking is permitted in the underpass

## **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 identity, 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:

- 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
- In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of fliers and other media:
  - Must not be legally obscene
  - Must not be legally defamatory, i.e., libelous or slanderous
  - 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
  - Must not present a clear and present danger to the institution and its community
  - 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.
  - Must not constitute “fighting words”
  - Must not endanger the safety and health of the campus community
  - 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).
    - Fraternities and sororities as well as individuals, will be held accountable and may be disciplined by university officials for violations of Items one through eight above.
- 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
- 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

## **Off-Campus Events**

1. 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
  - Officers must take “reasonable care” to insure that local, state, and federal laws are upheld

- 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
  - In the event that Shepherd University officially closes due to inclement weather conditions, all student activities planned by fraternities and sororities will also be cancelled
  - 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
2. 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 fraternity or sorority, as well as sanctions that may follow.

## Student Group Finances

Fraternity and Sorority Officers are responsible for the management and disbursement of their chapter funds. Interfraternity Council, Panhellenic Council, and Order of Omega follow all Shepherd University Foundation Policies. Student groups are not permitted to utilize the Shepherd University tax identification number.

## Student Conduct and Sanctions for Fraternities and Sororities

If the organization is found responsible for one or more policy or guideline violation, sanctions may be imposed. To comply with the policies and guidelines set forth in this document, the Interfraternity 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 Fraternity & Sorority Life Advisor. In all cases, university policies supersede all National Panhellenic Conference and/ or National Interfraternity Council guidelines and policies. When applicable, the Fraternity & Sorority Life Advisor shall be responsible for ensuring that colonies/chapters comply with all levied sanctions. The Dean of Students Office reserves the right to supersede all cases if deemed appropriate. It must also be noted that violation of a guideline or policy may result in one or more judicial investigations by one or more of the following constituents: The Dean of Students Office, Interfraternity/Panhellenic Council, and Individual Chapter's National Offices. Sanctions are as followed:

- **Verbal Warning:** an oral statement to a student/fraternity or sorority that he/she has violated university rules
- **Written Warning:** written notice to the student/fraternity or sorority that continued or repeated violation of university regulations will be cause for more serious student conduct action

- **Reprimand** is an official notice of 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.
- **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
- **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 the organization may seek and add members but may not enjoy any of the privileges removed under Social probation.
- **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
- **Organization Expulsion** is the permanent removal of university registration for an Charter revocation may be recommended by the Student Conduct Hearing Board but can be imposed only by the Vice President of Student Affairs.
- 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

# Graduate Academic Rights and Responsibilities

## Academic Rights and Responsibilities

<http://www.shepherd.edu/graduate-studies>

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*.

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
  - o 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
  - o Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender identity, familial or associational status, disabilities, religion, or sexual orientation

## Academic Actions Imposed by the University

1. 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
2. Examples of situations requiring academic action would include the following.
  - Infraction of institutional academic standards, rules, and regulations (required grade point averages, ) as stated in the *Shepherd University Catalog*.
  - Final grade challenges
  - Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc. )
  - Failure to meet the standards required for continuing in a program of instruction, thus leading to dismissal from that program
3. For failure to maintain academic standards, the university may impose the following student sanctions:
  - **Instructor Imposed Sanctions** include the reduction of a grade, or the failure of a course, all of which may be applied by an individual. The maximum penalty a professor may impose is a grade of F in the course.
  - **Academic Probation** is a sanction imposed for failure to meet academic standards (see the *Catalog*).
  - **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*).
  - **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

## Academic Actions Concerning Admissions and Credits

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

- All petitions will include a written statement of the reason that an exception to a policy should be granted
- 2. Decisions of the Graduate Council may be appealed to the university president whose decision is final

### **The Graduate Council Academic Appeal Committee**

1. The faculty pool utilized in this process consists of all faculty who sit on Graduate Council.
2. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals

### **Student Grade Appeals**

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



- 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
  - Committee members may invite other parties to be interviewed or to give testimony based on the written statements
  - All written statements shall become part of the appeal file

## Grade Appeal Procedures

1. Step 1: Scheduling a Faculty-Student Conference.
  - 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
    - 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).
    - At the request of the student or the instructor, the program coordinator shall assign another graduate faculty member to witness the conference
    - 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.
  - 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 program coordinator shall act as the instructor of record
  - Students who appeal a grade can expect one of 2 possible outcomes from the student-instructor conferences.
    - If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference
    - 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 5 class days from the time that the conference occurs.
2. Step 2: The Student Appeals to the program coordinator.
  - Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor's program coordinator.
    - The appeal to the program coordinator must be in writing and filed within 5 class days of the instructor-student conference, or within the first 15 class days of the semester that the grade is eligible for appeal
    - If the student fails to contact the program coordinator within 15 class days of the beginning of the appropriate semester, the instructor's grade award shall be considered finals
  - The student's grade appeal to the program coordinator must be in the form of a written memo or letter
    - The appeal memo or letter must be copied to the instructor
    - 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

