

## MSU STUDENT HANDBOOK 2008

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**Message from the President**

On behalf of our trustees, faculty, and staff, welcome to Mountain State University!

We believe that the educational and personal opportunities described in this student handbook represent the best of what higher education can offer: the chance to explore where your abilities can take you, to build a strong future, and to create meaningful connections with others. With four campuses and an extensive array of distance learning programs worldwide, we are proud of our ability to offer the same opportunities to all our students regardless of where and how they learn.

As we teach the value of lifelong development and the importance of new challenges, we are constantly working to create a university that holds to the same principles. Along the way, the accomplishments of our students and alumni in meeting their goals remain our greatest source of inspiration.

I invite you to explore the opportunities represented here and to join us in an exciting process of growth, change, and discovery.

Sincerely,

Charles H. Polk  
President

**HOW TO USE THIS HANDBOOK**

The student handbook is designed to provide students with guidance in pursuing their education at Mountain State University. It does not constitute an irrevocable contract between the student and Mountain State University. Mountain State University reserves the right to make and designate the effective date of changes in curriculum, course offerings, tuitions and fees, and other regulations at the time such changes are considered to be desirable or necessary. Please refer to the MSU website for updated changes. Students are expected to abide by any and all amendments to the student handbook. It is YOUR responsibility to be familiar with this material! The Student Handbook is second only to the University Catalog for providing information about your enrollment at the University.

The submission of an application for admission and the registration for classes represent an optional and voluntary decision on the part of the student to participate in academic programs, student services, and privileges offered by the University. Students are required to obtain, read, understand, and follow all student policies and procedures. Mountain State University reserves the right to print any photograph and/or portrayal of any student in its promotional material. If you have any questions or need additional assistance, please see a staff member in the Student Affairs Department.

## MOUNTAIN STATE UNIVERSITY MISSION, VISION, & CORE VALUES

"Mountain State University believes in the value of lifelong learning and the power of knowledge to transform lives. We respond to educational needs by providing accessible, innovative undergraduate and graduate programs that lead to opportunities for personal and professional success."

*VISION: "Success"*

*Mountain State University is committed to:*

- Encouraging lifelong learning.
- Creating a supportive and stimulating learning environment.
- Promoting critical thinking and communication skills.
- Supporting students with qualified, engaged faculty and staff.
- Providing accessible and affordable private education.
- Preparing students for the global marketplace.
- Employing technology in educational activities.
- Expanding the University's global outreach.
- Maintaining high ethical standards.
- Upholding academic integrity through an active assessment program

### CORE VALUES

- **Excellence.** We provide quality programs and services.
- **Integrity.** Our behavior reflects our values and promotes mutual respect.
- **Vision.** We focus on the future.
- **Uniqueness.** We are innovative and entrepreneurial.
- **Accessibility.** We provide flexible learning opportunities.
- **Responsiveness.** We respond to educational needs.
- **Collaboration.** We partner with our constituents to meet needs.
- **Knowledge.** We plan, implement, assess, evaluate, and use feedback to improve programs and services.

### ALMA MATER

There's a place in the mountains that's near to our hearts.  
 Its beacon of knowledge shines forth  
 To empower and strengthen us right from the start  
 As we journey on our chosen course.  
 Mountain State—shines on in the darkness.  
 Mountain State—your flame burns bright.  
 Wherever I wander, wherever I roam,  
 This university will always be home.  
 Your wisdom and guidance have changed many lives  
 Making hopes and dreams come true.  
 You inspire, encourage and prompt us to strive  
 As we're learning, all our lives through.

Written by Twila Kirkpatrick and Jim Owston

## **ADMISSIONS POLICY**

To ensure the broadest possible access to higher education, Mountain State University maintains an open-door admissions policy. Many of the University's programs have separate policies, however, and admission to some academic programs is highly competitive. For more information, see the individual program listings in the Programs of Study chapter or speak with an enrollment coordinator.

### **Open House and Campus Visits**

Each fall and spring, prospective students have the opportunity to spend some time exploring MSU. At Open House, you can meet faculty and staff members, current students, and alumni; tour the University; and learn about life at MSU. To learn when the next Open House is scheduled or reserve a place, contact the Information Center or visit the MSU website.

Prospective students are also invited to visit the campus at any convenient time. Personalized visits usually include a campus tour, opportunities to speak with faculty and staff members, and a meeting with an enrollment coordinator. You can schedule a visit or obtain more information by contacting the Recruiting Services Office.

If you are not able to arrange a campus visit, you are encouraged to speak by phone with an enrollment coordinator, academic advisor, or faculty members in your area of interest. These discussions can help you clarify career options, admissions requirements, and other important factors before you apply.

## **APPLICATION**

To apply for admission to MSU, submit the following documents to the Recruiting Services Office:

- Application for admission. An online application is available on the MSU website, or you can request a paper application from the Information Center or the Recruiting Services Office.
- Application fee (nonrefundable).
- An official high school transcript, home schooling document, or GED test scores, **or** an official transcript from each college or university you have attended **or** a transient form (documentation that another college or university has approved your requested coursework for transfer). All transcripts must be sent directly from the issuing institution to MSU.
- Housing application or exemption form

Documents received become the property of Mountain State University and cannot be returned to or copied for the applicant.

You are not required to submit SAT or ACT scores for University admission unless it is a requirement of the program to which you are applying. Submission of an official SAT or ACT score is recommended for placement purposes; without it, you will be placed in ENGL 100 and MATH 100 unless you take a University placement exam. See *Placement Testing* in the Registration and Payment section for additional information.

General admission to the University does not necessarily admit you to a particular program or course. Mountain State University reserves the right to refuse admission to applicants when it is considered to be in the best interest of the University.

### **Admission to Selective Enrollment Programs**

Selective enrollment programs have specific admission requirements in addition to the University's general requirements.

The admissions committee of each selective enrollment program makes admissions decisions on the basis of program criteria. If you plan to apply to a selective enrollment program, contact an enrollment coordinator for more information. If you are planning to apply to a program with a clinical component, you should be aware that you will be subject to a background check, drug screening, and in some cases a credit check before being allowed at any clinical site.

### **Special Consideration**

The University evaluates special cases and may consider admitting applicants who do not meet the usual criteria for admission. Submit any requests for special consideration in writing to the Recruiting Services Office.

## ADMISSION AND ENROLLMENT

To help you through the admissions and enrollment process, you will be assigned a recruiting coordinator who will be available by mail, e-mail, and phone. The recruiting coordinator will provide you with contact information, important dates, program information, and anything else you need to know as you move through admission and your initial enrollment. He or she will also serve as your liaison to University faculty and staff members and your guide in becoming an MSU student.

Once you have applied, you should begin to review information on cost of attendance and financial aid (available in this catalog and on the MSU website), explore your options with the financial aid staff, and submit the Free Application for Federal Student Aid (FAFSA). See the Financial Aid chapter for additional information.

### Enrollment Agreement

Upon admission, you will be assigned a student e-mail address and given access to the online services and resources available through Cougar Web. From that point on, you are required to regularly review your student e-mail account and Cougar Web for updates and information.

Submission of an application and enrollment at MSU represent a decision on the part of the student to accept University requirements. Information is provided to students in the catalogs; on the website; and in handbooks, syllabi, and other University-approved materials. This information is not considered an irrevocable contract; the University reserves the right to amend it at any time as necessary to maintain changing accreditation standards and business operations. Although University officials are available to advise students, it is each student's responsibility to comply with University policies. The MSU website contains more timely information than printed materials. Students are expected to continually review their student e-mail and the website.

## TRANSFER APPLICANTS

Mountain State University welcomes applications from students who wish to transfer from other regionally accredited institutions of higher learning. If you are applying as a transfer student, you must submit an application for admission. To have transfer credit evaluated and applied toward your degree plan, you must submit official transcripts from all colleges and universities you have attended.

In most cases, transfer credits are evaluated by Student Services, except in the case of international students (see *International Students* later in this section for information on international credit transfer). Credit for courses completed with a grade of C or better is considered for equivalence to Mountain State courses and applicability to University and program requirements. All credit, regardless of grade, is placed on your MSU transcript and calculated into your cumulative grade-point average.

Once your transfer credit evaluation is complete, you can view the results by looking up either your unofficial transcript or graduation audit report on Cougar Web. You should speak with your academic advisor to determine how the transfer credits will apply toward your program of study.

The University does not have a residency policy requiring students to attend classes on the Beckley campus. Students are required to complete at least 30 hours of coursework through MSU for a bachelor's degree, 18 hours for an associate degree, or 6 hours for a certificate. Different requirements may apply to students who receive credit for prior learning through a collaborative arrangement between MSU and another school or organization.

### Quarter Hour Conversion

Mountain State University's courses are based on the semester-hour system. When transferring courses from a college or university that uses the quarter-hour credit system, a general formula applies of 1 quarter hour to 2/3 semester hours:

Quarter Hrs	Semester Hrs
5	3.33
4	2.67
3	2.00
2	1.33
1	0.67

Courses transferred from a university or college using the quarter system may be approved to fulfill Mountain State University degree requirements. Students must still meet the total credit hour requirements for their general education and degree program, and additional coursework may be necessary to meet the credit-hour requirements.

## TRANSFER CREDIT EVALUATIONS

This policy is designed for students transferring and or beginning their enrollment for the first time at Mountain State University beginning Fall 2007.

Effective August 1, 2007, students transferring with passing grades of C or better will be noted on his or her transcripts by a "P" for passing. The students' GPA from previous schools will not be factored in MSU's GPA. Transfer applicants must submit official transcripts from all colleges/universities attended. In addition, transfer applicants must submit official transcripts from all CLEP and DSST examinations and military service for possible credit.

Note: Students who would like their transcripts to be reevaluated should first contact their Financial Aid representative to see if this would affect their aid. After notification from the Financial Aid department, Student Services will reevaluate transcripts. The reevaluation may take 1 to 2 weeks to complete. Any special circumstance requests should be submitted to the University Registrar.

*In addition, a student that has already applied for Academic Fresh Start and it has been applied to their transcripts will not be eligible to have their transcripts reevaluated.*

## NONDEGREE AND TRANSIENT APPLICANTS

If you wish to enroll in courses without pursuing a degree, you can apply for non-degree admission, which will admit you to the University without admission to a specific program of study. To apply as a non-degree student, submit an application for admission and official transcripts from the high school or college you have most recently attended.

If you are studying at another college or university, you may enroll at Mountain State as a transient student by submitting an application for admission. You must complete a transient form as documentation that your home institution has approved your requested coursework for transfer. You must also complete a transcript request form at the end of the semester to authorize a transcript to be sent to your home institution so the credit you have earned can be transferred.

Mountain State University students who wish to take courses at other institutions for transfer credit must complete a transient student permit, available from Student Services, to ensure that the courses will be accepted toward their program of study. Student Services must receive official transcripts for transient coursework completed elsewhere before credit can be accepted.

## READMISSION

Former students who wish to return to the University should reapply for admission if they have not attended within the past semester. They are also required to have satisfied all financial obligations to the University. Returning students may be required to meet the program requirements listed in the catalog for the year in which they return; see *Catalog Policy* in the University-Wide Academic Information section for additional information.

## INTERNATIONAL STUDENTS

You should submit the following items to be considered for admission if you wish to attend Mountain State University on an international student visa:

- A completed undergraduate or graduate application for admission.
- A set of attested or original transcripts, translated into English, from the school where you completed your secondary education. Transcripts for any college-level credit earned at an institution outside the United States must be submitted for evaluation to World Education Services, [www.wes.org](http://www.wes.org). The course-by-course method is preferred for WES evaluation. While evaluated college-level transcripts are not required for undergraduate admission, it is recommended you submit them before you enroll to be considered for transfer credit.
- Official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if your native language is not English. Results must be sent directly to us by the testing agency. Regular University admission requires a minimum TOEFL score of 173 on the computerized exam or 61 on the Internet-based exam, or a minimum IELTS score of 6.0.
- Statement from a recognized financial institution or responsible sponsor showing sufficient funds in U.S. dollars to cover academic and living expenses.
- Housing application or exemption form.

Whenever possible, all documents should be received at least three months before the beginning of the semester in which you plan to enroll.

Once you have been admitted to the University and your financial arrangements have been verified, you will receive a Form I-20 for presentation to an American embassy or consulate in application for a nonimmigrant F-1 student visa. New federal regulations require that students applying for first-time attendance at a college or university in the United States pay a fee that goes toward maintaining the Student and Exchange Visitor Information System. This fee, known as the SEVIS I-901 fee, is generally \$100 and must be paid before your interview. You may be required to pay this fee if your Form I-20 was issued on or after September 1, 2004. You can pay the SEVIS I-901 fee online at <https://www.fmjfee.com/index.jhtml>.

To maintain eligibility, you must register for a minimum of 12 semester hours of study for each semester of the academic year. Registration and credit hours must comply with federal regulations. You must also provide proof of health insurance. A qualifying health insurance plan is available for purchase through the University. While international students are ineligible for most forms of financial aid, you may be able to qualify for part-time employment on campus through an International Fellowship. See *International Fellowship* in the Financial Aid chapter for details.

### **English Language Training**

The English Language Training program at Mountain State University offers intensive English study to students whose native language is not English and who do not meet the language testing requirement for University admission.

Students who complete the Mountain State University ELT program and earn a qualifying TOEFL score (173 on the computerized exam or 61 on the Internet-based exam) are eligible for University admission and 5 hours of elective credit upon the completion of one academic term (at least 12 credit hours). Those who met this requirement before January 2000 must apply through the prior learning assessment program to receive elective credit. The institutional TOEFL is offered on the Beckley campus three times a year. Contact the Testing and Tutoring Center for details.

### **Provisional Enrollment**

ELT students who attain a qualifying score on the ELT placement test (133 on the computerized exam or 45 on the Internet-based exam) or who are awaiting TOEFL scores are permitted to register for credit in up to two Mountain State University courses in computer information systems (CIS) or mathematics (MATH) while they are still enrolled in the ELT.

Provisional enrollment students must register for classes by the last day of the drop-add period and are expected to meet all requirements of the classes in which they are enrolled. The University reserves the right to refuse admission to any specific class on the basis of its enrollment capacity and to terminate the provisional enrollment of students who fail to complete each class with a grade of C or better or who do not fulfill all ELT requirements.

Before an official transcript can be released, you must earn a qualifying TOEFL score (173 on the computerized exam or 61 on the Internet-based exam) by the end of the semester. You must also enroll, pay tuition for, and successfully complete at least one semester of full-time study at Mountain State University (a minimum of 12 credit hours during fall or spring, with a minimum grade of C in each class).

Once you have fulfilled these requirements, the grades and credits that you earned in provisional enrollment are credited to your academic transcript and applied toward your program of study.

## **HIGH SCHOOL STUDENTS**

High school students can enroll part-time in Mountain State University classes through one of two options: early admission and the high school scholarship program.

### **Early Admission**

The University admits a limited number of high school students to enroll in courses for credit or audit on a part-time basis during their senior year. To be eligible for such admission, you must have completed the junior year of a college preparatory curriculum with an average grade of B or better.

Your school system may accept credit earned through early admission toward your high school graduation requirements. Once you have graduated from high school, you can apply early admission credit to continued study at the University or transfer it to another institution.

If you are interested in early admission, begin by checking with a guidance counselor or your principal to learn what regulations apply at your school.

To apply for early admission, submit an application for University admission along with an official transcript of your high school credits and a recommendation from your principal or guidance counselor.

### **High School Scholarship Program**

The high school scholarship program provides an early opportunity for high school juniors and seniors to experience a university environment. It also gives students who choose to continue their education beyond high school a head start in terms of both time and money.

Participants are permitted to enroll in a total of up to 12 hours of coursework without paying tuition or fees. To receive credit for courses taken through the program, you must maintain a grade of C or better in each course. You may apply for admission to MSU following successful completion of the courses. You have a year after your high school graduation to complete coursework equivalent to the total credits you took during the scholarship program, paying regular tuition and fees. Once you have fulfilled this requirement, the grades and credits that you earned through the high school scholarship program appear on your academic transcript and are applied toward your program of study. If you choose not to attend the University after graduation, it is still possible to have the credit you have earned appear on an academic transcript by paying tuition and fees for each credit hour.

The high school scholarship does not apply to independent study or program-specific courses. Whether credit earned through the program can be applied to high school graduation requirements depends on the policy of the school or school system. Contact the Office of Recruiting Services for more information.

### **MILITARY SERVICEMEMBERS**

Mountain State University is one of 188 colleges and universities designated as Servicemembers Opportunity Colleges. As part of its participation in the program, the University is committed to ensuring educational opportunities for service members and providing for the transfer of relevant course credits from military training. Additional information on SOC programs is available upon request.

The University also participates in the Army Recruiting Command's Concurrent Admissions Program, which allows eligible newly enlisting soldiers to be granted admission or provisional admission and to defer their enrollment until they have completed their initial enlistment or, for those in the Army Reserve, their initial active duty.

### **Military Service Credit**

The University grants 4 hours of credit to students who present documentation of basic military training. To apply for this credit, submit an official military transcript (or a copy of Form DD214 if you are ineligible for an official transcript) to Student Services for evaluation. Military credit will appear on your transcript with a grade of P (pass).

### ***Military Service Credit Transcripts***

Forms for requesting military transcripts are available from Student Services or directly from the issuing agencies:

- Army/American Council on Education Registry Transcript (AARTS): Online at [aarts.army.mil](http://aarts.army.mil) or by telephone at 866.297.4427.
- Air Force Transcript: Online at [www.au.af.mil/au/ccaf/transcripts/active\\_transc.htm](http://www.au.af.mil/au/ccaf/transcripts/active_transc.htm) or by telephone at 334.953.2794.
- Coast Guard Transcript: Online at [www.uscg.mil/hq/cgi/forms.html](http://www.uscg.mil/hq/cgi/forms.html)
- Sailor/Marine American Council on Education Registry Transcript: Online at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) or by telephone at 877.253.7122.

### **SENIORS AT MOUNTAIN STATE (SAMS)**

Seniors at Mountain State, or SAMS, allows anyone 60 or older to attend most classroom-based undergraduate courses on a space-available basis without paying tuition or fees. Enrolling as a SAM's student allows you to earn regular University credit and work toward a degree if you wish; you also have the same access to library and YMCA facilities as other students. You pay only for your textbooks and materials, and in some cases (such as culinary arts courses) any fees that are charged in addition to the regular tuition rate.

SAM's enrollment is not available in some areas, including graduate programs, health science programs, selective enrollment programs, cohort programs, and independent study courses.

### **UNIVERSITY ORIENTATION**

Each spring and summer, prospective students and their families have the opportunity to attend an orientation session. Offered on several different dates, orientation assists students with preparation for life at the University and provides them with all the information they need to make the adjustment to college life. Participants register for classes, take a campus tour, and receive relevant academic information. Study at MSU is challenging, and orientation helps to set the stage for academic success.

Additional activities, including special events and performances, are held throughout the year. A monthly calendar of events is distributed at orientation and is available on the Campus Life section of the MSU website.

Upcoming orientation dates and additional information are available from the Student Affairs Office or on the MSU website.

### **COUGAR WEB**

Cougar Web provides you with access to registration and other online services as well as information on your schedule, grades, and student account at [online.mountainstate.edu](http://online.mountainstate.edu). To use Cougar Web, you must know your student identification number and password; this information is forwarded to your MSU e-mail address upon your acceptance. Instructions are available in the schedule of classes or on the MSU website.

### **ACCESS TO PROGRESSION SHEET ON COUGAR WEB**

An update of your academic progress is available on Cougar Web. You may access your progression sheet from the following site: <http://online.mountainstate.edu>

**Step 1:** Under login- enter your **User ID** and **password** (check your MSU email account for your user ID and password)

**Step 2:** Read the privacy policy

**Step 3:** Select **Campus Web-Register for Class** link

**Step 4:** Select **Advising Tab** - Your Aim (or academic major) will appear

**Step 5:** Select **Grad Report (progression sheet)** above your name

The grad report/progression sheet will identify the courses completed and the courses in progress for your degree. It is imperative that you follow the graduation report to ensure completion of your degree requirements. Some courses require prerequisites. It is your responsibility to check prerequisite requirements in your college catalog.

The graduation requirement audit report will identify the hours earned and the hours required for your degree. Please use this tool when selecting courses for your upcoming semester.

The graduation requirement audit report is an unofficial report. The Office of the Registrar will complete an official audit once your graduation application is received in Student Services.

If you have any questions about the graduation report or if the information available online does not agree with your records, please contact your academic advisor immediately.

### **Additional Features of Cougar Web**

**Log onto:** <http://online.mountainstate.edu> and enter your **User ID** and **password** under login. Then select the **Student** portal (located in the upper right hand corner of the screen) to view the information below:

#### **Student**

Grade Information An unofficial transcript and a GPA calculator are available

Student Information You may update your address

Faculty Directory Faculty contact information including office location and telephone

Student Accounts View your student account statement and make payments

#### **Student Advising**

Graduation Report Provides an update of your standing toward your intended major; identifies the hours required and the hours earned toward your major (Aim)

My Aims Academic major

Requirements View degree requirements for MSU majors

Course History History of all coursework completed

Meetings Enter meetings and appointments

**Student Registration**[My Schedule](#)

View and print a copy of your course schedule

[Course Search](#)

View the course schedule and add/drop courses

**PROGRAM AND CLASS FORMATS**

Mountain State University is committed to making its programs and courses accessible to all. MSU's programs and courses are available in a number of formats to meet a wide variety of situations and educational needs. See the listing for each academic program and course for available options.

**Traditional Classroom Study**

Learning with program and class schedules generally tied to the academic year. Classes meet on campus at established times.

**Team Learning**

A degree program designed to be accessible to adult learners, with the same group completing the entire program together. Established class meetings are held one evening a week, with individual and small-group assignments in between. Cohort program may be offered on campus, at off-campus educational sites (for example, a public library), or online with virtual class meetings held via streaming media and chat. Semesters are usually broken into smaller units so students can focus on one course a time, and they can begin at any time during the year.

**Independent Study**

Self-directed anytime, anywhere study under the guidance of a professor. Independent study courses and programs may be offered online or through a paper-based format.

**Accelerated Online Study**

Flexible online group study conducted through discussion boards and chat, with independent assignments. An accelerated pace provides for eight weeks to complete each class.

**Blended Formats**

Programs that combine two or more formats—for example, online and classroom study.

**ACADEMIC YEAR**

The academic year for traditional programs consists of two 15-week semesters. Fall semester begins in late August and ends in mid-December, and spring semester begins in early January and ends in mid-May. The University calendar also includes two summer sessions of four and a half weeks each. Summer sessions begin in late May or early June and end in early August. Summer study can provide an opportunity to complete prerequisites or requirements more quickly. Some academic programs require summer enrollment.

**ACADEMIC CREDIT**

Mountain State University credits are expressed in semester hours. One semester hour of credit is equivalent to 15 class hours of instruction; the class-hour equivalent for laboratory courses varies by program.

**CATALOG POLICY**

Students are subject to degree and program requirements listed in the catalog that is in effect when they first register for classes at MSU; students in selective enrollment programs are subject to degree and program requirements listed in the catalog that is in effect at the time of admission into the program. You may choose to follow the requirements listed in a more recent catalog if they better meet your academic needs.

If you interrupt your program of study for two or more consecutive terms (excluding summer sessions), you are subject to the requirements in effect when you re-enroll. Similarly, if you change your major program of study, you are subject to the requirements in effect at the time of the change, except by permission of the dean of your school.

All programs and policies are subject to change and correction. See the University website for archived and current catalog information.

**STUDENT CLASSIFICATION**

The total number of hours you have earned determines your student classification. The following classifications apply to students in bachelor's degree programs:

1–26 hours	Freshman
27–64 hours	Sophomore
65–89 hours	Junior

90+ hours      Senior

These classifications correspond with course numbers:

100 to 199	Freshman
200 to 299	Sophomore
300 to 399	Junior
400 to 499	Senior

These classifications may differ for financial aid purposes.

### **ENROLLMENT STATUS**

For University purposes, a full-time student is one who is enrolled in 12 or more hours for a semester or 6 hours for a five-week summer session, and a part-time student is one enrolled in fewer than 12 hours.

Other enrollment categories include *special student*, a provisionally admitted student who does not meet the University's regular admission standards or who is not working toward a certificate or degree, and *auditor*, a student who is not attempting to earn a grade or credit.

These classifications may differ for financial aid purposes. If you are receiving financial aid or veterans benefits, check requirements for definitions of full-time student status.

To complete most bachelor's degree programs in four years, you should take an average of 16 hours a semester. Higher course loads are permitted, although a maximum load of 15 hours is recommended for first-semester freshmen. You may enroll in more than 18 hours a semester only with the permission of your dean.

### **CHANGE OF ADDRESS OR NAME**

To ensure that you receive University information, it is important to keep Student Services informed of any change in your contact information. Student Services processes all changes of name, address, and telephone number.

Forms for changing your address or name are available at Student Services or on the Registrar's Office section of the University website. You can file a change of address on Cougar Web. Name change requests must be accompanied by official documentation (for example, a copy of a marriage certificate or divorce decree).

### **PRIVACY**

The Family Educational Rights and Privacy Act of 1974, or FERPA, protects the privacy of student records. The act governs the release of educational records and your right to view your educational records and request correction of any inaccuracy. It also covers the release of such directory information as your name, address, and telephone number, as well as the procedure for requesting that access to such information be limited. The full policy is available online at [www.mountainstate.edu/current/policies/family\\_ed.aspx](http://www.mountainstate.edu/current/policies/family_ed.aspx) or from Student Affairs.

You can authorize the University to release certain educational records to specific individuals by submitting a FERPA release form to Student Services. Forms are available from Student Services or on the Registrar's Office section of the MSU website.

### **ACADEMIC ADVISING**

Your academic advisor is your primary contact for questions concerning your program of study, course selections, change of major, academic achievement, and degree requirements. The Academic Advising Office also has personal interest surveys, career exploration materials, job demand and salary information for various occupations, and other resources for selecting a field of study.

You can access a record of your academic progress at any time with the graduation report on Cougar Web. This report identifies the hours you have earned against your degree requirements. The graduation report is an unofficial report; the Office of the Registrar conducts an official audit when you apply for graduation.

Each student is responsible for fulfilling all course, program, and graduation requirements. Advising services are available to all students. Additional information on advising services is available from the Academic Advising Office or on the academic advising section of the website.

Main Campus School of Business	1-800-766-6067 ext 1347 or 929-1347
Main Campus School of Arts/Science	1-800-766-6067 ext 1651 or 929-1651
Main Campus Cohort Programs	1-800-766-6067 ext 1579 or 929-1579
Pennsylvania Campus	1-724-744-2400
Florida Campus	1-407-774-6200
Martinsburg Campus	1-304-596-5600

### **ACADEMIC CONDUCT**

All students are expected to comply with the University's rules of academic conduct, which include classroom behavior as an integral part of academics. If a faculty member observes that a student is not complying with University or program academic conduct requirements, he or she is obligated to bring it to the attention of the student. If the conduct involves plagiarism or academic dishonesty, the specific assignments are evaluated as a zero and calculated into the final course grade. Students may appeal this action by following the University's appeal procedure, available online at [www.mountainstate.edu/current/policies/appeals.aspx](http://www.mountainstate.edu/current/policies/appeals.aspx) or from Student Affairs.

#### **Examinations, Tests, and Quizzes**

During examinations and other classroom work, you must not give aid to or receive aid from another student in any way that is not authorized by the faculty.

#### **Papers, Essays, and Oral Presentations**

Representing written or oral work that is not your own as original work constitutes academic dishonesty and is subject to sanction. Any direct information taken from other sources must be documented, and any sources of information, ideas, or opinions that you did not develop yourself must be clearly indicated. Faculty members may prescribe limitations on the sources that you are permitted to use.

#### **Projects and Reports**

You must perform your own work, experiments, projects, research, etc. unless otherwise directed by the faculty. Faculty members may assign student work groups, but each member of the group must understand what his or her work represents.

### **ATTENDANCE**

Regular attendance is expected of students. Although final grades reflect performance rather than just attendance, attendance is important to academic success.

The University recognizes as excusable those absences that result from such unavoidable events as an illness or a family death, as well as those for activities in which students are representing the University. Other types of absences may be excused at the discretion of each faculty member. Faculty members inform students of the attendance requirements for each class at the beginning of the semester.

If a student does not attend a class for which the student has registered within the first week of class, the faculty member must notify the registrar of the non-attendance and advise that the student should be dropped from that class. Notification of nonattendance is made on the official attendance roster which must be returned to the registrar's office following the beginning of each semester. Similarly, students in on-line courses are required to "attend" their course through active participation on-line within the first week of class to confirm their enrollment/attendance.

Independent study students are required to complete at least (1) assignment or examination before the mid-term point of the course (within the first 2 months of being enrolled in the course). Failure to complete an assignment or exam before the expiration of this time period will result in a student being administratively withdrawn from the course.

**INDIVIDUALIZED STUDY (IS) PROGRAM**  
*General Procedures for Students to Follow*

**(copy 1 - for MSU files)**

***Part A - Student's Statement of Intent to Actively Participate in IS Course(s)***

1. After registering, I immediately will read each of my course syllabi.
2. I will make sure I know how to get my course materials.
3. Soon after registering, I will buy my course materials.
4. I will make sure I understand the tasks (learning objectives and assessments) of each course.
5. To make sure my instructor(s) knows I'm planning to participate, I will contact each instructor within 3 weeks of registering.
6. Striving to complete all learning tasks (assignments, papers, projects, assessments), I will actively engage in my course(s) within recommended timeframes.
7. If I need a test proctor, I'll contact the MSU Testing Center.
8. If I need a tutor, I'll get a personal one (via Testing-Tutoring Center or on my own), or I'll use online "live" tutors via tutor.com.
9. If for any reason I can't get my course materials and/or participate as I intended to,
  - a. I'll drop within 10 business days of my Registration Date; or
  - b. I will withdraw before my assigned Completion Date;
  - c. or I will apply for/acquire an official Extension of time.
10. If, and as soon as I have a need to do so, I will contact the IS Retention Specialist (who works personally one-to-one with students and/or faculty to resolve issues).

**Course Catalog Number/Title:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**On-campus Students: Complete/give to Registration Clerk.**  
**Off-campus Students: Complete/return in MSU postage-paid envelope.**

**INDIVIDUALIZED STUDY (IS) PROGRAM**  
*General Procedures for Students to Follow*

**(copy 2 - for student to keep in his/her personal files)**

***Part A - Student's Statement of Intent to Actively Participate in IS Course(s)***

1. After registering, I immediately will read each of my course syllabi.
2. I will make sure I know how to get my course materials.
3. Soon after registering, I will buy my course materials.
4. I will make sure I understand the tasks (learning objectives and assessments) of each course.
5. To make sure my instructor(s) knows I'm planning to participate, I will contact each instructor within 3 weeks of registering.
6. Striving to complete all learning tasks (assignments, papers, projects, assessments), I will actively engage in my course(s) within recommended timeframes.
7. If I need a test proctor, I'll contact the MSU Testing Center.
8. If I need a tutor, I'll get a personal one (via Testing-Tutoring Center or on my own), or I'll use online "live" tutors via tutor.com.
9. If for any reason I can't get my course materials and/or participate as I intended to,
  - a. I'll drop within 10 business days of my Registration Date; or
  - b. I will withdraw before my assigned Completion Date;
  - c. or I will apply for/acquire an official Extension of time.

10. If, and as soon as I have a need to do so, I will contact the IS Retention Specialist (who works personally one-to-one with students and/or faculty to resolve issues).

**Course Catalog Number/Title:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

### **ASSESSMENT**

Mountain State University routinely collects data from students regarding their perceptions, intellectual growth, and skills development. Student learning assessments contribute significantly to institutional effectiveness, particularly in evaluation of the undergraduate student experience. Assessment activities are integrated into each course. The University carefully reviews assessment results and constantly seeks ways to improve program content, delivery, and learning outcomes. Undergraduate students are required to demonstrate a breadth of knowledge and skills commensurate with expectations and proficiency in their academic field.

### **RESEARCH INVOLVING HUMAN SUBJECTS**

The University's Institutional Review Board, or IRB, must approve in advance any project or study that involves human subjects. Changing standards in human subject research have greatly expanded the types of research requiring IRB review.

Health sciences students should meet with the chair of the IRB if there is any question as to whether a research project may be subject to review. Students in other fields can check with a program administrator about the possible need for IRB review.

### **GRADES**

Your academic performance is measured by the grades you receive. Mountain State University uses the following grades:

- A** Superior. 4 quality points per credit hour.
- B** Good. 3 quality points per credit hour.
- C** Average. 2 quality points per credit hour.
- D** Lowest passing grade. 1 quality point per credit hour. Not considered a passing grade for some programs, including selective enrollment programs; see graduation and program information for details. May not be transferable.
- F** Failure to meet minimum competencies. No quality points.
- P** Pass. Credit only; no quality points.
- W** Withdraw. Student withdrawal from the course during the designated withdrawal period. No credit or quality points.
- DFS** Academic Fresh Start, original grade of D. No quality points.
- FFS** Academic Fresh Start, original grade of F. No quality points.
- WIP** Work in progress. Indicates enrollment in the course.
- I** Incomplete. Indicates that the course has not been completed for some unavoidable reason that is acceptable to the instructor. Converts to a letter grade when work is completed or to F if work is not completed by the end of the following semester. Students must contact the instructor for assignments.
- AU** Audit. No credit or quality points.
- D\*** Repeat of course with original grade of D. No quality points.
- F\*** Repeat of course with original grade of F. No quality points.

### **GRADE POINT AVERAGE (GPA)**

The value of each grade, together with the credit value for the course, determines the number of quality points you have earned. The grade point average, or GPA, is the average of those quality points. It is computed on the basis of all classes for which you have registered except those in which you have received a grade of P, W, WP, WIP, DFS, FFS, D\*, F\*, or AU.

A semester GPA is based on the classes in a given semester; a cumulative GPA includes all of your coursework at Mountain State University. If you are a transfer student, all credit, regardless of grade, is placed on your MSU transcript and calculated into your cumulative GPA.

You can compute your cumulative or semester GPA with the GPA calculator on Cougar Web or by following the following formula:

1. Multiply course credit hours for each course by the quality point value for that course.
2. Add the total quality points for all courses.
3. Add the total credit hours for all courses attempted, with the exception of P, W, WP, WIP, DFS, FFS, D\*, F\*, and AU.
4. Divide the total quality points earned by the total credit hours.

**WITHDRAWAL FROM A COURSE**

It is the student's responsibility to use the proper process to withdraw from a class or from the University. In order to withdraw, students need to complete an add/drop form or withdrawal form and have it signed by the appropriate faculty member and senior academic officer. The withdrawal form is available through the registrar's office or online. If the student uses the online form, it needs to be printed, signed, and returned to the registrar's office (signed faxes are usually accepted and forwarded to the faculty). The process may be found in the University catalog. Depending on when a student withdraws, the student may be entitled to a limited refund or no refund at all. It should be noted that there is a difference between "dropping" a class and "withdrawing" from a class. Dropping a class refers to a student's ability to drop a class within the first five business days of a semester without penalty; thereafter, the withdrawal policy applies.

**GRADE REPORTS**

Although faculty members report both midterm and final grades to Student Services for all traditional classes, you will be issued a midterm grade report only if your midterm grade is D or F. Student Services posts final grades for all students following each semester. Grades for independent study courses and cohort programs are issued following each course with no midterm grades issued.

Midterm and final grades are available on Cougar Web. To receive a final grade report by mail, submit a request to the registrar that includes your full name, student ID number, and signature. You must submit a new request each semester. Federal privacy laws prohibit the release of grade information by telephone.

**TRANSCRIPTS**

Your transcript is the official record of your academic work at Mountain State University. The first official transcript you request is provided at no cost; a fee is charged for all additional copies. You must satisfy all of your financial obligations to the University before you can receive an official transcript.

Because of federal regulations and privacy concerns, you must submit transcript requests in writing to Student Services. Transcript request forms are available from Student Services or the Registrar's Office section of University website. Requests should include your full name, your previous name if applicable, your student ID number and Social Security number, your dates of attendance, and your signature. If the transcript is to be sent directly to another institution, include the full name and address. Mail transcript requests to Mountain State University, Student Services / Transcript Request, Box 9003, Beckley, WV 25802-9003.

You can access an unofficial transcript on Cougar Web.

**SUBMITTING OFFICIAL TRANSCRIPTS**

The evaluation of a student's/applicant's official transcript will take no more than 5-10 business days (excluding weekends, holidays and heavy registration periods such as the start/end of an academic semester). Official transcripts must be mailed to the Admissions Department at the Mountain State University (MSU) Beckley Campus. An official transcript must be sent directly from an institution to MSU in a sealed envelope. The envelope is not to be opened by the applicant/student.

***Note: Branch campus transcripts (Orlando, Center Township, and Martinsburg) will be evaluated within 5-10 business days upon receipt to the branch campus transcript evaluator on the Mountain State University Beckley campus.***

Address:  
Mountain State University  
PO Box 9003  
Attn: Admissions Department  
Beckley, WV 2580

**ACADEMIC APPEALS**

If you have questions regarding your final grade for a class, begin by discussing them with the instructor of record. The policy and process for academic appeals are available online at [www.mountainstate.edu/current/policies/appeals.aspx](http://www.mountainstate.edu/current/policies/appeals.aspx) or from the Student Affairs Office.

**DISPUTED RECORDS**

You have up to one year after a class ends to dispute any of your academic, student account, or financial aid records pertaining to that class. Disputations of student records are not considered after a year has passed.

**ACADEMIC HONORS**

The University maintains two honors lists for students in associate, bachelor's, and certificate programs. Lists are compiled at the end of fall and spring semester for campus-based students. Honors for distance learning students are determined in November for the previous spring semester, March for the previous summer term, and August for the previous fall semester. Honors criteria are listed below.

**Dean's List**

Complete 12 or more credit hours in the semester with a minimum semester GPA of 3.5.

**President's List**

Complete 12 or more credit hours in the semester with a semester GPA of 4.0.

**STANDARDS OF ACADEMIC PROGRESS**

In accordance with the Department of Education regulations the standards of academic progress have been revised to be in compliance.

The major changes are as follows effective August 20, 2007:

- Freshmen students will be placed on academic and financial aid probation with G.P.A. less than 1.77. A student less than 27 credit hours is considered a freshmen.
- The completion rate for freshmen students is 50%. Students with 27 credit hours or more must have a 67% completion rate. The completion rate is the percentage of earned hours in relation to credit hours attempted.

**ACADEMIC SANCTIONS**

Academic sanctions result when your semester or cumulative GPA falls below 2.0. Sanctions are determined at the end of fall and spring semester. You will be notified by mail if you are placed under an academic sanction; sanctions may affect your financial aid eligibility. The University has three escalating levels of academic sanction:

**Academic Warning**

Students whose semester or cumulative GPA is below 2.0 when grades are calculated at the end of the semester are placed on academic warning.

**Academic Probation**

Students on academic warning are placed on academic probation if their semester GPA falls below 2.0. During the semester spent on academic probation, students are not allowed to carry more than 12 credit hours and must attain a 2.0 semester average to avoid academic suspension.

**Academic Suspension**

Students on academic probation who do not achieve a 2.0 semester average are placed on academic suspension. Students who have been academically suspended from the University are not permitted to register for classes for the term of the suspension.

Pre-registered students who are subsequently suspended are administratively dropped from all courses before the start of the semester. Summer terms do not count as a term of suspension.

### **ACADEMIC FORGIVENESS**

The University provides two academic forgiveness options for students who wish to improve their academic record: a D/F repeat policy for current students, and an academic fresh start policy for students transferring into the University or returning after a break of at least one semester in their enrollment.

The University cannot guarantee transferability of either policy; check the transfer requirements of the college or university you plan to attend. Academic forgiveness does not apply to financial aid standards for satisfactory academic progress.

If you are working toward a second degree, courses that you took before the certification of your first degree and whose grades were included in the GPA calculation for your first degree are not eligible for either type of academic forgiveness.

#### **D/F Repeat**

Students may repeat up to 21 hours of coursework in which they have earned a grade of D or F. When you repeat a course under this policy, the original grade is replaced by the new grade in calculating your GPA, although the original grade is not deleted from your transcript. Courses cannot be repeated after you receive your degree.

#### **Academic Fresh Start**

Students who are transferring to the University or who have had a break in their enrollment of at least one semester may request academic forgiveness of earlier poor academic performance under the Academic Fresh Start policy. This policy allows all previous coursework graded D or F to be excluded from GPA calculations. Students are eligible for Academic Fresh Start only once.

Eligible students can apply by submitting a written request to the senior officer of student services. Upon approval, Student Services will make the appropriate changes to the transcript. To be eligible for academic forgiveness under the Academic Fresh Start Policy, you must meet these requirements:

- Demonstrate at least a one-semester break in enrollment or transfer from another school before the period under evaluation, excluding summer sessions.
- Full time students: Complete at least 12 credit hours in one term with a GPA of 2.0 or better and no grade below a C; OR Part-time students must enroll in two consecutive semesters at MSU with at least 12 credit hours and obtain a G.P.A. of 2.0 or higher and contain no grade below a C.
- Not be taking your last 24 hours before graduation.

If your request for academic forgiveness is approved, you will receive credit and a grade for all applicable previous coursework with a grade of C or better but not for previous coursework with a grade of D or F. All previous coursework graded D or F will remain on your transcript as DFS or FFS and will be excluded from computation of your GPA. The Academic Fresh Start policy does not apply to courses graded WF.