- The appeal must include all completed assignments that have been returned to the student
    - 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
    - In order to make an equitable decision, the program coordinator may hold a hearing involving the instructor and the student desiring a grade change
    - If the instructor is the Dean, then the following procedures shall be followed:
      - Following the faculty-student conference, step 2 shall occur.
      - If applicable, step 3 will be skipped and the case will proceed to step 4.
    - Within 10 class days of receiving the student's appeal, the program coordinator shall provide both the student and the instructor with a written notice of the coordinator's decision.
      - The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail
      - Following notification of the coordinator's decision to all parties, the program coordinator shall forward the original grade appeal file to the dean of graduate studies and continuing education.
        - 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
        - The program coordinator shall retain a copy of these files for 5 years
    - Both the student and the instructor have the right to appeal the program coordinator's decision to the dean of graduate studies and continuing education.
    - If the program coordinator'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 registrar within ten class days of the date of the decision
    - If the program coordinator's review decides that a change in grade is warranted, but the instructor does not consent to the change, the program coordinator shall automatically forward the appeal to the dean of graduate studies and continuing education.
3. Step 3: The Student Appeals to the Dean
- A student or an instructor may appeal the program coordinator's decision to the Dean of Graduate Studies and continuing education within 5 class days of being notified of the program coordinator's decision.
    - The appeal memo or letter must be copied to the program coordinator and the instructor
    - The appeal shall be in writing and shall contain the student's reasons for appealing the program coordinator's decision.
  - Upon receiving an appeal, the dean shall review the appeal file.
    - In arriving at a decision, the dean should consider the written appeal, the instructor's written response, and the program coordinator's written report.
      - The dean may also consider the student's written work for the course in question

- In order to make an equitable decision, the dean may hold a hearing involving the instructor and the student desiring a grade change
        - The dean shall communicate the decision and the justification to the student, the instructor, and program coordinator within 10 class days of receiving the student's appeal directly or by certified mail.
      - Both the student and the instructor have the right to appeal the decision of the dean to the Graduate Council.
      - 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
      - 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
4. Step 4: Petition to the Graduate Council.
- A student or instructor may appeal the dean's decision to the Graduate Council Academic Appeal Committee, by filing a written statement with the Graduate Studies Office within 5 class days of receiving the Dean's report
    - Within 5 class days of receiving the written appeal, the dean shall notify the program coordinator and the instructor that an appeal has been filed
    - Within 5 class days of receiving an appeal, the Dean shall:
      - Provide the student with a list of faculty members who serve on the Graduate Council.
      - The student shall be instructed to strike 2 names within 3 class days
    - Next, the dean shall submit the 5 names to the instructor asking that the instructor strike 2 names within 3 class days
      - The 3 remaining names shall constitute the Graduate Council Academic Appeal Committee for the current grade appeal
      - The dean shall appoint one of these 3 faculty members as chair for this appeal process.
    - The Graduate Council 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 program coordinator'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).
      - The student and the instructor shall each be entitled to submit additional written statements for consideration by the Graduate Council Academic Appeal Committee
      - The Graduate Council Academic Appeals Committee shall hold a formal hearing, including all parties having standing (see above), and should address the following:
        - Questions from members of the Graduate Council Academic Appeal Committee
        - Cross examination of witnesses by both parties

- Additional inquiries that the Graduate Council Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.
- The Graduate Council 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
  - Within 3 days following the decision, the student, the instructor, the program coordinator, the dean, provost, and the President of the University shall be given written notice of the committee's decision
  - If the Graduate Council 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 5 class (or business) days following this decision
  - If the Graduate Council Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Graduate Council 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.
- A decision of the Graduate Council Academic Appeal Committee may be appealed to the President of the University, whose decision will be regarded as final

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

- Some grade appeal cases may present practical obstacles for pursuing the procedures precisely, as outlined above:
  - 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
  - A last semester senior's qualification to graduate may depend upon the outcome of a currently received grade
- 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.
  - In exercising this discretion, the provost must attempt to adhere to the spirit of the procedures outlined above
  - The provost shall commit to writing and distribute these exceptional rules to parties having standing

### **Academic Integrity Procedures**

1. 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”

2. Any student, administrator, staff, or faculty member may bring charges of academic dishonesty against a student
  - A student charged with academic dishonesty shall be accorded the presumption of innocence
  - Consistent with the stated process articulated below, all willful incidents of academic dishonesty are to be reported by the faculty member to Office of the Dean of Students and to the department chair. Generally, any second offense of academic dishonesty will be grounds for suspension or expulsion from the university
  - The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student
    - The instructor of record should make a charge of academic dishonesty directly to the student involved and decide on the sanctions to be imposed
      - 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. Additionally, the instructor may recommend institutional action to the Dean of Students Office.
      - For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade
    - 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 5 days
      - 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 program chair, the registrar, and the Dean of Students Office.
      - If the charges are denied, the accused student has 5 class days to contact the instructor’s department chair to request a conference
      - If the student does not respond to the instructor’s charges of academic dishonesty by contacting the program coordinator within 5 days, the instructor-imposed sanctions shall be imposed, and the reported charge is thereafter maintained on the student’s record in the Dean of Students Office.
    - When dealing with a case of academic dishonesty, the instructor may request a conference with the program coordinator and the student charged with the offense
    - 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
    - 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
    - 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
  - 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 program coordinator who may take 1 of 2 actions
    - The program coordinator may refer the matter to the course instructor for appropriate action following the procedures outlined above
    - The program coordinator may contact the student and the instructor directly and initiate a conference as outlined above
  - 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 Office, who will either contact the appropriate academic units or initiate action as a policy violation under the Student Code of Conduct.
  - Separate from instructor-imposed sanctions, the Dean of Students 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. 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.
  - Separate from instructor imposed sanctions, some academic programs at Shepherd are limited enrollment programs and/or have specific standards of professionalism associated with the. If the student is enrolled in such a program and is found culpable of academic dishonesty under this policy, the Dean of Students 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 above.
  - Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.
- 3. 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 program coordinator.
  - A program coordinator conference can be initiated by a request from either the student or the instructor involved or by the program coordinator acting on a complaint from any member of the academic community
    - 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
    - This conference does not constitute a hearing on the student's responsibility for academic dishonesty
  - The purpose of the program coordinator conference shall be to clarify procedures and possible sanctions for both the student and the instructor and to coordinate further appeals
    - The coordinator may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor

- The coordinator may not overturn an instructor-imposed sanction without the instructor's consent
    - The program coordinator conference cannot result in any penalties being imposed on a student beyond those previously described as instructor-imposed sanctions
  - 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 program coordinator, those sanctions will be implemented
    - The program coordinator should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.
    - The program coordinator 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.
- If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the program coordinator shall contact the Dean of Graduate Studies and Continuing Education to schedule a hearing by the Graduate Council Academic Appeal Committee
  - The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established
  - 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
    - A student must appeal a disagreement with an instructor-imposed sanction under the grade appeal procedures detailed above
    - The student's initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy
  - At the end of the conference if either the instructor or the program coordinator deems that the case warrants further disciplinary action, the coordinator shall contact the Dean of Students to ascertain procedures for a violation under the Student Code of However, all willful incidents of academic dishonesty are to be reported to the Dean of Students to establish the centralized record of such offenses.
  - If the instructor involved in the academic dishonesty dispute is a program coordinator, the dean shall act in the capacity of a program coordinator for the purposes of the conference

4. Academic dishonesty disputes that are not resolved by the conference with the program coordinator should be referred to the dean of graduate studies and continuing education.

- Upon receiving a request for a hearing, the provost shall constitute a 3- member hearing board from the pool of faculty members composing the Graduate Council Academic Appeal Committee following the procedure outlined above
- The chair of the Graduate Council 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 written list of the charges
- A statement that a hearing will be held together with a notice of the date, time, and place of the hearing
- A clear statement of the information, data, and evidence directly supporting the proffered charges
- A statement advising the student of his or her rights, which include:
  - The student's right to the presumption of innocence until responsibility can be established through a preponderance of evidence
  - The student's right to bring witnesses, to question the accuser, and to question any of the accuser's witnesses
  - 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 Graduate Council Academic Appeal Committee
- The Graduate Council 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.
  - The committee shall interview the original instructor and the student against whom the charges have been brought
  - The committee may seek additional information and may interview witnesses whose testimony is relevant to the charge of academic dishonesty
  - The student and the instructor have the right to bring witnesses and to question witnesses brought by the other party or by the committee
  - 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
- Within 10 days after the conclusion of the hearing, the Graduate Council Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the dean of graduate studies, and the appropriate program coordinator.
  - If the Committee determines that the student is responsible for the act of academic dishonesty:
    - The instructor-imposed sanctions shall be imposed
    - The committee chair shall send written notification to the registrar and to the Dean of Students.
  - 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.
    - 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
    - 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



- 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.

## 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

1. 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. 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.

2. 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 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).