### **SECOND ASSOCIATE OR BACHELOR'S DEGREE**

If you have already completed the requirements for an associate or bachelor's degree from Mountain State University, you may earn a second degree by completing required coursework for the program of study. You must complete a separate internship or practicum experience for each degree.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation from Mountain State University, you must meet all University requirements:

- Earn at least 120 hours for a bachelor's degree, 64 hours for an associate degree, or 32 hours for a certificate. Some degrees require more than the minimum 120 hour; see program requirements for details.
- Earn at least 30 hours at MSU for a bachelor's degree, 18 hours for an associate degree, or 6 hours for a certificate.
- Fulfill the general education requirements at your degree level (associate or bachelor's). Graduates earning a certificate are not required to fulfill a general education requirement.
- Complete ENGL 101 and ENGL 102 with a grade of C or better.
- Have a cumulative grade point average of at least 2.0.
- Fulfill all requirements of your program of study.
- Complete all core requirements within your program of study with a grade of C or better. (See program listings or check with the Registrar's Office for details.)
- Fulfill all financial obligations to the University.
- Submit a graduation application (available from Student Services or on the MSU website) and pay the application fee by the appropriate deadline.

**Degree Audit**

After you apply for graduation, Student Services will conduct a degree audit to ensure that you are meeting all requirements for your degree. You will be notified by letter of the results of your graduation audit. Contact your Advisor immediately if the results of the graduation audit do not agree with your records.

Students are responsible for meeting their course, program, and graduation requirements. Check with an academic advisor if you have any doubts about meeting your requirements for graduation.

**CONFERRAL OF DEGREES**

Degrees are formally conferred on the last day of fall and spring semester and each summer session. Degrees are certified and diplomas mailed after the conferral date of the semester in which all degree requirements are met. Conferral dates for nontraditional programs may vary.

**COMMENCEMENT**

The University's main Commencement ceremony is held in Beckley at the end of spring semester. Commencement is open to students in traditional programs who completed their requirements in the previous fall semester; those completing requirements in the spring or summer sessions are eligible to participate based on expected successful completion of all work undertaken. Students in independent study courses and cohort programs who will complete their requirements by August 31 are also eligible to participate.

Dates for branch campus ceremonies vary. Commencement information is available from the Student Services representative on each campus. All eligible graduates are encouraged to take part in a Commencement ceremony. You must apply by March 1 if you wish to participate in the ceremony or have your name printed in the program.

**GRADUATION WITH HONORS**

Bachelor's and associate degree candidates who have achieved special distinction in academic work are eligible for graduation with honors. Honors designations for recognition in the Commencement ceremony and program are determined by your local GPA (including all courses completed at MSU) at the end of the fall semester before Commencement. Final honors designations are determined at the time of degree certification on the basis of local GPA and are included on the diploma and official transcript.

You must complete at least 30 hours of coursework at Mountain State University to qualify for an honors designation.

**Bachelor's Degree Honors Distinctions**

Three Latin honors distinctions are recognized at the bachelor's degree level: summa cum laude, or highest honors, for those with a GPA of 3.85 to 4.0; magna cum laude, or high honors, for those with a GPA of 3.7 to 3.84, and cum laude, or honors, for those with a GPA of 3.5 to 3.69.

**Associate Degree Honors Distinctions**

Associate degree honors distinctions are highest honors, for those with a GPA of 3.85 to 4.0; high honors, for those with a GPA of 3.7 to 3.84; and honors, for those with a GPA of 3.5 to 3.69.

**REGISTRATION**

Registration dates for each semester and summer session are published in the academic calendar as well as in each term's schedule of classes, available from the MSU website or at Student Services. Registration dates for each term are divided into three periods: pre-registration, general registration, and late registration.

Tuition, fees, and expense schedules appear in the schedule of classes for each term. You must either pay all tuition and fees in full or pay the required deposit and enroll in the payment plan available through Student Accounts. Financial aid recipients may be able to postpone tuition and fee payments.

A picture ID is required for registration and other Student Services transactions.

The University reserves the right to cancel classes with low enrollment and to make changes in student schedules for class balancing and other administrative purposes.

**Schedule Changes**

You may add and drop classes at Student Services or on Cougar Web through the day listed in the schedule of classes as the last day to add/drop (generally the last day of the late registration period).

**Auditing**

Auditing is an enrollment option that allows you to attend a class without completing assignments and examinations. No grade or credit is earned for audited classes, and you are ineligible to apply for credit by examination for any course you have audited.

The cost for auditing a class is half the tuition for the class together with the per-credit-hour general fee. Federal financial aid cannot be used for audits, and no withdrawal credit is available. An audit registration may be changed to credit until the fourth class session. Credit registrations cannot be changed to audit.

**ASSESSMENT TESTING**

Test scores that document your preparation in English and mathematics may allow you to skip prerequisite courses in those areas. The University accepts the ACT National, the ACT Residual, the ACT COMPASS/e-write, the SAT National, and the University's math placement exam. Students who do not wish to take a placement exam are placed in MATH 100 and ENGL 100.

**Assessment Exams**

With the exception of the SAT, these exams are all available on the Beckley campus. Additional information on placement exams is available from the Testing Center.

***ACT National***

The ACT National is given one Saturday Registration and Payment each in February, April, June, October, and December. National ACT scores are used for both math and English placement. You must register through ACT; information and registration packets are available at the Testing Center or directly from ACT (319-337-1270, [www.act.org](http://www.act.org)).

***ACT Residual***

The ACT Residual, a paper-and-pencil exam used for both math and English placement, is given once a month at the Testing Center. ACT Residual scores cannot be used at any other institution; you are required to take the entire exam even if you need only one course placement. You can register by signing up at the Testing Center and paying the exam fee (currently \$40) at Student Accounts before your test date.

***ACT COMPASS/e-write***

ACT COMPASS/e-write exams are computerized exams used for math and English placement. They are available on an ongoing basis at the Testing Center. Unlike the ACT Residual, they provide separate exams for math and English placement, and scores are transferable to other institutions. You can register for either exam, or both, by signing up at the Testing Center and paying the exam fees (currently \$15 each for math and English exams) at Student Accounts before your test date.

***Math Placement***

The math placement exam is a paper-and-pencil exam divided into five 30-question multiple-choice tests; you progress through as many of the tests as possible in 90 minutes. Calculators are not allowed, and no copies of the tests or answer sheets are provided. Scores from the math placement exam cannot be transferred to other institutions. You can register by signing up at the Testing Center and paying the exam fee (currently \$20) at Student Accounts before your test date.

***SAT***

Mountain State University is not currently an SAT test site. SAT information and registration packets are available from Educational Testing Service (609.771.7600, [www.collegeboard.org](http://www.collegeboard.org)).

**Placement Standards**

Placement is based on the following scales:

***Math Placement*****ACT National or Residual Math**

<b>Score</b>	<b>Placement</b>
19–20	MATH 102
21–22	MATH 112
23–24	MATH 120
25–26	MATH 130
27–28	MATH 210

**ACT COMPASS/e-write Math**

<b>Exam</b>	<b>Score</b>	<b>Placement</b>
1	44–100	MATH 102
2	46–65	MATH 112
3	66–100	MATH 120
4	46–100	MATH 130
5	46–100	MATH 210

**SAT Math**

<b>Score</b>	<b>Placement</b>
460–499	MATH 102
500–539	MATH 112
540–579	MATH 120
580–619	MATH 130
620–659	MATH 210

**Math Placement**

<b>Exam</b>	<b>Score</b>	<b>Placement</b>
1	23–30	MATH 102
2	23–30	MATH 112
3	23–30	MATH 120
4	23–30	MATH 130
5	23–30	MATH 210

**English Placement****ACT National, Residual, or COMPASS/e-write English**

<b>Score</b>	<b>Placement</b>
17–22	ENGL 101
23–36	ENGL 102

**SAT Verbal**

<b>Score</b>	<b>Placement</b>
400–539	ENGL 101
540–800	ENGL 102

**PAYMENT**

Tuition and fees are due on the first day of the semester and are payable by cash, check, or credit card (Discover, Visa, MasterCard, or American Express). An additional fee of \$25 is charged for returned checks. To be exempt from payment in full, you must have established a payment plan and signed a promissory note or have applied for financial aid. If your financial aid is not expected to cover the entire balance, you are required to either establish a payment plan for the expected difference or pay it in full on the first day of the semester.

If your employer or an outside agency is paying your tuition or fees, you can register with a letter of authorization guaranteeing that payment will be sent to the University upon receipt of an invoice. The University cannot accept authorization for a third-party payment that is contingent upon your completion of the semester; in that case you are required to pay tuition and fees at the beginning of the semester and receive the payment as a reimbursement.

**Payment Plan**

A payment plan is available through Student Accounts. Under the plan, 25 percent of the term's tuition and fee charges is due by the first day of each semester. The balance for fall and spring semester is paid in four monthly payments, and the balance for summer terms is paid in two monthly payments. For cohort programs, the first payment is due on the first day of the semester, and the next three payments are due over the next three months as established when you enroll. Students using the payment plan may be charged interest of one percent a month on the unpaid balance or a flat fee, not to exceed \$30 a semester, for use of the plan.

**Independent Study Charges**

Students enrolled in independent study classes who are not receiving financial aid are required to make full payment at the time of registration and are ineligible for a refund after the drop-add period of one week. Charges for courses taken through independent study are ineligible for the University payment plan. Charges are calculated on a per-credit-hour basis for all students.

**Housing Fees**

Housing fees include both residence hall and meal plan fees. Contact Student Accounts for current fees and payment information. Housing fees can be paid according to the payment plan terms described under *Payment Plan* earlier in this section.

**Administrative Fee**

A \$5 administrative fee is charged each time you register or change your schedule. This fee is the same whether you register during the preregistration, general registration, or late registration periods. Depending on when you register, you may have to pay this fee at registration and may also be required to pay part or all of your tuition for the semester. See *Registration* earlier in this section for details.

**UNPAID BALANCES**

Students who owe a balance to the University are not permitted to register or to receive transcripts, diplomas, or certificates. Failure to pay may result in withdrawal from classes and release of the student account to a collection agency. Any collection fees are added to the balance due.

**COMPLETE WITHDRAWAL AND REFUNDS**

A refund schedule for students who withdraw completely from the University is available in each semester's schedule of classes, online at Cougar Web, or from the registration office on any campus. All classes have a designated add-drop period, and the refund schedule goes into effect after that period. Refunds are calculated upon complete withdrawal (that is, withdrawal from all courses); no refund is calculated on partial withdrawal. No student may withdraw from a course once the course has ended. If you do not officially withdraw by the deadline, you are ineligible for a refund and are responsible for all charges and payment plan payments. You may also be required to return a portion of any financial aid you are receiving.

Students in a team learning (cohort) program may submit a withdrawal form from the second class period through the end of the course. Unless you are receiving financial aid, however, there is no refund for withdrawal.

Students taking an independent study course are not eligible for a refund once the add-drop period is over if they are not receiving financial aid. See *Withdrawal and Refunds for Financial Aid Recipients* in the Financial Aid section for more information on calculations for students who do receive financial aid.

No refund is made if you withdraw after the published withdrawal deadline (60 percent into the term). Starting and ending dates vary for courses offered through independent study, cohort programs, and online study. Refund eligibility for these courses is determined on the basis of a calculation of the 60 percent point of the term designated for the course.

Withdrawal forms are available on the registrar's office section of the MSU website or from Student Services on any campus. Completed forms must be postmarked or transmitted by fax no later than the last date of the course. If you are a cohort student, you may need to complete a withdrawal form for classes that have passed the add-drop period and an add-drop form for your other classes.

Additional information and assistance are available on Cougar Web or from Student Services on any campus.

**Financial Aid Refunds**

When a financial aid payment or third-party payment placed on your student account creates a credit balance, the University will issue you a refund check. Refund checks are mailed within 14 days; they are issued only by mail and cannot be picked up.

**Housing Refunds**

Housing refunds follow the same general policy as that for tuition and fees. Contact the Housing Office for additional information.

**Withdrawal for Military Duty**

If you are called to active duty in the armed services of the United States during the term, you are eligible for a full refund of tuition and fees but will not receive academic credit for the term. In place of a refund of tuition and fees, you can request that the courses in which you are enrolled be graded incomplete. Because any grade of I converts to an F if not completed by the end of the following semester, you should consider this option only if you are confident that you will be able to complete the course within that time. Either option requires that you submit a copy of your activation orders to the registrar's office.

## **FINANCIAL RESPONSIBILITY**

Mountain State University requires prompt payment of all student charges. Each student is responsible for paying all expenses incurred and ensuring that all account transactions are accurate. If you have a concern or discover a discrepancy, talk to a Student Accounts staff member. All unpaid balances may be charged interest of one percent per month on the unpaid balance

## **FINANCIAL AID**

Most Mountain State University students receive some form of financial aid from the federal and state government, the University, and other sources. Qualifying students benefit from the availability of grants, scholarships, and work-study employment, which do not have to be repaid, as well as student loans. Financial aid falls into two broad general categories: need based, in which awards are made in recognition of students' academic or other achievements.

For most forms of financial aid, awards are based on a federal determination of need based on student and family resources. This determination is based on submission of the Free Application for Federal Student Aid, or FAFSA, to the U.S. Department of Education. Even if you think you are ineligible for financial aid, you are encouraged to complete and submit a FAFSA.

## **ELIGIBILITY**

The following general eligibility requirements apply to all need-based financial aid programs. Additional requirements may apply to a specific program or source of aid; see program descriptions later in this section for details.

To be eligible for need-based financial aid, you must

- Maintain satisfactory academic progress.
- Not be in default on any loan made from a student loan fund at any institution or a loan made, insured, or guaranteed under the Direct Loan Programs or the Federal Family Education Loan Program (FFELP).
- Not owe a refund on grants previously received for attendance at any institution under the Pell Grant Program or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Meet minimum enrollment standards.
- Be a United States citizen or an eligible permanent resident or noncitizen.
- Complete the admissions process and be enrolled in an eligible academic program at the University.
- Have a high school diploma or recognized equivalent. Students who are taking classes but who have not yet graduated from high school are not considered to be attending college for financial aid purposes.
- Be registered with the Selective Service, if applicable.
- Satisfy all program requirements.

## **HELPFUL INFORMATION**

Here is a quick list of some of the numbers and information you will need throughout the financial aid process.

### **Virtual Financial Aid Office (VFAO)**

<https://mountainstate.vfao.com>

toll-free 877-906-1723

### **MSU's school code (for FAFSA)**

003807

### **MSU's OPEID number (for estimator)**

00380700

### **Federal Student Aid Information Center**

toll-free 800-4FED-AID

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

## **APPLYING FOR FINANCIAL AID**

The University collects financial aid information and processes applications through its financial aid website, which is known as the Virtual Financial Aid Office (VFAO). To apply for financial aid, including grants, loans, scholarships, and work-study, visit the VFAO website at [www.vfao.org](http://www.vfao.org) and complete the following steps:

### **Step One**

Complete the Free Application for Federal Student Aid (FAFSA) at [www.vfao.org](http://www.vfao.org). Be sure that you indicate the correct academic year for which you are requesting aid, as well as MSU's school code (003807). Once you have

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submitted the FAFSA, be sure to print a copy for your records. You will need the EFC (Estimated Family Contribution) amount from the form for later processing. Call the Federal Student Aid Information Center toll-free at 800.4FED.AID with any questions about completing the FAFSA.

Because it can take up to six weeks for your financial aid to be processed, it is important that you submit your FAFSA as early as possible. The University has established recommended submission dates of March 1 for the following fall semester, November 1 for the following spring semester, and February 1 for the following summer terms.

FAFSAs submitted after the recommended date are processed as time allows in the order received. You must complete all steps listed in this section before your FAFSA can be processed. Because many programs make awards available on a first-come, first-awarded basis, filing promptly may result in more awards.

You must complete a FAFSA for each academic year (which at MSU is defined as fall semester, spring semester, and two summer sessions). The FAFSA for each academic year is available on January 1 before the fall semester. The FAFSA is also available as a paper form if you are unable to obtain or complete the electronic version. You can obtain a copy from the Financial Aid Office or by calling 800.433.3243.

### Step Two

Use the financial aid estimator at the VFAO website for an estimate of your financial aid. The OPEID number is 00380700. The estimator gives annual amounts (that is, for two semesters). For loans, it assumes that you are an independent student; if you are a dependent student you are ineligible for the unsubsidized loan amount and should consider only the subsidized amount.

### Step Three

Complete an online financial aid interview at the VFAO website. This interview provides MSU with such information as the semester for which you need aid, your grade level, and other background required for processing your application. You must complete the first two steps of the application process before beginning the interview.

You must complete an interview for each semester in which you wish to obtain financial aid, but you can complete interviews for up to two semesters at a time. Make sure that you select the correct semester or semesters for which you are applying for financial aid.

The interview requires that you enter a grade level, which is used in determining loan eligibility. The VFAO will use your current transcript to verify your hours.

Grade Level	Hours	Max Loan for Two Semesters	
1	0–26	Dep \$2,625	Ind \$6,625
2	27–64	Dep \$3,500	Ind \$7,500
3+	65– grad	Dep \$5,500	Ind \$10,500
5	Graduate	\$20,500	

The interview will also request information about other financial resources that you will be using to help cover your educational costs. It is important that you report all financial resources—including scholarships, vocational rehabilitation benefits, veterans benefits, state grants or loans, private educational loans, and employer educational benefits—on the interview form. Federal guidelines limit the total of all resources to an amount that may not exceed the University's cost of attendance (an amount that includes average tuition, fees, books, living expenses, transportation, and miscellaneous costs).

### Step Four

If you are applying for a Federal Stafford Loan and have never had a loan before at MSU, you must complete a master promissory note (MPN). Click the link "Visit Your Guarantor / Applying for a Loan" on the VFAO website and follow the prompts. Keep in mind that you must be enrolled at least half time (6 credit hours for undergraduate students or 3 credit hours for graduate students) at the time of disbursement to be eligible for a Federal Stafford Loan.

The lender cannot legally disburse your loan funds unless you have completed an MPN.

### Processing

Once you have completed all five steps and are registered for classes, MSU will begin processing your financial aid.

Federal regulations may require verification of your financial aid application. If your application is selected for verification, you will receive a notification of required documentation (for example, a tax return, W-2, or tax

worksheet). It is important that you submit any requested documentation as quickly as possible; your financial aid award cannot be completed until it is received and processed.

Once processing is complete, you will receive an award notice that will include aid awarded by the University and other resources you have included on the interview form. It also includes estimated disbursement dates for Pell grants and federal student loans.

## **TYPES OF FINANCIAL AID**

### **Grants**

Grants are considered gift aid, or aid that does not have to be repaid. To qualify for grant programs, you must show significant financial need and maintain satisfactory academic progress. Mountain State University participates in the following grant programs:

#### **Federal Pell Grant.**

A federally funded grant available to eligible undergraduate students with financial need. The amount is determined on the basis of your EFC, the number of credit hours for which you are enrolled, and the University's cost of attendance, and is dependent on congressional funding levels. Federal regulations require that you be enrolled in at least 3 credit hours a semester to be eligible. You must apply for a Pell Grant before you can qualify for any other need-based aid.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG).**

A federally funded grant available to students with exceptional financial need. Any applicant for the Federal Pell Grant is automatically considered for the FSEOG.

#### **Academic Competitiveness Grant.**

A federally funded grant available to U.S. citizens who are first- or second-year students, enrolled full time, and receiving a Federal Pell Grant, and who have completed a rigorous secondary school program of study as approved by the U.S. Department of Education. First-year students cannot have been previously enrolled in an undergraduate program; second-year students must have a cumulative grade-point average of 3.0 or better.

#### **National Science and Mathematics Access to Retain Talent (SMART) Grant.**

A federally funded grant available to U.S. citizens who receive a Federal Pell Grant. To be eligible, you must be enrolled full-time in your third or fourth academic year of study in computer science, engineering, or mathematics, with a cumulative grade-point average of 3.0 or better.

#### **West Virginia Higher Education Grant (WVHEG).**

A state-funded and -administered grant program. Eligibility is determined and students are contacted by the West Virginia Higher Education Grant Program office in Charleston. To be eligible for the WVHEG, you must have a FAFSA on file with the Central Processor by March 1 for the following academic year. If you are a first-time student, you are also required to complete the common application at [www.wvapply.org](http://www.wvapply.org).

You must be enrolled for at least 12 credit hours a semester and maintain a grade-point average of at least 2.0 to be eligible. To renew eligibility, you must successfully complete 12 credit hours for each semester that you receive the grant and demonstrate satisfactory academic progress.

#### **Higher Education Award for Part-Time Students (HEAPS).**

A West Virginia grant program to encourage and enable residents who desire to continue their education on a part-time basis. Contact the Financial Aid Office for detailed information and an application.

#### **Pennsylvania State Grant Program.**

A Pennsylvania grant for eligible residents who are enrolled as undergraduate students. Requires completion of a FAFSA by May 1 for the following academic year. Contact the Pennsylvania Higher Education Assistance Agency at [www.pheaa.org](http://www.pheaa.org) for additional information.

#### **Workforce Investment Act (WIA) grant.**

Awarded on a yearly basis to assist full-time degree-seeking students who have been determined to be eligible by the West Virginia Department of Employment Security. Grants may pay for required textbooks and fees, program counseling, and other personal services.