# Guidelines and Policies Affecting Student Life

## 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.

1. Maintenance of student records:
  - 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.
  - 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
  - Student academic records shall be limited to information about academic No disciplinary information will be recorded on these records.
  - The university reserves the right to withhold academic records of students who are financially indebted to the institution
2. 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.
  - Medical, financial aid, counseling, and credential records contain information that will be available to students, as explained below:
    - 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.
    - Students will not have opportunity to examine the financial resources of their parents without parental consent in writing.
    - Former students will not have the right to see confidential letters and statements of recommendations placed in their educational records before January 1, 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.
    - Other than the exceptions listed above, students may have access to information in their admissions, financial aid, and job placement records.
    - 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
- 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.
3. 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:
    - 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;
    - 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;
    - Parents/guardians, in instances of alcohol and drug infractions by the student;
    - When records are subpoenaed under a lawful court order;
    - 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 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
    - All other instances in which FERPA does not mandate prior written consent
  4. Students have the right to challenge or contest any part of their education record, which they believe contains inaccurate or misleading. 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].
    - 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 records
    - 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 This committee has the power to uphold or change any entry on students' records which is challenged.
  5. Students have a right to file a complaint with the 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

1. The matter of confidential communication frequently presents a problem between student and professor or when the problem under discussion could lead to administrative action, the student should seek an understanding regarding confidentiality before the counseling session.
2. 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.

1. 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 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 *the Residence Life* section of the Student Handbook and the Shepherd University Residence Hall Contract.
2. 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

## 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.

## 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 federal 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.

# Institutional Policies and Responsibilities

## 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.



## Non-Discrimination and Civility

<http://www.shepherd.edu/civility-memo/>

## 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  
Flower Haus

304-283-0588

#### **HAIR SERVICES**

Hair Designs 304-876-3400

Hair Graphics 304-876-2496

Roots 304-870-3080

#### **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
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## **PUBLIC LIBRARY**

Shepherdstown Public Library	304-876-2783
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## **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
Subway	304-876-1227
Sebastian's/Rumsey Tavern	304-876-7000
Sheetz	304-876-2167
Subway	304-876-1227
Sweet Shop Bakery	304-876-2432
Tommy's Pizza	304-876-2577
Town Run Tap House and Community Pub	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 Valley Mall (Hagerstown, MD)	301-582-1000
Shepherdstown Opera House Theatre	304-876-3704

**LOCAL****CHURCHES/PLACES OF WORSHIP**

Asbury United Methodist Church	304-725-5513
Baha'i Faith of Jefferson County	304-725-2242
Calvary United Methodist Church	304-267-4542
Christ Reformed UCC	304-267-8678
Christian Science Society Entler Hotel	304-876-2021
Covenant Baptist Church	304-876-2212
Fellowship Bible Church	304-728-3700
King's Apostle Holiness Church	304-725-9442
Martinsburg 7th-Day Adventist	304-267-9557
Asbury United Methodist Church	304-876-3112
Bedington United Methodist Church	304-876-2011
Charles Town Presbyterian Church	304-725-5316
Christ Reformed UCC	304-241-3972
Congregation B'nai Abraham	301-733-5039
Destiny Baptist Church	304-267-4489
Galilean Baptist Mecklenburg Heights	304-876-6772
Lily of the Valley Evangel Church	304-267-2816
Mt. Zion United Methodist Church	304-898-5397
New Hope Assembly of God	304-876-8340
Parish of the Eastern Panhandle	304-267-9686
St. Agnes Roman Catholic Church	304-876-6436
St. John's Baptist	304-876-2304
Trinity Episcopal Church	304-876-6990
Unitarian Universalist Church	301-797-5333
Zion Episcopal Church	304-725-5312

New Street United Methodist Church	304-876-2362
Shepherdstown Presbyterian Church	304-876-6466
St. Peter's Lutheran Church	304-876-6771
Trinity Episcopal Church	304-263-0994
Trinity United Methodist Church	304-263-9215
Unity of Shepherdstown	304-284-4222

# Residence Life

## 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 you 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. There's a place for you on campus: introverts and extraverts; from small towns and large cities; professional studies majors, a liberal arts majors or those who are still deciding.

Having almost 100 professional, graduate, and undergraduate staff members, we are here to support you and your journey through learning towards graduation.

## 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.

## 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 to participate in the University's meal plan during the fall and spring semesters, with only limited exceptions made to this policy.

## Learn More

To learn more about the opportunities and responsibilities of living on campus, please visit us online at [shepherd.edu/residencelife](http://shepherd.edu/residencelife). We also administer the meal plan selection for commuting students. You can reach us by emailing [residencelife@shepherd.edu](mailto:residencelife@shepherd.edu), by phone at (304) 876-5172, or by visiting our office on the ground floor of Miller Hall, located beside the baseball field.

# Sexual and Gender-based Misconduct

<http://www.shepherd.edu/title-ix/gender-based-discrimination-sexual-misconduct-and-interpersonal-violence-policy>

## Student Code of Conduct

<http://www.shepherd.edu/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 addresses 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. Violation of any other university rule, regulation or policy
- 202 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).

### 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 of common source containers of alcohol, such as kegs and punch bowls.
- 504. Involvement in activities or possession of items used predominantly for and which encourage excessive consumption of alcohol, such as beer pong tables and beer bong/funnels.
- 505. 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 alcohol, 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.

### **1100. Endangering Conduct**

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

### **1200. Entering/Exiting Building**

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

### **1300. Failure to Comply**

- 1301. Failure or refusal to comply with directions or instructions of faculty, staff, administration, police, or resident assistants when they are acting in official capacities.
- 1302. Failure to review or to respond to official electronic messages through the university email system.

### **1400. Fire Emergency/Threat**

- 1401. Placing a false bomb threat.
- 1402. Causing a fire, fire hazard, false fire alarm, or another false emergency.
- 1403. Failure to evacuate immediately during an alarm or other emergency.
- 1404. Tampering with, damaging, disabling, or misusing fire safety or other safety equipment.
- 1405. Propping open or preventing an interior or exterior door from closing securely.
- 1406. Blocking fire or emergency exits or routes in any way. Obstructing direct access to a door or window so that evacuation is hindered.

### **1500. Fireworks and Explosives**

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

### **1600. Guest Responsibility**

Being with a guest, both students and non-students who violate university policies. Shepherd University students are responsible for their guest's actions while on campus and for informing guests of university policies.



## 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.

## 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, sharing, conveyance, or duplication of university Rambler 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.

## 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 commuting 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.

For more information on violations 2300 and 2600-2701, see <http://www.shepherd.edu/title-ix/gender-based-discrimination-sexual-misconduct-and-interpersonal-violence-policy>

## 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; and (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; and (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.

- 2604. Sexual Exploitation includes taking non-consensual, unjust, or abusive advantage of another person for the benefit or advantage of anyone other than the person who is exploited.
- 2605. 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.\*
- 2606. Dating Violence includes committing, attempting, or threatening an act of violence against a person in a romantic or intimate relationship, either currently or formerly.
- 2607. Domestic Violence includes 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.
- 2700. Stalking includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- 2701. Retaliation includes retaliatory action of any kind, including intimidation, coercion, or threats, against any individual as a result of a person's attempt to seek redress or to participate in an investigation under applicable procedures dealing with sexual and other misconduct.

## **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 pm.-Monday at 1 a.m.
  - Monday at 8 pm.-Tuesday at 1 a.m.
  - Tuesday at 8 pm.-Wednesday at 1 a.m.
  - Wednesday 8 pm.-Thursday at 1 a.m.
  - Thursday at 8 pm.-Friday at 3 a.m.
  - Friday at 8 pm.-Saturday at 3 a.m.
  - Saturday at 8 pm.-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 through 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 without permission from Residence Life staff.

### **5800. Pets/Animals in Residence Halls**

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, incense, or candles.
- 5907. Decorations: Having more than half (50%) of the walls within living spaces covered in combustible items such as tapestries, posters, pictures, etc.; Attaching to or suspending items from the ceilings within residence halls
- 5908. 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 9 p.m.-Monday at 10 a.m.
- Monday at 9 p.m.-Tuesday at 10 a.m.
- Tuesday at 9 p.m.-Wednesday at 10 a.m.
- Wednesday at 9 p.m.-Thursday at 10 a.m.
- Thursday at 9 p.m.-Friday at 10 a.m.
- Friday at 11 p.m.-Saturday at noon
- Saturday at 11 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 (Shaw and Thacher Halls).
- 6602. Having more than eight people in one unit of a suite-style hall (Boteler, Burkhart, Lurry, Miller, Moler, Martin, Potomac Place, 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. Advertisements, sale, or solicitation of alcoholic beverages is not allowed in residence halls or student mailboxes.

## **7000. Trash**

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

## **8000. Academic Dishonesty**

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.

## The 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 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, calling 911, or at their office in Moler Hall. You can reach an officer for non-emergency calls at 304-876-5202
- 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 <http://www.shepherd.edu/title-ix>

## 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 below

## 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 their questions. 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:
  - If a respondent accepts or does not accept responsibility for the alleged offense then a respondent will meet with the Office of Student Conduct for a review of the allegations and/or sanctioning.
2. If a respondent does not accept responsibility or does not attend the preliminary hearing, sanctions 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 deem it to be necessary based on the type and severity of the alleged. A respondent may not be offered a preliminary hearing option.