### **Loans**

Mountain State University participates in three federal loan programs. At the undergraduate level, students may qualify for the Federal Stafford Loan (subsidized and unsubsidized) and the Federal PLUS Loan for parents of dependent students. The third loan program, the Federal Grad Plus Loan, is available only to graduate students.

If you enroll in both traditional and independent study classes, check your current and future status with a financial aid representative before each enrollment. Loans for independent study enrollment may affect your loan eligibility for other aid in the following semester.

#### **Federal Subsidized Stafford Loans.**

Available to students who demonstrate financial need; provided by lending institutions with the interest paid by the federal government until you begin repayment. Repayment begins six months after you leave school or when you drop below half-time enrollment. Under certain circumstances, repayment may be deferred by the lender.

Under federal default management regulations, release of the first disbursement check to first-time borrowers may not occur until after the thirtieth day of enrollment in the loan period.

All borrowers must complete exit loan counseling when they graduate or leave college. Failure to do so will affect the release of student records and diplomas. You can complete exit loan counseling through the graduation section of the MSU website.

In accordance with federal guidelines, Stafford loans are released to the University in two disbursements. The loan amount is then posted to the student account and any credit balance is refunded by mail. You must reapply for each loan period.

#### **Federal Unsubsidized Stafford Loans.**

Provided by lending institutions; available to students regardless of EFC or need. The loan amount cannot exceed the maximum amount allowed by the Department of Education or the cost of attendance.

The federal government does not make interest payments on an unsubsidized Stafford Loan. The interest may be capitalized (that is, added to the loan principal) or paid according to the lender's payment schedule.

Like the subsidized Stafford, unsubsidized Stafford Loans require completion of exit counseling. Repayment begins six months after you leave school or when you drop below half-time enrollment. As with subsidized loans, you are not required to pay the principal while you are in school or during a grace or deferment period.

#### **Federal Parent PLUS Loan.**

Available to parents of students who are considered dependent for financial aid purposes (that is, students whose FAFSA is required to include parents' income information). Detailed information on the loan is available online at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

To apply, complete the first four steps listed in "Applying for Financial Aid" earlier in this section. In the final step, at the "Applying for a Loan" screen the parent should enter his or her own Social Security number and apply for a Parent PLUS Loan. If the parent is denied a Parent PLUS Loan, the student is considered independent for loan purposes and may be eligible for a Federal Unsubsidized Stafford Loan. Contact the VFAO for additional information on this option.

#### **Private Educational Loans (Alternative Loans).**

It is recommended that you make use of any available Federal Stafford Loans before pursuing other loan sources, since they have lower interest rates and better payback requirements.

Private educational loans are available, however. These loans require a credit check and in some cases a co-borrower, and are subject to federal cost of attendance guidelines. MSU requires that you complete a FAFSA and financial aid interview before you can obtain the enrollment certification that is part of the private loan application process. Loan applications may take four to six weeks to process. If you use a lender that is not one of the University's preferred lenders, it is recommended that you contact the VFAO with the loan information and contact information for the lender to ensure that the application is processed in a timely manner.

#### **Federal Work-Study**

Work-study provides part-time employment to qualifying students enrolled for at least 6 hours of credit. Eligibility is based on University employment needs and your demonstrated financial need after all other financial aid is calculated. Work-study employees are paid the established hourly minimum wage. The maximum number of hours is determined by the Financial Aid Office. To apply for federal work-study, you must complete the VFAO process. You must also file a work-study application, which is available from the Financial Aid Office.

#### **International Fellowships**

International Fellowship positions provide part-time employment on campus to qualifying international students who are enrolled for at least 12 hours of credit. Participating international students are paid the established hourly minimum wage. The number of hours is determined by the Office of International Student Services.

### **Scholarships**

Scholarships are gifts of money to pay educational expenses. They do not have to be repaid. Scholarships are awarded on the basis of academic merit, financial need, or both. Most scholarships have specific criteria regarding program of study, residence, community service, high school attended, grade point average, etc.

New students who wish to be considered for a scholarship award must submit an application for admission together with an official transcript from a regionally accredited high school, and must also complete the steps under "Applying for Financial Aid," all by March 1. You must also complete all the steps. Applicant files then go to the scholarship committee, which is made up of faculty, staff, and administration representatives who make awards based on each scholarship's stated criteria.

Applicants who are selected for a scholarship are notified by mail. Scholarships must be accepted in writing within 10 days of notification. If selected, you will also be required to provide a thank-you letter for the sponsor of your scholarship.

Scholarship recipients are required to be enrolled full time, maintain a GPA of at least 3.0, and notify the Financial Aid Office of any change in name or address as well as any additional funds they receive from other sources. They must also notify the Financial Aid Office if they intend to withdraw from classes. Withdrawal from classes may require that some of the scholarship funds be repaid and may also affect future scholarship awards.

### **University merit-based scholarships.**

The following merit-based scholarships are available to Mountain State University students:

- Ambassador Scholarship
- Presidential Scholarship
- Salutatorian Scholarship
- Trustee Scholarship
- Valedictorian Scholarship

The Ambassador Scholarship requires a separate application, which is available upon request or on the Financial Aid section of the MSU website.

**Matching scholarships.** MSU matches up to \$250 a semester for selected civic and organizational scholarships. Contact the Financial Aid Office for a list of eligible scholarships.

The University will match any scholarship awarded by the Ruritan National Foundation for students attending MSU. Application for these scholarships is made through Ruritan.

**Need-based scholarships.** Additional scholarships are awarded on the combined basis of merit and need subject to donor participation:

- Alumni Scholarship
- Ashton, Bledsoe, McCulloch, Tieche Doctors Fund Scholarship
- Bank One Scholarship
- BB&T Scholarship
- T. Arlene Beasley Memorial Endowed Scholarship
- Beaver Coal Company Scholarship
- A. G. Bowles Memorial Fund Scholarship
- Scott Brown Memorial Scholarship
- Carter Family Foundation Scholarship
- A. C. and Ellen Coleman Scholarship
- Robert L. Kosnoski Scholarship
- Leslie E. Lilly Scholarship
- Jessie R. McDonnell and Hilda R. Crickmer Memorial Endowed Scholarship
- Lewis N. McManus Scholarship
- Claude Phillips Memorial Scholarship
- Physician Assistant Scholarship
- Dennis Aaron Plumley Memorial Scholarship
- Matthias W. Powers Memorial Scholarship
- Alma Davenport Shroyer Endowed Scholarship
- W. A. Stanley Scholarship

- Albert M. Tieche Memorial Scholarship
- J. R. Van Meter Athletic Scholarship
- Vecellio Family Foundation Scholarship
- The West Virginia Society of Washington D.C. Scholarship Fund
- Wiseman Family Scholarship
- William Yates Memorial Endowed Scholarship
- Dr. Nicholas D. Zambos Memorial Scholarship

#### **PROMISE Scholarships.**

Mountain State University participates in the West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Student Excellence) Scholarship Program. The PROMISE Scholarship is available to students who graduate from West Virginia schools with a minimum GPA of 3.0 in core classes and a competitive ACT or SAT score. To apply, you must complete a FAFSA as well as the Common Application at [www.wvapply.com](http://www.wvapply.com). PROMISE award amounts are determined by the state legislature and may change from year to year. PROMISE scholars must complete at least 30 undergraduate semester hours a year, preferably in the fall and spring semesters, and maintain a minimum 3.0 GPA. Additional information, including current scholarship amounts and complete eligibility requirements, is available at [www.promisescholarships.org](http://www.promisescholarships.org).

#### **McKelvey Foundation Scholarship.**

MSU is a partner institution that accepts McKelvey Foundation Scholars. For more information, contact your high school guidance counselor or see the foundation's website ([www.mckelveyfoundation.org](http://www.mckelveyfoundation.org)).

#### **WVICU scholarships.**

West Virginia Independent Colleges and Universities Inc. provides donor-funded scholarships to Mountain State University and other member institutions. These scholarships, funded by individual and corporate donors, are available only to West Virginia residents.

#### **Tax Credits**

While not actually sources of financial aid, federal income tax credits are available to qualifying students for the 2006 tax year. Tax regulations are subject to change; check with the IRS or a tax professional for current information.

#### **Hope Scholarship Tax Credit.**

Students in their first two years of postsecondary education in a degree or certificate program may be eligible for a nonrefundable tax credit equal to 100 percent of the first \$1,000 in tuition and required fees paid, plus 50 percent of the next \$1,000 in tuition, for a total maximum yearly credit of \$1,500. The credit is phased out for joint filers with a modified adjusted gross income between \$83,000 and \$103,000 and for single filers between \$41,000 and \$51,000.

#### **Lifetime Learning Tax Credit.**

Adults who are returning to school, college juniors and seniors, and graduate students may qualify for a nonrefundable tax credit equal to 20 percent of up to \$10,000 in tuition and fees, for a maximum credit of \$2,000. The credit is phased out at the same income levels as the Hope Scholarship.

### **GENERAL FINANCIAL AID INFORMATION**

#### **Recipient Certification**

All loan, grant, and federal work-study applicants are required to sign an affidavit stating that all funds received through those programs will be used to meet educational costs directly related to their attendance at Mountain State University, that they are properly registered with the Selective Service or are exempt from such registration, and that they are not in default on and do not owe a refund of any federal or state financial aid program.

#### **Disbursement**

Grants and loans are disbursed by the Student Accounts Office, with half the annual award credited each semester. Work-study earnings are paid by check twice a month.

#### **Withdrawal, Dismissal, and Dropping Courses**

In accordance with federal regulations, students who withdraw, are dismissed, or drop courses after receiving financial aid may be required to repay part or all of their aid immediately. Aid recipients who are considering dropping a course or withdrawing should contact the Financial Aid Office before making any change in their enrollment.

#### **Summer Students**

Loan applicants who plan to attend only one summer session must enroll for at least 6 credit hours during that session.

### Satisfactory Academic Progress

Federal regulations require that financial aid recipients make satisfactory progress toward the completion of a degree or program to be eligible to receive federal aid. Students who receive federal aid must meet both qualitative and quantitative requirements.

Satisfactory academic progress is measured by three factors:

1. Cumulative grade-point average
2. The number of credits earned in relation to those attempted
3. The maximum amount of time allowed for completion of the academic program. This maximum is limited by federal regulations to 150 percent of the published length of the degree program. For example, if your degree program requires 128 credit hours, the maximum period cannot exceed 192 attempted credit hours (that is,  $128 \times 150\%$ ).

The first and second factors are sometimes collectively referred to as qualitative measures, and the third as quantitative measures.

#### Qualitative Measures

Year	Cumulative GPA	Hours Completed
1st	1.6	0–26
2nd	1.8	27–64
3rd	2.0	65–89
4th	2.0	90+

#### Quantitative Measures

Attempted Hours	Percentage Complete
0–26	50
27–64	67
65–89	75
90+	80

Withdrawal from, or failure of, one or more courses has a negative effect on your ability to maintain aid by decreasing your completion rate. All coursework attempted is used in the calculation of your completion percentage. All credits earned at MSU and transferred from other colleges and universities, regardless of grade, is calculated into your cumulative grade-point average and completion rate.

The University's academic forgiveness policies do not apply to satisfactory academic progress standards for financial aid. To maintain satisfactory academic progress you must maintain the required GPA, and the percentage of credit hours accumulated must be within the guidelines.

Academic progress is reviewed at the end of each academic year (after spring semester), although students appealing a financial aid suspension will be evaluated at the end of their next semester.

### Financial Aid Probation and Suspension

Financial aid recipients who fail to make satisfactory academic progress are placed on financial aid probation for their next semester. Those who do not show academic improvement during the probation semester are placed on financial aid suspension until they meet the academic progress criteria.

While students on financial aid probation are eligible for financial aid, those on financial aid suspension are not. Students on either financial aid probation or suspension are not allowed to register for the next term until they receive clearance from the Financial Aid Office.

Students who have lost eligibility to receive financial aid as a result of financial aid suspension must use their own resources without benefit of financial aid and attain the minimum standards of satisfactory academic progress before becoming eligible to reapply for aid.

### Financial Aid Appeals

Recognizing that students sometimes encounter circumstances beyond their control that adversely affect their academic progress, the University reserves the right to allow students who do not meet qualitative and quantitative standards because of mitigating circumstances to continue to receive financial aid. Any student subject to suspension of financial aid eligibility may submit one appeal to the director of financial aid within 30 working days of the notice of the suspension. The appeal must be submitted in writing and include an explanation and documentation of the reasons that

the required academic standards were not met. It must also include a plan of action for achieving success in future coursework.

The director of financial aid reviews and presents each appeal to the financial aid committee for a final decision. You may appeal financial aid suspension only once.

### **Financial Aid Student Rights**

As a recipient of federal student aid, you have certain rights, including the following:

- You have the right to know what financial aid programs are available at Mountain State University.
- You have the right to receive a listing from the Financial Aid Office of the agency in each state you may contact regarding grants available to residents of that state.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in calculation of your need.
- You have the right to know how much of your financial need, as determined by the institution, has been met. You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school's refund policy.
- You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time you have in which to repay the loan, and when repayment is to begin.
- You have the right to know how the school determines whether you are making satisfactory academic progress and what happens if you are not.
- If you have a loan and the lender transfers the right to receive payments ("sells" the loan), you must be sent a notification telling you to whom you must now make payments.
- Lenders must provide you with a copy of the complete promissory note.
- You have the right to prepay a loan without penalty. This means that you may at any time pay in full the loan balance and any interest due without being charged a penalty by the lender for early payment.
- If you cannot meet a loan repayment schedule, you may request forbearance from the lender under which the payments may be reduced for a specific period of time.

### **Financial Aid Student Responsibilities**

As a recipient of federal student aid you have certain responsibilities, including the following:

- You must complete all application forms accurately and submit them on time to the right place. You must reapply annually for financial aid.
- You must provide correct information. The intentional misreporting of information on financial aid application forms is a criminal offense that could result in indictment under the U.S. Criminal Code.
- You must return all additional documentation, verification, corrections, and new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- You must notify the Financial Aid Office of any financial aid received from sources outside the University.
- You are responsible for reading and understanding all forms that you are asked to sign, as well as keeping copies of them.
- You must accept responsibility for all agreements that you sign.
- You must perform the work that is agreed upon in accepting Federal Work-Study (FWS). Even though you may be eligible for FWS, no student is guaranteed a job. Jobs are based on the University's award of federal funds and job availability. An FWS award is an opportunity to seek, interview for, and obtain a campus work-study job in the same way that a job is obtained under normal circumstances.
- You should be aware of the school's refund policy.
- You must be aware of and comply with the deadlines for application or reapplication for aid.
- All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding where to attend school.
- If you have a loan, you must notify the lender if any of the following occurs before the loan is repaid: graduation, withdrawal from school or less than half-time attendance, change of address, name change (maiden name to married name, etc.), or transfer to another school.
- You must repay your loan in accordance with the repayment schedule.
- You must notify the lender of any occurrence that may affect your eligibility for a deferment.

- You must notify the Financial Aid Office of changes in your family's financial situation or your financial situation.
- You must contact the Financial Aid Office before registering for extended and distance education classes. Even though you are given four months to complete these classes, some financial aid programs require completion in a shorter period of time.
- You must use the proceeds from your financial aid disbursement for educational purposes only.

#### **Withdrawal and Refunds for Financial Aid Recipients**

Federal regulations require that the Financial Aid Office recalculate financial aid eligibility, including eligibility for Pell Grants, SEOG, and Stafford Loans, for students who completely withdraw before completing 60 percent of the semester. You may be required to return a portion of your financial aid if you withdraw.

For students who withdraw from all courses, federal regulations require the school to recalculate the amount of federal aid that has been earned. Under the Department of Education formula, the percentage of financial aid earned is equal to the number of days completed up to the date of withdrawal divided by the total number of days in the term. This refund calculation applies only to complete withdrawal from the University—that is, withdrawal from all courses—and is not calculated for partial withdrawal.

Federal aid is returned to the program based upon the amount that is designated unearned. Students who have received a refund of Title IV aid are responsible for returning the unearned portion to the appropriate program.

The refund policy applies only during the first 60 percent of the semester. No refund is made for withdrawal after the 60 percent point of the semester.

The same refund calculation applies to all courses. Since independent study, cohort programs, and online courses have unique beginning and ending dates, the refund will be calculated on the 60 percent point of the individual term.

#### **VETERANS BENEFITS**

The West Virginia Higher Education Policy Commission has approved the courses of study at Mountain State University for U.S. Department of Veterans Affairs benefits. All students receiving these benefits must comply with certain academic standards to receive educational benefits.

Eligible veterans can apply to the Department of Veterans Affairs for educational benefits after they have been accepted for admission. Veterans benefit applications are available in the veteran's coordinator's office or online at [www.gibill.va.gov](http://www.gibill.va.gov).

Veterans and others who are eligible may apply for and receive benefits under several programs:

- Chapter 30—The Montgomery G.I. Bill
- Chapter 31—Veterans with service-connected illnesses or injuries
- Chapter 32—Veterans Educational Assistance Program
- Chapter 35—Dependents and survivors of veterans with 100 percent service-connected disabilities or of service members who lost their life on active duty
- Chapter 1606—Educational assistance for members of the Selected Reserve
- Chapter 1607 (REAP)—Educational benefit for certain individuals activated after September 11, 2001

If you receive veteran's benefits you must notify the veteran's coordinator each semester when you have registered for classes by completing an MSU VA enrollment form, available on the veteran's benefits section of the MSU website. The coordinator will certify your enrollment status with the Department of Veterans Affairs.

Veteran's benefits recipients must notify the veteran's coordinator of any change in name, address, enrollment status, schedule, type of class (traditional or independent study), eligibility changes, etc. Any change in enrollment status (full time, three-quarter time, or half time) will affect the amount of monthly benefits. A change may cause an overpayment that will have to be repaid to the Department of Veterans Affairs.

#### **Attendance**

In accordance with the Department of Veterans Affairs regulations, class attendance is monitored for students receiving veteran's benefits. Be sure to check the attendance policy for each course (listed on the syllabus). If your academic progress is unsatisfactory because of excessive absences as determined by the instructor, you may be required to repay some or all of the benefits received.

#### **Academic Progress for Veterans**

Veterans are eligible for payments only for credit hours that are required for their program of study. Federal regulations state that veteran's benefits cannot be paid for a course from which the student withdraws. Students may be required to return money paid for these courses except for the first instance of withdrawal from a course or courses totaling not

more than 6 semester hours or in cases of mitigating circumstances (defined as unanticipated and unavoidable events beyond the student's control, such as deployment, illness, or accident). Students receiving veteran's benefits are responsible for notifying the veteran's coordinator of any mitigating circumstances so the information can be reported to the Department of Veterans Affairs.

#### **WEST VIRGINIA VOCATIONAL REHABILITATION**

Students with a qualifying physical, emotional, or other disability may be eligible for the services of the West Virginia Division of Rehabilitation, which include vocational counseling and guidance, training (with payment of costs such as books, fees, etc.), and job placement. Under certain circumstances, students may also qualify for help with medical needs, living expenses, and transportation.

For more information, contact the Division of Rehabilitation Services, 200 Value City Center, Suite 800, Beckley WV 25801, 304.256.6900, or another local Rehabilitation Services office.

#### **ALUMNI ASSOCIATION**

The MSU Alumni Association provides membership to all former students of Mountain State University, including those who attended under its former names (The College of West Virginia and Beckley College). The association works to build strong bonds of mutual loyalty between the University, its alumni, and other constituencies. In the belief that students use their MSU education to achieve success, Alumni Services provides them with opportunities to share experiences with the University's current students, faculty, and staff. For more information, contact Alumni Services in the Office of University Advancement.

#### **BOOKSTORE**

In addition to textbooks and school supplies, the University Bookstore stocks insignia items including sweatshirts, jackets, t-shirts, mugs, and umbrellas, as well as everyday needs. The bookstore accepts cash, checks, Discover, Visa, MasterCard, and American Express. The bookstore also accepts authorized charges to student accounts through the add/drop date for each course. The bookstore is located near the main campus, at 410 Neville Street in uptown Beckley. Bookstore hours when the University is in session are 8 AM to 5 PM Monday through Friday, with extended hours during regular and late registration periods.

Bookstore services are also available online at [www.cougarshop.net](http://www.cougarshop.net) or by phone at 304-929-1325. The MSU website has links to the online bookstore in the Current Students section and the Quick Links list that appears on the front page.

The bookstore's textbook refund policy is based on publisher requirements for returns. You should become familiar with the policy, which is available at the bookstore, before you purchase any books or supplies.

At the end of each fall and spring semester, the bookstore buys back a limited number of used textbooks at retail and current market value based on needs for the following academic year. During these designated buyback periods, students are paid in cash. The bookstore also purchases textbooks at current market value daily, although these transactions result in a student account credit.