## Formal Student Conduct Hearing Process

1. A respondent will attend a pre-hearing conference prior to the formal conduct hearing.
2. Formal hearings may be conducted by the Dean of Students who serves as a facilitator of the process.
  - o A **Student Conduct Board Hearing** is comprised of three board members who are faculty and staff at Shepherd University.
  - o An **Administrative Hearing** has one administrative hearing officer may be used for cases except those concerning sexual misconduct where physical contact has occurred. An administrative hearing may occur through the Dean of Students Office or the Residence Life Office
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.
  - o 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
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 a friendly advisor present at formal hearings. A friendly advisor will be designated for all respondents.
  - o 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
7. If the respondent is found responsible, the student will be informed of sanctions via campus email and will has the right to appeal the decision
8. If the respondent is found not responsible, the respondent will be excused, all charges will be dropped.
9. 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
10. The respondent will have an opportunity to file an appeal to the Dean of Students within 72 hours in writing with any new information or indication of bias. If an appeal is granted, an appeal board will review all information and make a final decision.

11. The complainant will also have the opportunity to file an appeal in cases related to interpersonal violence, and as allowed by federal guidelines.
12. Please refer to the Title IX web site for detailed information about interpersonal violence and 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**

- An appeal may be made on the following grounds:
  - The student conduct process was not conducted in a fair or impartial manner
  - New, relevant information became available after the hearing was completed
  - The hearing was not conducted according to established procedures
- A respondent has up to three business days (or by 8 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.
  - 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
- 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:
  - Affirm the original decision and sanctions
  - Change the original decision and/or sanctions
  - Void the original decision and order a new formal hearing
- 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
- 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
  - Before the appeals administrative hearing, both the respondent and the complainant may review any new evidence that will be introduced to the appeal hearing.
  - The respondent and the complainant may have an advisor, including legal counsel, if he or she chooses. 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.
  - 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
  - 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

- The appellate officer will make its decision promptly and communicate the findings to the respondent in 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.

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

1. An appeal may be made on the following grounds:
  - The student conduct process was not conducted in a fair or impartial manner
  - New, relevant information became available after the hearing was completed
  - The hearing was not conducted according to established procedures.
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 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.
3. 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.
4. The Shepherd University Appeal Board will consist of three faculty or staff members, one of which will serve as chairperson
5. 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
6. 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:
  1. Affirm the original decision and sanctions
  2. Change the original decision and/or sanctions
  3. Void the original decision and order a new formal hearing.
7. The Shepherd University Appeal Board will make its decision promptly and communicate the findings to the respondent in 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:

- **Verbal Warning:** an oral statement to a student that he/she has violated university rules.
- **Written Warning:** written notice to the student that continued or repeated violation of university regulations will be cause for more serious student conduct action
- **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
- **Removal of Property:** required removal of property
- **Restitution:** reimbursement for damage to or misappropriation of property, or required service hours
- **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
- **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 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
- **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
- **Student Conduct Probation:** period of time during which full compliance with policies, rules and regulations are 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.
- **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 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, whose decision will be final.

- **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
- **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.

- 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.

# Undergraduate Academic Rights and Responsibilities

## Academic Freedom and Responsibility

For additional resources in Academic Affairs, go to [www.shepherd.edu/academic-affairs/student-resources](http://www.shepherd.edu/academic-affairs/student-resources)

### I. Academic Rights and Responsibilities

1. All students, faculty, and staff are responsible for understanding and complying with the university's stated academic requirements
  - Student grades are based solely on academic performance as measured by the standards set forth in the course syllabus
  - Students should feel free to express their thoughts and opinions in an academic forum
  - Assignments must be completed by the student for whom the work is assigned and without unauthorized aid of any kind
  - Instructors shall encourage honest effort by exercising care in planning and supervising academic work
  - 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
  - The policies regarding both academic standing and academic dishonesty are outlined in the *Shepherd University Catalog*.
2. Students who choose to enroll at Shepherd have the following academic rights:
  - 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.
  - A written syllabus containing the academic requirements of, and the instructor's expectations for the semester
    - 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
    - Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender identity, familial or associational status, disabilities, religion, or sexual orientation

## II. Academic Actions Imposed by the University

1. 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
2. Examples of situations requiring academic action would include the following.
  - Infraction of institutional academic standards, rules, and regulations (required grade point averages, ) as stated in the *Shepherd University Catalog*.
  - Final grade challenges
  - Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc )
  - Failure to meet the standards required for continuing in a program of instruction, thus leading to dismissal from that program
3. For failure to maintain academic standards, the university may impose the following student sanctions
  - **Instructor Imposed Sanctions** include the reduction of a grade, or the failure of a course, all of which may be applied by an individual. The maximum penalty a professor may impose is a grade of F in the course.
  - **Academic Probation** is a sanction imposed for failure to meet academic standards (see the *Catalog*).
  - **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*).
  - **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

1. Institutional procedures for administering admission policies are detailed in the *Shepherd University Catalog*.
  - The Office of Admissions shall be responsible for administering admissions policies outlined in the *Shepherd University Catalog*.
    - Prospective students who fail to meet the academic standards necessary for admissions will be notified of their deficiencies
    - 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
  - The Office of the Registrar is responsible for administering the institutional academic standards as outlined in the *Catalog*.
    - The Office of Registrar will notify students who have deficiencies and thus fail to meet the minimum academic standards necessary for remaining in a given program
    - 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
      - All petitions shall include required signatures on the appropriate petition.

- All petitions will include a written statement of the reason that an exception to a policy should be granted.
- 2. Decisions of the Admissions and Credits Committee may be appealed to the university president whose decision is final

#### **IV. The Academic Appeal Committee**

1. The faculty pool utilized in this process consists of three tenured faculty members elected from each college at the beginning of each academic year. Deans of those colleges should forward those names to the Provost no later than the end of the fourth week of the fall semester.
2. The term of service will be one calendar year.
3. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals

#### **V. Student Grade Appeals**

1. In any grade appeal procedure, establishing good cause for changing a final grade rests on the student
2. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed
3. When supported by sufficient evidence, any of the following reasons shall constitute good cause for challenging a final grade
  - The grade was the result of discrimination (as defined above).
    - A successful appeal must demonstrate that the instructor did not apply a consistent standard to all students in the classroom
    - The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course
  - The grade was awarded in an arbitrary or capricious manner.
  - The grade was the result of an error on the part of the professor in calculating, recording, or reporting a final grade
4. None of the following shall constitute good cause for appealing a final grade
  - Disagreement with the course requirements established by the professor.
  - Disagreement with the grading standards established by the professor
  - 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.
  - The desire or need of the student to attain a particular grade
  - Consequences that a student might face as the result of a grade award.
5. What constitutes standing in a grade appeal case?
  - In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.
    - Those parties who have standing include the instructor and the student desiring a grade change

- Those parties who do not have standing include classmates, other instructors, other administrators, and family members
- Parties with standing shall be allowed to present oral testimony to the Appeals Committee in the grade appeal process
- 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
  - Committee members may invite other parties to be interviewed or to give testimony based on the written statement
  - All written statements shall become part of the appeal file

## VI. Grade Appeal Procedures

1. Step 1: Scheduling a Faculty-Student Conference.
  - 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
    - 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).
    - At the request of the student or the instructor, the department chair shall assign another departmental faculty member to witness the conference
    - 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.
  - 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
  - Students who appeal a grade can expect one of two possible outcomes from the student-instructor conferences.
    - If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference
    - 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.
2. Step 2: The Student Appeals to the Department
  - Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor's department chair
    - 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
    - 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
  - The student's grade appeal to the department chair must be in the form of a written memo or letter

- The appeal memo or letter must be copied to the instructor
      - 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
      - The appeal must include all completed assignments that have been returned to the student
    - 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
    - In order to make an equitable decision, the chair may hold a hearing involving the instructor and the student desiring a grade change
    - If the instructor is the dean then the following procedures shall be followed:
      - Following the faculty-student conference, step two shall occur.
      - If applicable, step three will be skipped and the case will proceed to step four.
    - 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
      - The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified letter
      - Following notification of the chair's decision to all parties, the department chair shall forward the original grade appeal file to the dean
        - 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
        - The department chair shall retain a copy of these files for five years
      - 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
      - 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
      - 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
3. Step 3: The Student Appeals to the Dean of the College
- 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.
    - The appeal memo or letter must be copied to the department chair and the instructor
    - The appeal shall be in writing and shall contain the student's reasons for appealing the department chair's decision
    - Find the Dean of your college here: <http://www.shepherd.edu/department-chairs/>
  - Upon receiving an appeal, the dean shall review the appeal file

- In arriving at a decision, the dean should consider the written appeal, the instructor's written response, and the department chair's written report
          - The dean may also consider the student's written work for the course in question
          - In order to make an equitable decision, the dean may hold a hearing involving the instructor and the student desiring a grade change
        - 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
      - Both the student and the instructor have the right to appeal the decision of the dean to the Academic Appeal Committee
      - 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
      - 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
4. Step 4: Petition to the Academic Appeal Committee
  - 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
    - 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
    - Within five class days of receiving an appeal, the provost shall:
      - Provide the student with a list of seven faculty members chosen from the faculty pool as described in Section IV
      - The student shall be instructed to strike two names within three class days
    - Next, the provost shall submit the five names to the instructor asking that the instructor strike two names within three class days
      - The three remaining names shall constitute the Academic Appeal Committee for the current grade appeal
      - The provost shall appoint one of these three faculty members as chair for this appeal process.
  - 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).
    - The student and the instructor shall each be entitled to submit additional written statements for consideration by the Academic Appeal Committee
    - The Academic Appeals Committee shall hold a formal hearing, including all parties having standing (see above), and should address the following:
      - Questions from members of the Academic Appeal Committee
      - Cross examination of witnesses by both parties