#### **CAREER SERVICES CENTER**

Located in Erickson Alumni Center, the Career Services Center is the central resource for career information and practicum registration. The center provides assistance to MSU students and alumni in such areas as job searches, resumes, cover letters, career strategy, interviews, and SIGI 3 interactive career planning. Career fairs and workshop events held throughout the academic year enhance students' professional preparation and provide an outlet for employers to promote job and practicum opportunities. Visit the center's website, [careerservices.mountainstate.edu](http://careerservices.mountainstate.edu), for current job and practicum opportunities, scheduled events, career news, and other career and practicum resources.

#### **CHAPEL**

The Mary Wiseman Chapel, located in the John W. Eye Conference Center, provides a place for meditation and spiritual enrichment. The chapel is open during the conference center's hours of operation and can also be reserved for use by groups.

#### **COMPUTER LABORATORY**

An open computer laboratory located in the library provides access to work stations, a variety of current software, and a laser printer. Computers may be used for both research and classroom assignments.

#### **COUGAR DEN STUDENT UNION**

The Cougar Den Student Union, in the lower level of the Robert C. Byrd Learning Resource Center, provides a spot for eating, studying, and relaxing, as well as for social, cultural, educational, and school activities. The Cougar Den offers

a variety of food and beverage selections in the food court, which includes Starbucks coffee, a pizza zone, grill/deli with stir-fry station, home-cooking zone, and salad bar.

### **DINING**

Both meal plans and flexible Cougar Bucks accounts, which allow you to purchase food and beverages on campus with your student ID, are available for purchase in the Housing Office. All meals are served in the Cougar Den Student Union. The Cougar Den is open during fall and spring semesters and closed during summer sessions. Limited hours are available during Thanksgiving and spring breaks.

### **DISABILITY ACCOMMODATIONS**

The University accommodates physically and learning-challenged students and employees by providing ramp or elevator access to campus facilities and reasonable accommodations for academic services, courses, and activities. Contact the Student Affairs Office if you require accommodations for a disability.

### **E-MAIL SERVICE**

All registered students are automatically assigned an MSU e-mail address. Information on student e-mail account access is available on the Current Students section of the website.

Your MSU e-mail account is used for University notifications in such important areas as registration, financial aid, and graduation, as well as for correspondence from instructors. It is your responsibility to check your account regularly.

### **HEALTH INSURANCE**

For students who require health insurance, Student Affairs can provide information on private policies with comprehensive medical and surgical benefits.

We encourage all Mountain State University students to purchase insurance. The following types of insurance are recommended or required:

#### **Health Insurance**

Health insurance is required for international students and those admitted to programs in the School of Health Sciences. It is recommended for all other students. You can purchase health insurance through Mountain State University. For information on purchasing health insurance, contact the Coordinator of Campus Life, at 304-929-1402. Please refer to options below:

Trent Insurance Services (Short Term Medical Insurance)  
6 month and 12 month plans available  
328 Neville Street (2nd Floor)  
PO BOX 5027  
Beckley, WV 25801-7500  
304-253-6112 or 304-929-6678

OR

The Sentry Security Plan

- go to [www.ejsmith.com](http://www.ejsmith.com) or [www.CollegeStudentHealthInsurance.com](http://www.CollegeStudentHealthInsurance.com)
- select "Health Plans", "West Virginia", "2006-2007"
- and then click on the picture of the student brochure.

Steve Meier; E.J. Smith & Associates  
847-564-3660

#### **International Student Insurance**

<http://www.betins.com/mountainstate/>

#### **Malpractice Insurance**

Malpractice Insurance is required of all students admitted to programs in the School of Health

Sciences and all senior social work students. For information on malpractice insurance, contact your program director.

#### **Renter's Insurance**

Renter's insurance is recommended for all students living in campus housing. Mountain State University is not responsible nor will accept liability for theft, loss, or damage to students' property. Contact Cristi Richardson, Manager of Housing and Residential Life, at 304-929-1474 or [cristir@mountainstate.edu](mailto:cristir@mountainstate.edu) for further information.

The NSSI website is located at <http://www.nssinc.com> and provides students the opportunity to apply for coverage, renew or modify existing coverage, and obtain all the information they need about this program.

#### **HOUSING AND RESIDENCE LIFE**

All full-time freshmen and sophomores under 21 years old are required to live on campus unless they reside with a parent or guardian and commute daily to classes, are married, or have children. Hogan Hall offers housing for most students, including nontraditional and international students.

Each four-person suite has two double-occupancy bedrooms that share bathroom facilities. High-speed Internet connections are included in each room. Rooms have hookups for telephone and cable and can accommodate microwave ovens, small refrigerators, and personal computers.

Hogan Hall is a coed facility housing men and women in separate suites. It is air conditioned and wheelchair accessible. Laundry facilities are provided as well as a common area containing vending and concession machines. The building is within walking distance of the rest of the campus, downtown Beckley, and the YMCA, where all University students have a complimentary membership. Regularly scheduled bus transportation provided by Raleigh County Community Action Association is available at no charge with a student ID.

Students who are subject to the housing requirement and others who wish to live on campus must submit a housing application to the University's Residence Life Office along with a nonrefundable room deposit. All residence hall assignments are made on a semester-to-semester basis. You may request a specific roommate on your application for housing. If you do not designate a roommate, the Residence Life Office will make selections based upon the criteria you designate. Private accommodations in double occupancy rooms may be available for an additional charge.

All resident students are required to purchase a meal plan.

Although there are specific check-in and check-out dates for each semester, Hogan Hall does remain open over Thanksgiving, during spring break, and between terms. You must notify the Residence Life Office if you wish to stay in the residence hall during one of these periods.

Students who have withdrawn from the University for any reason are not permitted to reside in campus housing, and students who are suspended or expelled for any reason forfeit their right to remain in the residence hall. Housing fees are subject to the same institutional refund policy and procedures as other University charges. Contact the Residence Life Office for information on eligibility for refunds.

All students who live on campus should become familiar with the University's housing policies and regulations, which are included in the student handbook and residence life handbook. Students are held responsible for this information.

#### **IDENTIFICATION CARDS**

All new students are required to obtain an identification card, and returning students must validate their ID for the current term. You must have a valid ID to check out materials from the library and to use the computer lab and other University services.

The ID card service is located in the library. You must present your schedule for the current semester and some form of identification that includes a photo to obtain an ID card. For returning students, validation stickers are available at the Student Services registration counter.

Students enrolled in distance education programs can obtain a student ID upon request.

### **INFORMATION CENTER**

MSU's Information Center provides easy access to a wide range of University information and services, including application and enrollment, academic programs, student services, assistance with general questions concerning scheduling and financial aid, and upcoming campus events. For University inquiries of any kind, contact the Information Center at 304.929.INFO (304.929.4636) or toll-free at 866.FOR.MSU1 (866.367.6781).

### **INTERNATIONAL STUDENT SERVICES**

The International Student Services Office serves as the primary contact for international students attending Mountain State University. The office works to assist international students in gaining admission to Mountain State University, to ensure that they are aware of immigration and governmental issues related to their status in the United States, and to serve as a liaison with the United States Citizen and Immigration Services. The International Student Services Office also provides new student orientation sessions, advising services, and cultural and social activities throughout the academic year. For additional information, contact the office or see the international students listing in the prospective students section of the MSU website.

### **LIBRARY AND LEARNING RESOURCES**

The University's library is located on the second floor of the Robert C. Byrd Learning Resource Center. Library holdings currently include more than 95,500 books and videotapes and 152 print periodical subscriptions as well as extensive electronic resources. Tables and carrels are available for research and study, and the Library Services staff provides professional assistance to the University's students, faculty, and staff. Holdings are shelved in open stacks and can be easily searched and accessed through Cougar Catalog, the library's online catalog. More than 7,000 periodicals dated from 1987 to the present are available in print or electronically.

Internet access on all computers allows students to easily search the automated catalogs of the Library of Congress and other libraries worldwide. The general public is invited to use the library, although public patrons are required to check out materials through the interlibrary loan department of a public library and computer use is limited to research.

### **Electronic Resources**

The library subscribes to a number of databases and full-text electronic journal indexes, which are available from on or off campus:

- **Ebscohost** contains 22 separate subject-specific databases that can be searched individually or all at once: Academic Search Elite, AltHealth Watch, Business Source Elite, Pre-CINAHL, CINAHL, CINAHL Plus with full text, Clinical Pharmacology, EBSCO Animals, ERIC, EJS E-Journals, Funk and Wagnall's New World Encyclopedia, Health Source Consumer Edition, Health Source Nursing/Academic Edition, Library and Information Science and technology Abstracts, MasterFILE Premier, Medline, MLA Directory of Periodicals, MLA International Bibliography, Newspaper Source, Primary Search, Regional Business News, the Serials Directory, and TOPICsearch.
- **ProQuest** contains 17 separate databases that are searched all at once by default, although they can also be searched individually if desired. Databases included are ABI/INFORM Global, Accounting and Tax, Banking Information Source, Business Dateline, Career and Technical Information, Criminal Justice Periodicals, Pharmaceutical News Index, ProQuest Asian Business, ProQuest Computing, ProQuest Dissertations and Theses, ProQuest Education Journals, ProQuest European Business, ProQuest Newspapers, ProQuest Religion, ProQuest Telecommunications, and Research Library.
- **StatRef Electronic Medical Library** provides Web-based searchable access to 16 medical texts: *Basic and Clinical Pharmacology*, *Color Atlas and Synopsis of Clinical Dermatology*, *Current Medical Diagnosis and Treatment*, *Current OB/GYN Diagnosis and Treatment*, *Current Pediatric Diagnosis and Treatment*, *Current Surgical Diagnosis and Treatment*, *DSM IV-TR*, *Family Medicine*, *Geriatric Medicine*, *Harrison's Principles of Internal Medicine*, *Mosby's Drug Consult*, *Nurse's Pocket Guide*, *Principles of Surgery*, *Stedman's Dictionary*, *Stein's Internal Medicine*, and *USP DI—Drug Information for the Health Care Professional*.
- **SIRS Knowledge Source** provides full-text access to articles dealing with a broad range of social issues from both domestic and international periodicals.
- **NewsBank** provides full-text access to articles from national and international newspapers and wire services as well as NewsBank Maps.
- **Westlaw** is a legal database with access to federal, state, and tax cases, statutes, and rules, as well as legal periodicals. The KeyCite feature tracks the history of a law or case to see if it is still in good legal standing.
- **Encyclopedia Britannica Online** provides access to the electronic version of *Encyclopedia Britannica*, *Merriam-Webster Collegiate Dictionary*, and the *Collegiate Thesaurus*.
- **Serials Solutions** allows for journal title searches of all the library's print holdings and electronic periodicals databases.

NetLibrary and R2 Library provide access to the library's e-books. NetLibrary contains more than 400 titles in a wide variety of subjects; R2 Library contains nursing e-books.

### **Accessing Library and Learning Resources from Off Campus**

In addition to the resources on campus, Mountain State University provides library and learning resources to SEDE learners, including the services of an academic resource librarian who specializes in distance learning resources. When you register as a SEDE student, you will receive information on applying for access to the library's online resources, contact information for the academic resource librarian and other library staff members, step-by-step instructions for using University databases and checking out library materials, and information on strategies for conducting online research.

### **MULTIMEDIA FACILITIES**

A computer- assisted classroom and teleconferencing facility, located in the Robert C. Byrd Learning Resource Center, is provided in cooperation with the West Virginia Army National Guard and the U.S. Department of Defense. The facility is used for National Guard training and University distance learning programs; when not in use, it is available for rental to campus and community members.

Multimedia classrooms and facilities are located in the Health Sciences Building and the Margaret A. Carter Auditorium.

### **PARKING**

The University provides parking for students in lots throughout the campus. You are required to register your vehicle with the University to obtain a campus parking permit. A separate permit from Housing and Residence Life is required to park in the Hogan Hall lot.

Parking permits are available at the registration counter in Student Services. The first permit is issued to Beckley campus students at no charge; additional or replacement permits are available for a fee.

Students with a valid permit may park in any area not reserved for faculty and staff. You may be fined or your vehicle towed at your expense if you park illegally, in a no-parking lane, or in an unauthorized space.

All students are expected to act responsibly and to respect the rights of private property owners in the area. Those who violate parking regulations are subject to disciplinary action.

### **SAFETY AND SECURITY**

The University works to maintain a safe environment for its students, faculty, and staff. A campus crime and safety log, which also includes Crime Alert notices, annual crime reports, and announcements of student development safety seminars, is available at the library reserve desk.

The University's Campus Safety Office and physical plant staff monitor the activities in academic and administrative buildings, grounds, and parking lots with a concern for safety and security. Foot and vehicular patrols of campus facilities and grounds take place 24 hours a day. The physical plant staff also regularly inspects campus facilities, makes any repairs affecting safety and security, and responds to reports of potential hazards.

While campus safety and physical plant personnel are unarmed and cannot make arrests, they do carry mobile phones from which they can receive or place intercampus or off-campus calls, coordinate campus alerts, and contact the Emergency Operations Center or the Beckley Police Department. Police response time is three minutes or less. Campus Safety officers receive training in numerous subjects related to public safety and law enforcement, including criminal investigations, arrest, search and seizure, patrol procedures and tactics, and other legal matters. Campus Safety officers may provide assistance for a full range of public safety services, including crime reports, investigations, emergencies, enforcement of state laws, and campus incidents requiring police assistance. They work closely with the Beckley Police Department, Raleigh County Sheriff's Department, and the Beckley Detachment of the West Virginia State Police.

A private security firm provides assistance to Campus Safety as needed. These officers are equipped with radios and perform foot and vehicular patrols. Administrators periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns. Contact the Campus Safety Office to report hazards or make recommendations on improvement of safety and security.

### **Crime Statistics**

The University maintains crime statistics in accordance with Title II of Public Law 101-542, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. Statistics are available on line at [www.mountainstate.edu/current/policies/crimechart.aspx](http://www.mountainstate.edu/current/policies/crimechart.aspx) or from the Student Affairs Office.

### **Emergency Reporting**

Students and faculty and staff members are responsible for reporting any campus emergency, incident, or safety and security concern. From campus phones, dial 1349 or 1330 to reach campus safety or physical plant staff. Off campus, dial 304-929-1349 or 304-929-1330; after hours and on weekends and holidays, dial 304-890-2722.

Dial 911 (9911 from campus phones) for situations that require law enforcement or emergency personnel.

### **Lost and Found**

Campus Safety maintains a campus-wide lost-and-found service.

### **SPORTS AND RECREATION**

Students each receive a complimentary membership to the Beckley–Raleigh County YMCA, which is located within walking distance of campus and has facilities for swimming, workouts, basketball, racquetball, and other sports and activities. A current student ID is required for admission.

### **Intramural Athletics**

An intramural athletics program, open to all students, provides team and individual competition in a variety of sports. Current intramural sports include basketball, volleyball, wiffleball, tennis, soccer, and flag football. The intramurals program also sponsors competitions in Texas Hold'em poker and Video-game Tournaments.

### **Intercollegiate Athletics**

The Cougars compete in NAIA Division I men's basketball and women's softball and volleyball. The basketball team won the 2004 NAIA National Championship. Intercollegiate men's and women's soccer teams are scheduled to begin play in fall 2006.

Students with a current ID card receive free admission to all regular home games. Basketball games are played at the Raleigh County Armory–Civic Center (capacity 4,700), softball games at Warren Wilson Stadium, and volleyball games in Van Meter Gymnasium.

### **STUDENT AFFAIRS**

The Office of Student Affairs maintains open communication and good working relationships among the students, faculty, staff, and administration. Student Affairs is responsible for matters of general student welfare and student activities. The dean of student affairs and campus life, in conjunction with the coordinator for campus life, handles the overall operation of the office. Functions include orientation, retention, student activities, student government, counseling, and disability accommodations. The office is always working to assist students in having a rewarding and productive experience at MSU.

### **Student Activities**

Student Affairs plans and coordinates student activities throughout the academic year. The staff works with the Student Government Association to develop and carry out these activities.

### **Student Government**

The Student Government Association, or SGA, acts as the official representative of Mountain State University's students and serves as a link between students and the faculty, staff, and administration. The SGA is governed by an established constitution, with officers elected by the student body. Contact Student Affairs for more information.

### **Student Organizations**

Campus organizations bring students together for fun, service, common interests, and professional growth. See the student handbook or contact Student Affairs for a current list of student organizations.

### **TESTING CENTER**

The Testing Center serves as a test site for national exams, placement exams, and exams for academic credit, as well as exams for MSU courses. The center is located in Section D of the Robert C. Byrd Learning Resource Center; it is open from 8:30 AM until 5 PM Monday through Friday with extended hours until 7 p.m. on Thursday.

College-level credit is available for successful completion of various national standardized examinations. These exams cover content areas that are commonly addressed in traditional courses. Available examination programs include the

computerized College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES) Standardized Subject Tests (DSST), and the Certified Professional Secretary (CPS) examination.

The University's Challenge Examination program consists of examinations developed specifically to meet University and degree requirements. These exams are equivalent to the comprehensive final examinations in traditional courses; you can earn credit for a specific course by passing the challenge exam for that course. Exams carry a grade of A, B, C, D, or F. When you register for a Challenge Exam, you will receive a study guide and textbook for preparation. You must take the exam within two months of registering for it.

Detailed information regarding policies, procedures, fees, and registration for CLEP, DANTES and Challenge exams is available under "Testing Center" in the Prospective Students section of the MSU website.

### **TUTORING SERVICES**

Students who need academic assistance may benefit from peer tutoring services, which are available to currently enrolled students and to the community at no charge on a walk-in basis or by appointment. Contact the Tutoring Center for more information on tutoring services or on working as a tutor.

### **DISTANCE EDUCATION**

MSU's Center for Distance Education offers a variety of alternative methods for learning and earning University credit. Most of these options are available to campus-based students as well as those pursuing their studies off campus.

Students planning to pursue any nontraditional learning option are encouraged to analyze their readiness for independent or online study and to talk with an enrollment coordinator or academic advisor. If you are working toward a degree, it is also important to ensure that the option you are considering meets the requirements of your degree program.

### **TRANSFER CREDIT EVALUATIONS**

This policy is designed for students transferring and or beginning their enrollment for the first time at Mountain State University beginning Fall 2007.

Effective August 1, 2007, students transferring with passing grades of C or better will be noted on his or her transcripts by a "P" for passing. The students' GPA from previous schools will not be factored in MSU's GPA. Transfer applicants must submit official transcripts from all colleges/universities attended. In addition, transfer applicants must submit official transcripts from all CLEP and DSST examinations and military service for possible credit.

Note: Students who would like their transcripts to be reevaluated should first contact their Financial Aid representative to see if this would affect their aid. After notification from the Financial Aid department, Student Services will reevaluate transcripts. The reevaluation may take 1 to 2 weeks to complete. Any special circumstance requests should be submitted to the University Registrar.

### **Military Training**

Mountain State University recognizes the value of the learning experiences associated with training programs and courses completed by US military service members. The University makes use of the credit recommendations for training and educational programs completed by servicemembers contained within the most recent edition of the *Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Mountain State University is a member of the Service Members Opportunity Colleges (SOC) consortium of schools, through which more than 1,800 colleges and universities annually serve hundreds of thousands of servicemembers and their families.

SOC coordinates associate and bachelor's degrees in a variety of curriculum areas for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCOAST). These degree programs are offered by colleges and universities on or accessible to Army, Navy, Marine Corps, and Coast Guard installations worldwide. Within each curriculum or degree network, member colleges agree to accept each other's credits in transfer. SOC programs are designed to be flexible and typically offer several means of earning academic credit, including credit by examination through CLEP and DANTES; use of the ACE credit recommendations for military learning experiences; and access to coursework through various delivery methods including traditional classroom instruction, distance learning, and computer- or Internet-based instruction.

As a member of SOCAD, Mountain State University offers several Army Career Degree (ACD) plans. The ACD program translates Army training into college credit that matches the requirements in specific college degrees, which in

turn correspond to a Military Occupational Specialty, or MOS. ACD plans include an array of options for meeting college requirements through Army training, classroom study, distance learning, testing, certification, and licensure. Currently available ACDs include MSU degree programs matched to Army MOS 68G (91G) Patient Administration Specialist, 68S (91S) Preventive Medicine Specialist, and 68W (91W) Health Care Specialist. Mountain State University is also a member of SOCMAR and SOCCOAST, and offers additional SOC-approved associate and bachelor's degree programs.

### **Independent/Individualized Study**

Independent study, or IS, provides a flexible means to manage your own learning at the times and places that are convenient to you. While it is available to all students, IS is most often used by those who live far from campus or are unable to attend traditional classes. Course materials are designed by expert faculty members, and guidance and feedback are available to students who require learning support.

You can enroll in an IS course at any time, then take up to four months to complete it. Examinations can be taken on or off campus with an approved proctor. A list of current IS courses is available on the MSU website.

### **General Education Options**

Eligible students have the option of completing their general education requirements through Spectrum, which is designed to help students begin a program of study at MSU. Spectrum integrates general education requirements over four semesters that can be completed with one night a week in the classroom.

### **Degree Completion**

Degree completion programs provide an excellent opportunity for adult students to complete their college degree. The courses are presented in a compressed accelerated format, with a single instructor each semester. Degree completion programs are open to those who are at least 25 years old and have already earned 40 hours of college-level credit. Applicants who do not meet these admission requirements are considered on a case-by-case basis.

A team learning approach allows you to complete studies in your major with the same group of students from start to finish. As a result, you graduate not only with experience in group processes, leadership, and teamwork, but also with a network of trusted peers.

Classes meet one evening a week over four semesters totaling approximately 18 months. Both online and traditional classroom versions are offered. The program is structured so that participants qualify as full-time students for financial aid purposes.

### **Prior Learning Assessment**

Mountain State University allows students to receive academic credit for the learning associated with experience gained through work, military service, professional training, hobbies, recreation, and other meaningful activities. These experiences are evaluated for their equivalency to specific MSU courses and their ability to satisfy institutional and degree requirements. Mountain State University's prior learning assessment program follows the academic and administrative standards established by the Council on Adult and Experiential Learning (CAEL). When possible, we use American Council on Education (ACE) credit recommendations in evaluating military and corporate training programs.

To apply for prior learning credit, you must submit a supporting learning portfolio that describes your learning experiences in light of course and degree requirements. While developing this portfolio can be a rewarding process, it also represents a significant investment of time and resources.

Learning portfolios are evaluated by a faculty reader who determines if the learning described satisfies the University's criteria and makes a recommendation to the senior academic officer for experiential learning. If approved, the recommendation for granting prior learning credit is forwarded to the registrar for recording onto your transcript. Faculty reader recommendations are subject to appeal in accordance with the University's academic appeal process. Additional information on prior learning assessment and portfolio development is available in the *Learning Portfolio Development Guide*, which you can download from the MSU website, or from the MSU Information Center.

### **Competency Assessment**

Competency assessment allows adults with substantial personal or professional learning to have multiple areas or abilities assessed in a process similar to that used in prior learning assessment. For additional information, consult a prior learning assessment advisor.

### **Online Courses**

The University provides a selected courses and programs online, either through independent study or in an accelerated online format. To successfully pursue online studies, you should be self-motivated and able to complete assignments independently in a timely manner.

Students who enroll in accelerated online classes and programs make extensive use of WebCT for class and group chats, WebCT mail, threaded discussions, posted grades, assignment submission, quizzes, and instructor feedback.

Before enrolling in a course that uses WebCT, you should be proficient in creating and saving documents in Microsoft Word and PowerPoint, sending and receiving e-mail, posting messages to an online forum, attaching files, and basic conventions of online communication. It is recommended that you have access to the following resources:

- PC with a Microsoft Windows 2000, XP, ME, or 2003 operating system and at least 256mb of RAM.
- Monitor with a high color or true color configuration and a screen resolution of at least 800x600 pixels.
- Supported Web browser (Microsoft Internet Explorer 5.0, 6.0, or 6.5; Netscape Navigator 7.1 or 7.1; AOL 7.0, 8.0, or 9.0; or Mozilla Firefox 1.5 or 1.6). For a minimum of setup, Firefox is recommended.
- Java Virtual Machine.
- Microsoft Office (available at no cost to students through MSU's Microsoft Developers Network Academic Affiliation).

Technical support is available by calling 304-929-1496 Monday through Friday between 8AM and 5PM Eastern. After-hours support is available by e-mailing [webctsupport@mountainstate.edu](mailto:webctsupport@mountainstate.edu).

### **Continuing Education**

From upgrading skills to mastering new technologies to learning creative arts, Mountain State University is dedicated to meeting the ongoing needs of the community. Continuing education programs work with individuals and groups to provide educational services in a variety of formats.

MSU offers some noncredit courses in such areas as social work and health sciences. These courses provide Continuing Education Units, or CEUs, as a standardized method of documenting continuing education experiences. CEUs may be offered for learning in any format, at any educational level, and in any subject. They can document learning to help with upgrading professional skills; seeking new or renewed professional licensure, certification, or registration; or other uses.

### **SERVICES AND RESOURCES FOR OFF-CAMPUS LEARNERS**

The University works to ensure that students pursuing distance learning options receive the same degree of support and access to resources as campus-based students. In general, policies described in this catalog apply equally to distance learners and campus-based students, although some processes differ. Contact the MSU Information Center if you have special needs or questions that are not answered here.

### **Admissions Services**

Prospective students who inquire about study through an extended or distance program receive individual assistance with application and enrollment in person, by mail, online, by e-mail, or by telephone.

Admission to extended and distance study is open to all individuals eligible for admission to Mountain State University. Students who are graduates of an accredited secondary school, who have a General Education Development (GED) certificate, or who have previously completed college credit are eligible to apply for admission into associate and bachelor's degree programs and courses. Some programs have additional requirements or selective admissions; see the individual program listing for details.

Mountain State University does not have a residency policy requiring students to attend classes on the Beckley campus. Students are required to complete a minimum number of hours through MSU for a degree; see *Graduation Requirements* in the University-Wide Academic Information chapter for details. Different requirements may apply to students who receive credit for prior learning through a collaborative arrangement between the University and another school or organization.

### **Grades**

The registrar's office receives final grade reports and posts grades to your academic transcript. Grades are available on Cougar Web, [online.mountainstate.edu](http://online.mountainstate.edu). Privacy laws prohibit the release of final grade information over the phone.

If you have questions regarding your final grade, begin by discussing them with the instructor of record. The policy for academic appeals is available online at [www.mountainstate.edu/current/policies/appeals.aspx](http://www.mountainstate.edu/current/policies/appeals.aspx) or from the Student Affairs Office.

### **Graduation**

Extended and distance students are subject to the same graduation requirements as students on campus. Each student is responsible for filing an application and completing the graduation process. Contact the Student Services Office for assistance in applying for graduation.

### **RULES & REGULATIONS**

#### **ADA – Americans with Disabilities Act – Disability Accommodations**

In order to fully evaluate requests for accommodations or auxiliary aids, Mountain State University will need documentation of the disability that consists of an evaluation by an appropriate professional and describes the current impact of the disability as it relates to the accommodation request. All contact information and documentation received is kept in separate confidential files within the Office of the Dean of Students. No information concerning inquiries about accommodation or documentation will be released without written consent.

Documentation provided will be used by the Office of the Dean of Students to evaluate requests for accommodations or auxiliary aids. The evaluation process includes a yearly review of the documentation itself and in the context of the documentation on the fundamental goals and essential standards of the program, course, service, or benefit in question.

**Note: It is the responsibility of each student to submit their schedule of classes to the Dean of Students in order to request services/accommodations.**

The evaluation process will generate a list of potentially reasonable accommodations that will then be reviewed based on potential effectiveness, preferences of the requester, maximum level of integration, and the potential for an undue financial or administrative burden.

The guidelines below were developed to assist you in working with your treating professional(s) to prepare the information needed to evaluate your request. If, after reading these guidelines, you have any questions, please call the Office of the Dean of Students at 304-929-1402.

For individuals who have recently been receiving services from a public school system, the information requested would most likely be contained in the Psycho-Educational Evaluation from your most recent review. Some of the information may also be contained in an IEP, 504 Plan, or Transition Plan. You must request this information separately from your high school transcripts.

For individuals who are or have been recently receiving services from a state rehabilitation agency, much of the requested information will be contained in your most recent eligibility evaluation and/or your vocational plan.

For individuals transferring from another college, information related to your disability will not be sent with a transcript request. You must request this information separately. Additionally, the information requested by Mountain State University may or may not have been a part of your previous college's evaluation process. You should check the information against the guidelines below.

As appropriate to the disability, documentation should include:

I. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis. The diagnostic systems used by the Department of Education, The State Department of Rehabilitative Services, or other State agencies and/or the current editions of either the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD) are the recommended diagnostic taxonomies.

II. A description of the diagnostic criteria and/or diagnostic test used.

The description should include the specific results of diagnostic procedures, diagnostic tests utilized, and when administered. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available; the mean, standard deviation, and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague could understand their role and significance in the diagnostic process.

III. A description of the current functional impact of the disability and its' limitation.

The current functional impact on physical, perceptual, cognitive, and behavioral abilities should be described either explicitly or through the provision of specific results from diagnostic procedures. Currency will be evaluated based on the typical progression of the disability, its interaction with development across the life span, the presence or absence of

significant events (since the date of the evaluation) that would impact functioning, and the applicability of the information to the current context of the request for accommodations.

IV. Treatments, medications, assistive devices/services currently prescribed or in use.

A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may affect physical, perceptual, behavioral, or cognitive performance should also be noted.

V. A description of the expected progression or stability of the impact of the disability over time should be included. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.

VI. The credentials of the diagnosing professional.

Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided.

### **ALCOHOL, ILLEGAL DRUGS & TOBACCO**

Mountain State University is responsible for maintaining high standards in the classroom and in activities outside the classroom. All University rules, regulations, and guidelines must comply with the Higher Education Act, the Drug Free Workplace Act of 1988, Drug Free Schools Act of 1989, and federal, state, county and local laws. The policies and procedures regarding the use of alcohol, drugs, and tobacco apply to all members of the University community and their guests. The primary responsibility for knowing and abiding by the policy rests with each individual. In addition, student athletes are subject to NAIA eligibility requirements, policies, testing, and sanctions.

The legal age in West Virginia for purchasing alcoholic liquor, wine, or beer is 21. All members of the campus community are expected to obey the law and be responsible for their own conduct. Students are not allowed to bring alcoholic beverages on University property, with the exception of residence hall occupants, who are of legal age, for consumption in their room only. Students are not to possess, use, manufacture, or traffic in any substance illegal under state or federal law or to use controlled substances illegally. Mountain State University absolutely prohibits the use, consumption, sale, purchase, transfer or possession of any controlled substance by any member of the campus community while in class or while in attendance at MSU sponsored activities.

In addition, students are strictly prohibited from being under the influence of any controlled substance while attending MSU sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition and permitted only to the extent that the use of such medications do not adversely affect the student's safety and/or the safety of others. Any student who violates this policy shall be subject to disciplinary action, which may include referral for drug and alcohol counseling and/or treatment, up to and including expulsion. Alcohol and drug awareness seminars and activities are offered every academic year, as a part of MSU's ongoing wellness program.

#### **Alcoholic Beverages**

The legal age in West Virginia for purchasing alcoholic liquor, wine, or beer is 21. University employees and students shall obey the law and be responsible for their own conduct. For activities approved by the University, groups may make a written request to the executive vice president or director of student services for permission to serve alcoholic beverages, approval of which must be maintained in writing by the group during the activity.

The University prohibits: possession, use, or purchase of liquor, wine, or beer by persons under 21 years of age; consumption of alcoholic beverages in unlicensed public places; sale or advertisement of sale of alcoholic beverages without a license; public drunkenness and excessive drinking; providing liquor, wine or beer to an underage person; possession of alcoholic beverages in open containers in public, which includes all areas of campus unless expressly designated otherwise by MSU posting; and unauthorized parties.

#### **Illegal Drugs**

Mountain State University prohibits the use, consumption, sale, purchase, transfer, and/or possession of all illegal narcotics and/or controlled substances by any student and/or employee while on University property or while in attendance at any University-sponsored activity. In addition, students and employees are strictly prohibited from being under the influence of any controlled substance while attending MSU-sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition, and permitted only to the extent that the use of such medications does not adversely affect the student's safety or the safety of others.

#### **Tobacco**

According to the United States Surgeon General, cigarette smoking causes more than 350,000 preventable deaths each year. Research indicates and emphasizes the extreme danger of secondary smoke to nonsmokers. In recognizing its

responsibility to provide a safe and healthy environment for the University community, Mountain State University shall maintain a smoke-free environment, thereby preventing smoking and/or the use of any tobacco product by any person, including visitors, while inside the buildings and facilities of the University.

### **Health Risks**

Mountain State University recognizes the health risks associated with the use of alcohol, illicit drugs, tobacco, and some prescribed drugs. Some of these health risks include lung cancer, low birth-weight babies, spontaneous abortions, psychological and physical addictions, brain and liver damage, paranoia and psychosis, seizures, electrolyte imbalance, mood disorders, and death. In addition, drugs and alcohol can interfere with memory, sensation, and perception, and can contribute to distorted experiences; loss of self-control; and inability to receive, sort, and synthesize information to the brain.

### **Education**

The University strives to educate its students and employees on issues surrounding substance use and abuse. The Student Affairs Office provides an awareness program that disseminates educational/development information and planned programs. The residence life staff receives in-service training as well for programming purposes in the residence hall. Employees and/or students needing assistance may contact a representative in one of these offices. All information regarding requests for assistance under this paragraph shall be kept confidential.

### **Reporting and Sanctions**

#### **Faculty Violations**

Any employee who suspects or observes a violation of this chapter by any other University employee shall immediately notify the Director of Human Resources. Employees who have violated the rules under this chapter shall be subject to corrective action as outlined in the Policies and Procedures Manual, which may include, without limitation, suspension and/or dismissal.

#### **Student Violations**

Any employee who suspects or observes a violation of this policy by any student of Mountain State University shall immediately notify the Dean of Students. Students who violate the rules under this chapter shall be subject to disciplinary action in accordance with the Student Responsibilities.

### **ANTI-DISCRIMINATION CLAUSE**

Except as necessary to fulfill a bona fide occupational qualification, Mountain State University shall not discriminate in administering its employment procedures, admissions procedures, scholarship and/or loan programs, and/or other school administered programs on the basis of race, religion, color, national origin, ancestry, sex, age, blindness, disability, familial status, or veteran status, nor on the basis of any other characteristic that is prohibited by federal, state, and/or local law, nor on the basis of any characteristic that is prohibited by any accrediting body of Mountain State University that is not contrary to federal, state, and/or local law.

### **ACADEMIC APPEALS (Including Grade Appeals)**

Any student may utilize these appeal procedures to challenge the following University actions: a final course grade of D or F, professional probation, disciplinary probation, restitution, social probation, administrative holds, counseling, dismissal from a class, campus service, community service, mandatory referral for treatment or evaluation, suspension or dismissal from a program, suspension from the University, probation or suspension from financial aid, removal of the student from University housing, restrictions on the student regarding his/her physical presence on campus, and/or revocation of a student privilege (e.g., computer use, activity attendance, etc.).

A student may challenge such University action using the following appeal procedures:

**Level One.** Within five (5) business days following the student's notice of the action, the student shall meet with the initiating faculty/staff member. The student should present at this meeting a written appeal with supporting documentation (if any) explaining the basis of the appeal. The faculty/staff member will, within five (5) business days following the meeting, deliver to the student written notice that the initial sanction is either upheld or reversed, in whole or in part. If the student is unable to resolve the matter at this level, or if this discussion would be impossible or futile, the student may appeal the decision in accordance with Level Two.

**Level Two.** Within five (5) business days following the receipt of the appeal decision as outlined in Level One, or in the event that the student's meeting with the University employee in Level One would be impossible or futile, the student shall by certified mail, deliver a complete written appeal to the appropriate Program Director, Student Services Director, Dean or Senior Academic Officer (whichever is applicable). The student's appeal must provide adequate

factual allegations and appropriate accompanying documentation to support the grievance of the student.

Note: Appeals are limited on the following bases: failure on the University's part to follow its established processes; new pertinent information not available at the time sanctions/actions were issued; and the student feels sanctions were too harsh.

Upon receipt of a timely appeal from the student, the Program Director, Dean or Senior Academic Officer shall investigate the matter and may, within his/her discretion require from any University employee additional documentation necessary to fairly evaluate the student grievance. Upon review and investigation of the appeal, the initial sanction may be either upheld or reversed, in whole or in part. The hearing officer shall provide written notification outlining his/her decision to the student and the faculty member or administrator within ten (10) business days of the timely receipt of the student's appeal.

Level Three. The Presiding Senior Academic Officer or Dean must have already rendered a decision on this matter in order for an appeal as part of the LEVEL TWO process in order for the appeal to be brought forth to the Academic Review Board. If this has not happened, the next step for the student is to submit the appeal to the Senior Academic Officer/Dean.

Within five (5) business days following notice from the decision of the Senior Academic Officer/Dean, the student shall by certified mail, deliver a complete written appeal to the Academic Review Board.

Note: Appeals at this level are limited on the following bases: failure on the University's part to follow its established processes; new pertinent information not available at the time sanctions were issued; and the student feels sanctions/actions were too harsh.

Grade appeals Flow Chart – Each step requires a formal written grievance by the student with supporting documentation in order to investigate and render a decision. Within 5 days of receipt a decision would be made. Internal provisions are allowed if more time is needed to response to the student.



#### **PETITION FOR ACADEMIC REVIEW BOARD**

Reason for petition Exhaustion of program procedures. No student may utilize the petition procedures discussed herein unless and until all procedures offered by the relevant University program have been fully exhausted, provided however, that if the student believes that resolution of a grievance through established program procedures would be unconscionable or futile, the student may petition the Chair of the Academic Review Board to waive all program procedures. The Chair of the Academic Review Board may, within his/her discretion, limit, waive, or modify program procedures as he/she deems reasonable to further the mission of Mountain State University.

The Academic Review Board is an academic entity comprised of 5 (five) members. Three members shall be from the University faculty (one being the Chair) and appointed by the University President. One member shall be a University administrative staff member appointed by the University President. One member shall be the President/and or designee of the MSU Student Government Association. A minimum of three members of the Board (including the Chair) must be present to render decisions or administer appeals.

Any petition filed in accordance with this paragraph shall be mailed, certified, addressed as follows:

Office of the President  
Mountain State University  
Box 9003  
Beckley WV 25802-9003

If the Academic Review Board determines that the student has provided sufficient evidence to review the appeal, the Academic Review Board shall investigate the matter and may require from any faculty or staff additional

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documentation necessary to fairly evaluate the appeal. The Academic Review Board may uphold the Level Two decision, reverse the Level Two decision in whole or in part, or may make further changes deemed appropriate to further the University's mission. The Chair of the Academic Review Board shall notify all parties in writing within ten (10) days after receipt of the appeal of the decision.

The decision of the Academic Review Board is final, except that the President of Mountain State University may, within his/her discretion, reverse or modify the decision of the Academic Review Board as necessary to further the mission of the University.

Here is the step by step process for the Academic Review Board

1. Student must submit appeal in writing (after exhausting first two levels of appeal) via certified mail to the Office of the President
2. Upon receipt, the letter is forwarded to the Dean of Students.
3. The Dean of Student will make copies and distribute the appeal to all committee members
4. The committee chair will coordinate a meeting time
5. The first initial step is to decide whether there's sufficient information to convene a formal hearing.
6. Once decision has been made – the student will be notified and/or an additional meeting will be scheduled.
7. It is at the discretion of the committee if they choose to ask the involved parties to attend the hearing.
8. Once the decision of the committee is made – a formal letter will be sent to the student and the Dean of Students.
9. Students may bring an advisor/counselor to the meeting but this individual may not speak during the proceedings.

Please note that the Dean of Students merely coordinates the process and does not sit in on the hearings unless specifically requested.

Note: In the event that a conflict of interest shall arise, an alternate shall be selected for the committee. In addition, it is at the discretion of the Academic Review Board to extend the time frame in reaching a decision and responding back to the student.

#### **LETTER OF OBJECTION**

Following the student's receipt of the decision from the Judicial Review Board, the student may submit to the Dean of Students a letter indicating any objection the student has to the decision of the Dean of Students and/or the Judicial Review Board. The Dean of Students shall file the student's objection in the student's educational record.

#### **NOTICE REGARDING TIME LIMITS**

Administrators at each appeal level may extend the time limits stated in these procedures as appropriate to provide a fair and thorough review and resolution of the student grievance.

#### **LEGAL INTERVENTION**

Any correspondence from a student's attorney to the University shall be addressed to:  
Mountain State University  
General Counsel  
Box 9003  
Beckley WV 25802-9003.

The relevant Academic Officer and/or the Dean of Students may at his/her discretion postpone and/or reinstate the appeals process as he/she deems appropriate in the event that the student seeks formal legal intervention.

#### **APPROVAL OF OUTSIDE SPEAKERS**

Approval of Outside Speakers and Lecturers for Campus-wide Forums –

Any person seeking entry to campus for the purpose of addressing a campus-wide or open forum, or any employee intending to invite an outside speaker or lecturer to campus for the same purpose, must submit a written request to the Senior Academic Officer for approval. The request must be approved prior to the proposed scheduled event. The request form can be obtained at the Student Affairs or Academic Affairs Office.

Approval of Outside Speakers and Resource Lecturers for Classroom Use

A faculty member planning to invite an outside speaker, resource instructor, or resource lecturer on occasion to speak to a class or participate in a class must receive prior approval from their Senior Academic Officer.

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Any student wishing to invite an outside speaker, resource instructor, or resource lecturer to class must first receive approval from the instructor. It is the instructor's responsibility to obtain prior approval from the Senior Academic Officer of that particular division.

### **CAMPUS SAFETY & SECURITY**

The University works to maintain a safe environment for its students, faculty, and staff, but common-sense precautions are the most effective deterrent. Crime Alert notices are placed around campus to alert students and faculty and staff members to recent incidents.