- Additional inquiries that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.
    - 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.
      - 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
      - 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
      - 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.
    - A decision of the Academic Appeal Committee may be appealed to the President of the University, whose decision will be regarded as final
5. Step 5: Unusual Circumstances in Processing Grade Appeals.
- Some grade appeal cases may present practical obstacles for pursuing the procedures precisely, as outlined above.
    - 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
    - A last semester senior’s qualification to graduate may depend upon the outcome of a currently received grade
  - 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.
    - In exercising this discretion, the provost must attempt to adhere to the spirit of the procedures outlined above
    - The provost shall commit to writing and distribute these exceptional rules to parties having standing

## VII. Academic Integrity Procedures

1. 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”
2. Any student, administrator, staff, or faculty member may bring charges of academic dishonesty against a student
  - A student charged with academic dishonesty shall be accorded the presumption of innocence



- Consistent with the stated process articulated below, all willful incidents of academic dishonesty are to be reported by the faculty member to Office of the Dean of Students and to the department chair. Generally, any second offense of academic dishonesty will be grounds for suspension or expulsion from the university
- The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student
  - The instructor of record should make a charge of academic dishonesty directly to the student involved and decide on the sanctions to be imposed
    - 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. Additionally, the instructor may recommend institutional action to the Dean of Students Office.
    - For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade
  - 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
    - 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 Office.
    - If the charges are denied, the accused student has five class days to contact the instructor's department chair to request a conference
    - 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 Dean of Students Office.
  - 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
  - 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
  - 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
  - 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

- 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:
    - The department chair may refer the matter to the course instructor for appropriate action following the procedures outlined in Section VII
    - The department chair may contact the student and the instructor directly and initiate a conference as outlined in Section VII
  - 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 Office, who will either contact the appropriate academic units or initiate action as a policy violation under the Student Code of Conduct.
  - Separate from instructor imposed sanctions, the Dean of Students 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. 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.
  - Separate from instructor imposed sanctions, some academic programs at Shepherd are limited enrollment programs and/or have specific standards of professionalism associated with the. If the student is enrolled in such a program and is found culpable of academic dishonesty under this policy, the Dean of Students 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.
  - Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred
3. 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
- 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
    - 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
    - This conference does not constitute a hearing on the student's responsibility for academic dishonesty
  - 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
    - The chair may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor
    - The chair may not overturn an instructor-imposed sanction without the instructor's consent
    - The department chair conference cannot result in any penalties being imposed on a student beyond those previously described as instructor-imposed sanctions

- 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
    - 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.
    - 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.
  - 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
    - The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established
    - 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
      - A student must appeal a disagreement with an instructor-imposed sanction under the grade appeal procedures detailed in Section VI
      - The student's initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy
  - 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 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.
    - 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
4. Academic dishonesty disputes that are not resolved by the conference with the department chair should be referred to the provost.
- 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
  - 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 written list of the charges
    - A statement that a hearing will be held together with a notice of the date, time, and place of the hearing
    - A clear statement of the information, data, and evidence directly supporting the proffered charges
    - A statement advising the student of his or her rights, which include:

- The student's right to the presumption of innocence until responsibility can be established through a preponderance of evidence
  - The student's right to bring witnesses, to question the accuser, and to question any of the accuser's witnesses
  - 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
- 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.
  - The committee shall interview the original instructor and the student against whom the charges have been brought
  - The committee may seek additional information and may interview witnesses whose testimony is relevant to the charge of academic dishonesty
  - The student and the instructor have the right to bring witnesses and to question witnesses brought by the other party or by the committee
  - 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
- 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
  - If the Committee determines that the student is responsible for the act of academic dishonesty:
    - The instructor-imposed sanctions shall be imposed
    - The committee chair shall send written notification to the registrar and to the Dean of Students/student conduct administrator
  - 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.
    - 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
    - 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
    - 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**

1. 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
2. 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
  - The student shall be counseled about his or her lack of progress by one or more faculty members responsible for the program
  - 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
    - If the department decides upon programmatic retention, the student shall be advised in writing of the necessary steps, if any, which will be required as a condition of retention
    - If the department decides upon programmatic dismissal, the following procedures will be followed:
      - The student will be informed of the department's decision in writing
      - The student will be notified of the available procedures for appealing the decision
      - 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
3. The Student Appeals to the Dean
  - 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.
  - Upon receiving an appeal, the dean shall follow the steps outlined in Section VI.
  - Both the student and the department have the right to appeal the decision of the dean to the Academic Appeal Committee
4. Petition to the Academic Appeal Committee
  - A student or the department may appeal the dean's decision to the Academic Appeal Committee, following the steps in Section VI.
  - Upon receiving an appeal, the provost and the Academic Appeal Committee shall follow the steps outlined in Section VI.

## 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

1. 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. 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.
2. 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. 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).