Immediately report any incidents on campus to the Director of Campus Safety, telephone 929-1655 or 929-1349. After 4:00pm all emergency and non-emergency calls should be made to 890-2722 or extension 929-1653. Any calls for assistance other than security related issues should be made to the physical plant at extension 929-1330. In the event Campus Safety is unavailable to respond to an emergency, call 9-911 from a campus phone or 911 from a residence-hall room, pay phone or cell.

### **CLEARY REPORT**

#### **Introduction**

The community that is Mountain State University consists of approximately 2000 students, faculty, and staff. MSU's academic and administrative buildings are located on South Kanawha Street and Minnesota Avenue within the city limits of Beckley, WV, which has a population of approximately 21,000 residents. As part of the City of Beckley, the University shares many of the same interests and concerns, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behavior can significantly affect your risk. At Mountain State University, we understand the concern everyone feels about campus safety. Our desire is for students, faculty, and staff to enjoy their academic years free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the offices involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and referral services. This report is provided in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.

#### **Reporting Criminal Activity and Concern**

Security at Mountain State University is a coordinated effort between the Director of Campus Safety (1655, after 4:00 pm 890-2722 or 1653) and the Dean of Students (Ext. 1434). The Campus Safety staff is on duty around the clock, every day to respond to emergency and non-emergency issues. The Beckley Police Department, Beckley Fire Department, and local ambulance service are all located within a mile of campus. Anyone may report violations of University policy or standards of behavior by completing an incident report form. This form is available from the Dean of Students, Student Affairs or the Residence Life Office. All incident reports are investigated and maintained by the Director of Campus Safety and the Dean of Students. For more minor incidents pertaining to campus policy, any manager, director, chief academic officer or executive officer may serve as an initial hearing officer.

#### **Security of and Access to Campus Facilities**

Most University facilities are open to the public during day and evening hours, Monday-Friday. The Learning Resource Center, Cougar Den, and the residence hall have weekend hours. On weekends and Federal holidays, most University facilities are closed and locked, admitting only faculty, staff, and/or others with proper authorization. Mountain State University owns several parking areas near and adjacent to the campus which are routinely patrolled by Campus Safety. The University strives to ensure adequate patrolling and lighting in these areas. Anyone observing a safety or security concern in any MSU facility is encouraged to contact the Director of Campus Safety (1655). Efforts to insure the safety and security of the MSU Community are a top priority!

#### **Campus Law Enforcement**

The Campus Security staff is present on campus during days and evenings when classes are in session. These staff members are not armed but they do, however, carry portable phones from which they can place or receive calls, coordinate campus alerts, and/or respond to campus emergencies. Within seconds, they are able to place emergency calls to the Beckley Emergency Operations Center or the Beckley Police Department. Coverage is in the form of roving patrols, foot patrols and stationary guards.

It is the duty of each of us to help keep our campus safe and to report violations of law, policy or suspicious activities to the appropriate personnel.

#### **Safety Education and Information**

At Mountain State University, we make diligent efforts to educate the campus community about campus security procedures and practices. Part of that education is to encourage students and employees to be responsible for their own

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security and the security of others. Several times over the course of each semester, MSU will sponsor programs on personal safety and security procedures and practices (e.g., sexual assault and/or harassment, fire alarms, and how to avoid being the victim of a crime). Some of these programs are workshops, fire drills are performed, and promotional material is distributed periodically.

**Campus Crime Statistics (2001-2006) – To obtain an updated copy of the Crime Statistics please contact the Office of Campus Safety.**

Crimes Reported for:	Mountain State University Beckley Campus						Satellite Campuses			Public Property Surrounding All Campuses		
	Res. Hall	Cam Total	Res. Hall	Cam Total	Res. Hall	Cam. Total	<u>Martinsburg, Orlando &amp; Center Township</u>			<u>Beckley, Martinsburg, Orlando &amp; Center Township</u>		
Type of Incident Reported	2004	2004	2005	2005	<u>2006</u>	<u>2006</u>	2004	2005	<u>2006</u>	2004	2005	<u>2006</u>
Murder/Non-Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0-All	0-All	0-All
Neg. Manslaughter	0	0	0	0	0	0	0	0	0	0-All	0-All	0-All
Forcible Sex Off. (victim declined to pursue)	*1	*1	0	0	0	0	0	0	0	3-O 0-B,M, CT	0-All	0-All
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0-All	0-All	0-All
Robbery	0	0	0	0	0	0	0	0	0	17-M 4-O 0-B, CT	0-All	1-B 0-O, M, CT
Aggravated Assault	0	1	0	0	0	0	0	0	0	0-All	0-All	0-All
Burglary	0	0	0	0	0	2	0	0	0	7-M 1-O 0-B, CT	0-All	0-All
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1-B 6-M 0-O, CT	1-B 0-M, O, CT	1-B 0-O,M, CT
Arson	0	0	0	0	0	0	0	0	0	0-All	0-All	0-All
Liquor Law Arrests	3	3	0	0			0	0	0	2-B 0-M, O, CT	6-B 0-M, O,CT	0-All
Drug Law Arrests	2	2	0	0	0	0	0	0	0	0-All	2-B 0-M,O, CT	2-B 0-O, M, CT
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0-All	0-All	1-B 0-O,M, CT
Liquor Law Discip. Referrals	31	34	11	11	0	11	0	0	0	0-All	0-All	0-All
Drug Law Discip. Referrals	1	1	2	2	0	2	0	0	0	0-All	0-All	0-All
Illegal Weapons Discip. Referrals	0	0	0	0	0	0	0	0	0	0-All	0-All	0-All

\**Victim declined to pursue*

\*\**Hate Crimes: No hate crimes reported (for race, gender, religion, sexual orientation, ethnicity, or disability) in any of the above categories at either the main Beckley Campus or any of the Satellite Campuses in either 2004, 2005, or 2006*

#### About the Disclosure of Campus Crime Statistics

Students, staff, and/or faculty members may report criminal actions or other emergencies by contacting the Department of Campus Safety (Ext. 1655), or by contacting directly the Beckley Police Department. For the purpose of compiling institutional data regarding crime statistics, records are compiled from the Residence Life Manager, the Dean of Students, the Director of Campus Safety, and the Beckley Police Department. Reports of criminal activity may be made anonymously by contacting the Dean of Students.

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### **COMPUTER, NETWORK AND/OR DATA MISUSE**

- Unauthorized access, entry or use of computer, computer system, network, software, password, account or data.
- Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
- Unauthorized copying or distribution of computer software or data.
- Theft of intellectual property
- Use of computer or computer system in the commission of a crime or to violate university rules.
- Any unauthorized commercial use of University computer or computing resources.

### **DISCRIMINATION**

In the event that a student feels they have been discriminated against in any form, the student must file a COMPLAINT and indicate the nature of the discrimination. (Refer to Filing a Complaint Section in Student Handbook)

### **DISRUPTIVE BEHAVIOR**

If a student engages in behavior that interferes with the instructional process, the faculty member should meet and discuss the need to correct the behavior with the student. The student should be warned of the possibility of dismissal from the class if the disruptive behavior continues. In emergency or other exigent circumstances, a student may be temporarily removed immediately. If the behavior is so severe that the student may need to be removed and dismissed from the class, the faculty member should consult with the supervising academic officer prior to dismissing the student from the class. Such a dismissal decision may be appealed immediately through the student appeal process.

### **DRUG TESTING**

All University rules, regulations and guidelines must comply with the Higher Education Act, the Drug Free Workplace Act of 1988, Drug Free Schools Act of 1989, and federal, state, county and local laws. Students will be afforded privacy and confidentiality in all instances of drug testing. All students enrolled in a program within the School of Health Sciences will be subject to drug screenings throughout the academic year on either a mandatory or a reasonable suspicion basis.

#### **Mandatory Drug Testing:**

Mandatory drug screenings will be performed prior to a student attending any clinical facility for the purpose of affiliations or rotations. The cost of the drug screen is the responsibility of the student and is to be performed when indicated by each individual health science program. Students who are found to have a positive screen will not be permitted to attend any clinical affiliation until he/she has met the terms of the program in which they are enrolled. Students should refer to the student handbook of their particular program for procedures that will be implemented in the case of a positive screen.

#### **Reasonable Suspicion Drug Testing:**

A reasonable suspicion screening will be required based on personal, physical, or performance changes. A test based on a reasonable suspicion can be requested by a member of staff, a program instructor or faculty member. Drug testing under the premises of reasonable suspicion is at the discretion of the Program Director. The cost of the drug screen is the responsibility of the student. Students who are found to have a positive screen will follow the policies and procedures of the program in which they are enrolled. **Students should refer to the student handbook of their particular program for procedures that will be implemented in the case of a positive screen.**

Any student that refuses to perform either a mandatory drug screen or a drug screen requested due to reasonable suspicion will be considered in direct violation of the drug testing policy. The student will be handled in the same manner as a student who provides a positive screen. Any student that provides two positive screens while enrolled in a program within the School of Health Science at Mountain State University will be expelled from the program in which they are enrolled. Expulsion from any health science program at Mountain State University due to violation of the drug testing policy prevents the student from being re-admitted to the same program or any other undergraduate or graduate level health science program at Mountain State University or its satellite campuses.

### **FALSE REPORTS**

Providing of false information to University officials, the withholding of information, or the misuse of University documents should be considered as disruptive behaviors and the individual be subject to disciplinary sanctions.

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets out requirements designed to protect the privacy of student records. The statute governs access to records maintained by educational institutions and the release of such records. Further the act requires that students be advised of their rights concerning "educational

records."  
Notice of Rights

The Director of Library Services shall maintain copies of FERPA and the federal regulations adopted pursuant to it in the library for student access and examination and to provide students with notice of their rights with respect to records maintained by the University. Additionally, Student Affairs shall ensure that all students are provided with notice of their rights under FERPA.

### **Employee Responsibilities**

In accordance with the provisions of FERPA and consistent with longstanding University policy, no employee of the University shall release any information on a student without the prior written consent of the student, except that employees may release records when required to do so under federal, state, and/or local law or as otherwise authorized under these policies and procedures. Any University employee who releases educational records under these procedures shall retain copies of the written authorization by the student and other documentation necessary to establish that the release of information was proper under these procedures. All employees shall become familiar with and abide by the requirements of FERPA and University policies and procedures related to FERPA.

### **Safekeeping of Records**

The Dean of Students shall adopt appropriate procedures to ensure the safekeeping of all student records required by FERPA to be maintained in the Student Services Office. Any employee of the University who maintains information regarding a student shall ensure that all records are kept confidential.

### **Educational Records and Exceptions**

Educational records are those records that directly relate to a student and are maintained by the University or by an employee or agent of the University. The University is not required to release the following records:

**Sole possession records.** Informal records maintained by a campus official and not revealed to anyone else (except a temporary substitute for the maker of the record) are not educational records and are therefore not subject to a student's inspection.

**Security records.** Records created by a law enforcement or campus security unit and maintained by the law enforcement or campus security unit are not educational records and therefore are not subject to a student's and/or parent's inspection.

**Employment records.** Records made regarding an individual's employment are generally not considered educational records unless the employment is contingent upon the individual attending the University as a student.

**Medical records.** Medical and mental health records created in connection to a student's medical and/or psychological treatment and disclosed only to individuals who are providing the treatment to the student are not educational records and therefore are not subject to a student and/or parent's inspection.

**Certain financial records.** Some financial aid information, including financial information regarding a student's parents, is exempted from the disclosure requirement of FERPA. Contact the Financial Aid Office for additional information.

**Records regarding more than one student.** Educational records containing information about more than one student shall not be disclosed to one of the related students in its entirety. The University shall provide students limited access to these records only as they relate to the student requesting the information, and shall not disclose any information regarding other students to the requesting student.

**Records in which student waives right to review and/or inspect.** Confidential letters and recommendations associated with admissions, job placement, employment, and honors or recognition to which a student has waived his/her right of inspection and review are exempted from the disclosure requirements in FERPA.

**Confidential letters and recommendations.** The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

**Alumni records.** Records of information regarding an individual who is no longer a student at the University are not educational records and therefore are not subject to a student and/or parent's inspection.

## Student Grievance & Complaints

All students are encouraged to file either a formal or informal student grievance to the University's Dean of Students. In addition, students are asked and /or encouraged to submit a formal statement in writing regarding the grievance. The Dean of Students is responsible for responding and investigating all grievances. In many instances, the Dean of Students may forward the grievance or issue to the appropriate academic dean for review and follow up. Records of the grievance and the response are kept either in the form of an excel spreadsheet database or stored in the file cabinets housed in the office of the University's Dean of Students.

Note:

- Many programs at the University have a detailed internal procedure for responding to student complaints/grievances.
- In the event that a complaint/grievance is submitted to the President's Office, the grievance is normally sent to the University's Dean of Students or academic/non-academic office for response.
- Complaints in aggregate are forwarded to the appropriate department head or senior academic officer for review and investigation. Aggregate complaints often lead to internal changes by the university.
- Copies of complaints are often forwarded to the Office of the General Counsel.
- A student may file a complaint to any staff or administrative personnel at the university. Then the complaint are forwarded to the Dean of Students or appropriate department.

### FILING A COMPLAINT/GRIEVANCE (ACADEMIC ISSUES)

Prior to filing a complaint/grievance, it is strongly recommended that an informal resolution be sought with the faculty, staff member or student in question. If this proves unsuccessful, the student is also strongly recommended to seek a resolution with the individual's supervisor or academic department chair.

If attempts at informal resolution have not been successful, the case may then be submitted to the appropriate Senior Academic Officer by certified mail.

Grievances/Complaints must include the following information.

Name

I.D. #

Email Address

Mailing Address

Phone #

Name of Individual Complaint Is Filed

Causes of complaint (What right is claimed to have been violated and what harm has resulted?)

Facts (What evidence supports the complaint? How may this be verified?)

History (What steps have been taken previously to remedy this situation? Who has been consulted and when?)

Remedy (What solution, if any, do you seek?)

Signed Dated

### FILING A COMPLAINT/GRIEVANCE (NON-ACADEMIC ISSUES)

A grievance/complaint is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way adversely affects the status, rights, or privileges of any student. Complaints/grievances may also be filed against another student.

If you are not sure whether or not the action in question can be challenged through the grievance/complaints process, please contact Office of Student Affairs at 304-929-1434. Grievances/Complaints must include the following information.

Name

I.D. #

Email Address

Mailing Address

Phone #

Name of Individual Complaint Is Filed

Causes of complaint (What right is claimed to have been violated and what harm has resulted?)

Facts (What evidence supports the complaint? How may this be verified?)

History (What steps have been taken previously to remedy this situation? Who has been consulted and when?)

Remedy (What solution, if any, do you seek?)

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Signed Date

### **CONFIDENTIALITY OF GRIEVANCES/COMPLAINTS**

To protect to the maximum extent possible the privacy of individuals who in good faith file legitimate grievances/complaints, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal.

### **FILING AN INCIDENT REPORT**

#### **PROCESS FOR FILING A INCIDENT REPORT:**

The process for filing a complaint can be filed informally or formally, but must be in writing. If an individual files an informal complaint, he/she can still file a formal complaint. Information on informal and formal complaints is kept in the Office of Student Affairs and/or the Office of Campus Safety.

- Process for the orderly investigation of complaint.
- Intake Process
- Investigation
- Review Records/Fact Finding
- Determination

### **INFORMAL/FORMAL PROCESS**

The informal process is aimed at stopping the behavior rather than determining culpability or intent. The informal complaint must be filed in writing with the Office of Student Affairs or the Office of Campus Safety. The Dean of Students and/or the Director of Campus Safety will listen to the complaint and discuss with the individual the expected outcome, resolutions or plan of action.

In cases involving staff members, the appropriate supervisor will be notified. In cases dealing with faculty, the Senior Academic Officer and/or the Provost shall be notified.

The results of the FORMAL complaint, if sanctions are imposed, will be placed in the Human Resources personnel file of the staff or faculty member. The Office of Student Affairs will keep a file for all student issues. If no sanctions are imposed, a record of the complaint and action will be kept and such records will be kept confidential unless a valid subpoena or court order for those records is received.

It is critical to note that students have a limited period of time in which to file a complaint. The deadline is ninety days from the date of the alleged act taking place. Exceptions are granted in rare cases only when a student is able to demonstrate that the faculty or staff member prevented her/him from filing within the accepted time period.

Anyone wishing to initiate a formal complaint against an MSU student may contact the Office of Student Affairs and/or the Director of Campus Safety. Both directors reserve the right to determine the most appropriate manner in which to handle each individual complaint.

### **HARRASMENT**

Harassment is a form of employee or student misconduct which undermines the integrity of the working and learning environment. All members of the University community are entitled to study and work in an atmosphere free of any form of harassment. As a result, it is a violation of this rule for any employee or student to engage in conduct constituting harassment.

In addition, it is also a violation of this rule to retaliate against anyone who complains of harassment.

### **HAZING**

Prohibitions regarding hazing will include but not be limited to:

Any brutality of a physical nature, i.e., whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the individual.

Any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced conduct that could result in extreme embarrassment, or any other forced activity that would adversely affect the mental health or dignity of the individual. Any activity described above shall be presumed to be a

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"forced" activity and the willingness of an individual to participate in such is notwithstanding.

This rule shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing. Any individual or organization suspected of blatant disregard of the above hazing rules may be charged with violating the Student Code of Conduct. All proceedings will commence according to the Student Code of Conduct.

### **HIV/AIDS**

Mountain State University recognizes that Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), and a positive test for the HIV antibody do not pose a health risk to other students or employees in an academic setting. For the purpose of this policy, an infected individual includes an individual diagnosed as having ARC, or an individual who is determined to be positive for the HIV antibody but who has not developed the symptoms of AIDS or ARC. It is the University's policy to balance the rights of AIDS victims to an education and employment at the University against the rights of other students and employees to an environment in which they are protected from contracting the disease. In the context of these procedures, students and employees are expected to uphold the same standards of conduct and act in accordance with policies and procedures outlined.

#### **I. Admission, Access, and Attendance**

Mountain State University views AIDS, ARC, and HIV infections as a protected handicap or disability under federal and state laws and will treat the individual as having a handicap or disability. The University will offer students with AIDS the same opportunity and benefits offered to other students, which include access to educational programs, services, employment opportunities, financial assistance, facilities, activities, and organizations. The person will not be isolated by the University unless the individual poses a scientifically proven risk to employees or students. This determination will be made by medical professionals in consultation with the University's Committee on AIDS.

#### **II. Confidentiality**

Mountain State University respects the individual's right for confidentiality of information about his/her personal afflictions or disabling conditions and will treat all related information in strict confidentiality. The University will be governed by federal and state privacy laws, institutional policies, and disease reporting requirements determined by county health departments and the West Virginia State Health Department. The Family Educational and Right to Privacy Act of 1974 (Buckley Amendment) provides that, with few exceptions, no personally identifiable information contained in the student's educational record can be released without the consent of the student or parent if the student is under 18 years of age. Although information that a student has AIDS would generally not be a part of the student's educational records, federal laws governing the release of information would apply if the information is used to make decisions relative to the student's educational record.

Disclosures may be made only to the student of the test; persons who secure a specific release of the test results executed by the student; a funeral director; licensed medical personnel providing care to the subject, but only to the extent that such is medically necessary; the Department of Health or the Centers for Disease Control and Prevention; certain health facilities, including those that handle organs, blood, or bodily fluids of the subject; the Committee on AIDS; and those obtaining access pursuant to a court order.

There is no medical nor other reason for the University to advise students on campus, including those in residence halls, of the presence of students with HIV infection. In addition, the University will not reveal the identity of students or employees with HIV infection in any other setting. In some circumstances, there may be reasonable concern for the health of students with immune deficiencies when those students might be exposed to certain contagious disease in a close living situation. When there is flexibility to provide a private room, the University may wish to recommend that students with immune deficiencies be assigned private rooms in order to protect the health of the student with immunodeficiency syndrome not to protect other students from him/her.

#### **III. Education**

Mountain State University is committed to providing the University community at large with education regarding the nature and transmission of the disease for the community's protection, and the rights of those with AIDS. It is the institution's belief that education can provide some control over the spread of the disease and better help the public reasonably respond to this disease.

Presently, knowledge indicates that students or employees with AIDS, ARC, or a positive HIV antibody test do not pose a health risk in an academic or employment setting. There is no substantive evidence to indicate that AIDS can be spread by casual contact.

Available evidence demonstrates that HIV requires direct passage through body fluids to cause the infection. It is recognized that the greatest risk apparently lies in the use of contaminated syringes or exposure via intimate contact with a partner. Through education, the University will better provide a safer environment for students and employees,

as well as increase awareness to inhibit further spread of the disease.

#### **IV. Committee on AIDS**

The University will be flexible in responding to incidents of the disease. Each occurrence will be evaluated using the latest available information. The committee, appointed by the President, will be responsible for handling a specific AIDS case on an individual basis and coordinating the University's efforts to educate the University community on the nature of AIDS. The committee will be responsible for reviewing the University's means of providing education to students and employees, as well as meeting as needed to consider an individual occurrence of the disease and recommend appropriate action. The committee will also ensure communication of information, educational programming, counseling and referral services, external agencies, and other support services.

#### **V. Medical Care**

The University will not ask students or employees to respond to questions about the existence of HIV infection. If this information is voluntarily provided, like any other medical information, it will be handled in a strictly confidential manner. The following recommendations pertain to the provision of clinical services to people with HIV infection:

Contagious disease. Special precautions to protect the health of immunologically compromised individuals should be applied during prevalence of certain casually contagious diseases such as measles and chicken pox.

Immunizations. Persons known to have HIV infection should receive measles and rubella vaccination and need not be exempted from institutional requirements for those vaccinations. Current recommendations state that in persons with HIV infection other immunizations have potentially serious consequences.

The University will not undertake programs of mandatory testing of either employees or students for HIV antibody nor will this test be included in health examinations that may be required.

#### **VI. Safety Precautions**

Mountain State University adopts the following safety guidelines as proposed by the United States Public Health Services for the handling of blood and body fluids of all persons, not just those known previously to have HIV infection. These "universal precautions" are necessary because many people with HIV infection are not identified in advance. The same procedure should thus be followed for the handling of blood and body fluids of any student or employee.

#### **Public Health Service procedures**

In order to prevent the accidental transmission of HIV in health care settings, the University's School of Health Sciences will implement current recommendations from the Public Health Service for infection control except to the extent limited by state law and will monitor compliance with these procedures. The University will provide educational programs about HIV infection and its transmission in health care settings to all clinical personnel and students. All health sciences personnel and students are to be familiar with recommended infection control procedures and follow them consistently.

#### **Teaching laboratories**

The University will implement the current recommendation from the Public Health Service safety guidelines for handling blood and body fluids in teaching laboratories. Laboratory courses requiring exposure to blood, such as biology and health science courses in which students and personnel come in contact with blood and body fluids, will use disposable equipment, and no bloodletting or body fluid devices should be reused or shared. No students are required to obtain or process the blood and body fluids of others without direct supervision of health science personnel. Health students and health science personnel in the clinical affiliates are expected to follow the universal precautions as prescribed by the clinical affiliate's policies and procedures. In the event of exposure to the blood or body fluids of another individual in the clinical setting, the student and faculty/preceptor will complete the appropriate incident forms according to the clinical affiliate's policies and procedures and the program's policies and procedures as defined in the program handbook.

#### **Services**

The Dean of Students will provide support services through which concerned students are advised of community resources available for further assistance.

#### **Harassment**

Mountain State University will condemn known occurrences of harassment of students who are known to be or suspected of being infected with HIV. Such occurrences are considered intolerable, and those accused of harassment will be subject to proceedings as defined by the Student Responsibilities and Appeals Procedures.

## **HOUSING RULES & POLICIES**

The residence hall policies of Mountain State University are designed to protect the individual within an environment that promotes personal and academic achievement. The following policies, procedures and guidelines for student behavior are designed to enhance your living and learning environment. Violations of any rule or regulation will lead to disciplinary action may result and/or termination of the Lease Agreement with Mountain State University. Termination shall result in eviction within 24 hours, or shorter, notice. Where such action is necessary, residence hall students may also face civil liability or criminal prosecution. Students are responsible for becoming familiar with and acting upon their privileges and responsibilities as a member of the residence hall community

Violations of University regulations outlined in the Hogan Hall Guide, the MSU Catalog, or the Student Handbook where the University determines my continued residence would pose a danger in health, welfare, or safety of any other member of the residence hall or University community.

Safety and security are matters of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone. Students are expected to forego personal convenience in the interest of community safety. Propping doors and not locking room doors are serious safety and security violations of this policy.

Although policies and procedures may appear and feel restrictive, there is no intent to deprive students of an opportunity to make independent decisions. Nevertheless, policies have been established in accordance with other University regulations; local; state and federal laws and input from previous residents. Overall, the policies set in place have proven to be in the best interest of the residence hall community at large.

Resident Assistants (RA's) or University staff may file an incident report to the Office of Housing and Residence Life. The Manager of Housing and Residence Life will investigate the matter and may appropriately institute sanctions against the students and residents involved. All students will, in good faith, cooperate in any investigation. Sanctions may include, without limitation, verbal reprimands, written reprimands, professional probation, disciplinary probation, restitution, social probation, and counseling, dismissal from residence hall, administrative holds, campus service, community service and mandatory referral for treatment or evaluation. Be aware that some charges involving conduct or behavioral issues may also be filed in the Office of Student Life or Campus Safety Offices. Students may appeal a decision made by the Manager of Housing and Residence Life to the Dean of Students. The decision made by the Dean of Students is final.

### **Conduct**

Student residents should become familiar with the Hogan Hall Guide, MSU Catalog, and Student Handbook. Each student resident is responsible for his/her conduct and that of his or her guests/visitors, as well as any damages that may be incurred as a result of the student's and/or guests' conduct. If a student resident enters a room or an area where a policy violation is occurring and chooses to remain in that area then that student can be held responsible for any policy violations that occur within that area.

### **Dishonesty**

Presentation of false information to Residence Life Staff, security, or other University employees in the performance of their duties is prohibited.

### **Failure to Comply**

Residents and their guests may not interfere with residence life staff or other University officials in the performance of their duties and/or disregarding a reasonable request of any residence hall staff. Also included is failure to honor the decision of a disciplinary body or board including the Dean of Students and Campus Life.

### **Meal Plan**

All residents must participate in the Mountain State University meal plan. This is not optional for hall residents. The meal plans allow students to choose the meal option most convenient to their respective schedule. Food service is available in the MSU Student Union, known as the Cougar Den. All meals are served cafeteria style. Hours will be posted in Hogan Hall and in the Cougar Den.

Physical assault or abuse or the threat of physical assault or abuse

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Physical abuse of any person (e.g. battery and fighting) is unacceptable. Residents and guests may not threaten violence to another person. Retaliation for physical assault or abuse to one's self or on behalf of another is prohibited.

### **Resident Assistant (RA)**

The Resident Assistants (RAs) are live-in Residence Life staff. The RAs are the most accessible resources since they live in the same building or on the same floor as the students. The RA is one of the first people the students will meet. S/he is a student who was selected and trained to assist in developing an atmosphere on the floor conducive to learning, personal growth, and enjoyment. RA's have the responsibility of making sure residents are complying and following policies of Mountain State University. It is their job to enforce the policies. RA's are responsible for reporting any violations and asking residents to comply.

An RA is on call each day from 5pm to 8am. Students should become familiar with the location of the RAs' rooms and telephone numbers.

### **Responsibility for Rooms**

The student shall maintain his or her suite and room in a clean, sanitary, and reasonably neat condition. See Hygiene.

A student may be held responsible for what happens in his/her room whenever there is a violation of any MSU policy or procedure, in situations including, but not limited to, the following: (1) violations committed by the residents, (2) violations committed by guest(s) in the presence of the resident, and/or (3) violations committed by a person allowed entry to a student's room by the resident

### **Room Entry by University Personnel**

The University recognizes the student's right to privacy while in the residence hall. However, the University does reserve the right for authorized personnel or maintenance personnel to enter a room. Every effort will be made to conduct such entries when a resident of the room and/or suite is present. This, however, is not always possible. The University reserves the right to enter a room during which time a resident is not present as well. Such entries may be, but are not limited to, those made to inspect for damages; to verify occupancy; to inspect for cleanliness, unauthorized persons, or hazardous conditions; to repair or maintain facilities; and in situations in which there is reasonable cause to believe the regulations or residence hall policies are being violated or that a life may be in danger.

### **Room/Hall Condition**

The student resident shall take good care of leased premises. The leased premise is expected to be at the end of the lease in as good order and condition as when received. Reasonable wear and tear is expected. To ensure the premises is receiving proper care, MSU will conduct announced or unannounced inspections and/or maintenance and safety service calls.

### **Alcohol**

The legal age in West Virginia for purchasing alcoholic liquor, wine, or beer is 21. The University prohibits:

1. Possession, use or purchase of liquor, wine or beer by persons under 21 years of age;
2. Consumption of alcoholic beverages in unlicensed public places;
3. Use of alcohol in common areas of the residence hall, such as lounges, hallways, study rooms, stairwells, etc;
4. Sale or advertisement of sale of alcoholic beverages without a license;
5. Public drunkenness and excessive drinking;
6. Providing liquor, wine or beer to an underage person;
7. Possession of alcoholic beverages in open containers in public, which includes all areas of campus; and
8. Unauthorized parties.

University employees and students are expected to obey the law and be responsible for their own conduct.

You may be held responsible for behaviors related to alcohol or illicit drug use consumed previously (within or outside of the residence halls), including intoxication.

**Drugs**

Illegal drugs and any drug paraphernalia are prohibited on MSU property. The University absolutely prohibits any use, consumption; sale, purchase, transfer, or possession of any controlled substances by any student while in class or in attendance at any MSU sponsored activity. In addition, students and employees are strictly prohibited from being under the influence of any controlled substance while attending any MSU sponsored events. Legally prescribed medications used in accordance with the instructions of a licensed health care provider are excluded from this prohibition. (See also the Student Handbook.)

**Drug Paraphernalia**

Possession of any drug paraphernalia is prohibited on residence hall property and MSU property.

**Firearms and Other Weapons Possession**

Firearms, ammunition, weapons, hunting knives, bows and arrows, switchblades, and other weapons are not permitted in the residence hall. Fireworks, gasoline, flammable substances, explosives, volatile chemicals, or other materials, that may endanger health or safety, are prohibited.

**Fire Safety Violations**

Residents and guests may not:

- Pull or tamper with a fire alarm pull station when no fire is present;
- Cause a smoke detector to sound when no fire is present;
- Cause a sprinkler to activate when no fire is present;
- Sound alarms or engage the stop button on an elevator when there is no emergency;
- Falsely report fire or any other emergency, including bomb threats or serious injury;
- Intentionally or unintentionally cause smoke or a fire by using items such as candles, incense, smoke bombs, fireworks or cigarettes/cigars.
- Obstruct (penny shut, glue or jam) a door so as to prohibit entrance and/or exit from a residence hall room or other area;
- Fail to evacuate when a fire alarm sounds.

**Smoking/Tobacco Products**

According to the United States Surgeon General, cigarette smoking causes over 350,000 preventable deaths each year. Research indicates and emphasizes the extreme danger of secondary smoke to non-smokers. Therefore, to maintain a smoke free environment, the use of tobacco products are prohibited inside all buildings and facilities of MSU, including Hogan Hall. Visitors are expected to comply with the policy. All residents and guests are asked to smoke behind Hogan Hall.

**LOST AND FOUND POLICY & PROCEDURE**

Take any items you find on campus to the Director of Campus Safety (304-929-1655) which is located at 500 South Kanawha Street. The staff will try to return the item to its owner, although the University cannot guarantee return. Mountain State University assumes no responsibility whatsoever for personal items on campus.

At this location certain information will be required in order to list missing property or to claim recovered property.

**How to Claim a Lost Item**

A logbook is available in which a signature is required from those wishing to list articles missing and those wishing to claim articles that have been recovered. Persons wishing to claim recovered articles will be asked to describe the article in detail, provide their name, address and phone number. All persons turning in articles or claiming articles will be required to sign a receipt and will receive a copy. Items of value such as wallets, purses, keys, backpacks, and electronic devices shall immediately be turned over to the Lost and Found Section of Campus Safety.

**Disposition of Unclaimed Articles**

If lost articles include any identifying information, staff from the Office of Campus Safety will attempt to contact the owner directly. All recovered property will be secured in a locked location accessible to authorized personnel only. With the exception of campus keys, all recovered items will be held for a period of 30 days before being disposed.

Campus keys will be held for a period of one week before being turned over to Physical Plant Personnel for filing or redistribution. Student IDs will be turned over to the Officer of Student Services where after a period of 30 days they shall be destroyed.

Before the end of work, on the last day of the 30 day time period, any person who has turned in lost property and wishes to claim the property may do so after presenting the Office of Campus Safety with his or her photo identification and signed receipt for such property. All items In Lost and Found that are not claimed within 30 days will be donated to a local charity dealing in such items.

### **NON-COMPLIANCE WITH WRITTEN & ORAL REPORTS**

Failure to comply with written or oral requests or orders of authorized University personnel in the performance of their official duties should be considered as disruptive behavior and subject to disciplinary sanctions.

### **PARKING POLICY & PROCEDURES**

#### **Scope**

This policy applies to the use of the parking facilities at Mountain State University's Beckley Campus by its employees and students. Mountain State University's Campuses at Martinsburg, Orlando and Pittsburgh are exempt from this policy.

Mountain State University (MSU) requires that all motor vehicles, owned and/or operated by students, which park in any of the campus parking facilities, shall be registered with the Bursar's Office. Vehicles owned and/or operated by Faculty and Staff shall be registered with the Department of Human Resources. This registration is done in order to obtain a student parking decal or employee parking tag.

#### **Parking Procedures**

The following information will be needed to receive a parking decal: a picture ID, vehicle plate number, model and make of the vehicle, and proof of ownership.

The first decal issued to any individual student is cost free. Decals are not transferable, and separate decals must be purchased for each vehicle registered. Decals are not valid if exchanged among and between individuals.

All decals must be attached to the appropriate vehicle as per instructions provided by the Bursar's Office at the time of issuance.

Additional parking decals are available for users with more than one vehicle as well as replacement decals for ones that have been stolen or lost. There is a cost of \$5.00 for each additional or replacement decal and shall be purchased at the Bursar's Office. The decals shall be displayed in the bottom corner of the windshield on the passenger side of the vehicle.

Residential students will be required to obtain an additional decal from the Resident Life Manager. All standards that have been applied to the purchasing and the handling of the Campus Decal shall be applicable to the Resident Student Decal with the exception of placement. The Resident Student Decal shall be placed in the rear window, upper corner on the driver's side of the vehicle.

All Faculty and Staff parking decals will be issued by the Department of Human Resources.

Faculty and Staff parking decals shall be placed in the bottom corner of the windshield on the passenger side of the vehicle.

Failure to register motor vehicles will result in ticketing, and/or the eventual towing of illegally parked vehicles at the owner's expense.

Guests can receive a temporary parking permit from Section A in the Robert C. Byrd Learning Resource Center, located at 512 South Kanawha Street. Resident Hall Guests will receive their temporary parking permits from the Resident Life Manager, located in Hogan Hall at 507 South Kanawha Street.

#### **General Parking Regulations**

Motorcycles are limited to city streets and are not to be driven on sidewalks or parked at the entrance of MSU buildings.

Violations of MSU's parking policy can result in the ticketing and/or towing of the vehicle. MSU reserves the right to tow any vehicle which obstructs emergency services, illegally blocks another vehicle, or has been ticketed three or more times. All towing and storage fees are the sole responsibility of the driver/owner.

The Department of Campus Safety reserves the right to remove a vehicle from the premises in situations where the vehicle presents safety concerns, i.e. leaking fuel or any other hazardous material. The license plate number and the new location of the towed vehicle will be recorded at the Campus Safety Office. The Department of Campus Safety reserves the right to deny access to the parking facilities until proof of the vehicle's repair has been presented to the Campus Safety Director or his representative. The owner of vehicle will be responsible for any damage to University premises and for any costs incurred by the University as a result of the condition of the vehicle.

Updated January 9, 2009

Drivers shall park only where indicated and shall observe traffic signs. Violations of parking regulations may result in the immediate loss of parking privileges and violators' vehicles may be ticketed or towed. Tickets and towing are at the driver's risk and expense. Designated areas are to be used by permit holders only.

Bicycles are not permitted in University buildings.

Parking spaces have been allocated for disabled users whose vehicle displays a handicap tag.

The University assumes no responsibility for loss, theft, or damages to vehicles parked in University parking, premises or rented areas.

Other than residential students and visitors, overnight parking is prohibited unless authorized in advance by the Department of Campus Safety.

Resident student parking permits allow students to park on campus 24 hours a day, seven days a week. These decals are only issued to students who live in University dormitories and are in addition to the regular student parking decal.

Residence hall parking is located in the rear of Hogan Hall.

No vehicle will be granted a permit that exceeds the normal parking stall size. No trailers (including house trailers, popup tent trailers, vehicle trailers, rental trailers) will be granted regular permits nor will they normally be permitted to park in University parking lots.

Student parking decals nor Faculty and Staff parking tags guarantee the driver a parking space. The permit grants the driver permission to use campus-parking facilities.

In exceptional circumstances, the Director of Campus Safety reserves the right to authorize the use of specific parking spaces by specific individuals in University owned or rented space at his or her discretion.

The Director of Campus Safety reserves the right to close parking facilities when conditions warrant and to reduce or remove parking spaces when required.

The overall responsibility for parking rests with the Department of Campus Safety. Problems should be referred to the Director of Campus Safety.

#### **Parking Citations**

All student citations are sent to the Bursar's Office at Student Services for assessment and collection of fines.

Faculty and Staff citations are sent to the Department of Human Resources where they will be administratively assessed.

#### **Parking Citation Appeals**

An alleged, student violator of a University parking regulation, who has been issued a ticket for a monetary fine, may appeal the ticket. The appeal must be in writing and must indicate the reason(s) for the appeal.

Student appeals must be received by the Dean of Student Affairs and Campus Life within five (5) traditional school days of the receipt of the ticket.

All decisions made by the Dean of Student Affairs and Campus Life are final.

If the appeal is upheld, the ticket may be altered or voided.

#### **Citation Costs**

The cost for each parking violation is \$10.00 with the exception of handicapped parking violations, fire lane violations and failure to obey campus safety. The cost of these three violations is \$25.00.

#### **PHOTO ID POLICY**

##### **I. PURPOSE**

To establish a policy covering issuance, replacement, return, and wearing of identification cards (IDs) for faculty, staff, and other authorized personnel who have a working relationship with the University.

##### **II. ACCOUNTABILITY**

Updated January 9, 2009

Under the direction of the Chief Business Officer, the Office of Human Resources shall ensure compliance with this policy. The Senior Human Resources Manager in conjunction with the Director of Campus Safety shall implement this policy.

### III. DEFINITIONS

- A. Regular IDs: Photo IDs with White backgrounds and Black lettering, issued to all faculty and staff
- B. Temporary IDs: White backgrounds with Blue lettering without a photo, bearing the word VENDOR will be issued to all vendors, while white backgrounds with Red lettering with the word VISITOR will be issued to all visitors. All Faculty and Staff members, conducting business with Visitors or Vendors that will require them to be on campus for a substantial time, shall direct them to Section A of the Learning Resource Center where they will be issued an ID tag.

### IV. POLICY

University IDs are issued to faculty, staff and other authorized personnel who have a working relationship with the University (for Example, vendors, consultants and contractors) upon completion of specific authorization and verification procedures outlined in this policy.

#### A. Requirements:

1. University IDs are issued by the Director of Library and Technology Resources in accordance with the guidelines and procedures in this policy.
2. The individuals receiving the IDs are required to wear them at all times while on University premises. The IDs are to be worn on the upper part of the body affixed to a lanyard (which is issued with ID) or may be affixed to the jacket or lapel to facilitate easy visual inspection and verification of the incumbents' authorized presence.
3. The individuals receiving the IDs are required to turn in their IDs upon separation or termination of their authorized association with the University.
4. Individuals issued IDs have the responsibility to immediately notify their department head, Department of Library and Technology Resources and Campus Safety in the event that their ID is lost or stolen.
5. The IDs will be replaced free of charge in case of changes in the incumbent's name, title, department, or damage from regular wear and tear. Stolen IDs will be replaced free of charge if the individual provides a police report to the Department of Library and Technology Resources. Replacement of IDs under all other circumstances, including loss or misplacement will be made by the Department of Library and Technology Resources office upon receipt of a check or money order in the amount of \$5.00 and accompanied by the appropriate authorization.
6. It is the responsibility of the department head to enforce the wearing of IDs by individuals in their department. Any staff member who repeatedly fails to display an ID will be subject to the appropriate action as outlined in Section IV.C. of this policy.

#### B. Responsibilities:

1. The Department of Library and Technology Resources is responsible for
  - a. verifying that requests to issue IDs are properly approved and that all eligibility criteria are met;
  - b. verifying individual identification, e.g. driver's license, birth certificate, photo credit card, etc. A current ID is an acceptable proof of individual identification;
  - c. maintaining inventory control and accurate records of all IDs issued, returned, etc.;
  - d. issuing new or replacement ID cards to all authorized personnel
2. Department heads are responsible for:
  - a. ensuring that individuals within their department wear their IDs on University premises at all times
3. Department of Campus Safety is responsible for:
  - a. ensuring that all persons issued an ID wear it while on University premises; and
  - b. collect IDs from individuals upon their termination or separation from the University
4. ID card holders are responsible for:
  - a. wearing ID cards at all times on University premises;
  - b. reporting lost or stolen ID cards to their department head and to Campus Safety; and turning in ID cards upon separation or termination from the University.

*Action for Noncompliance: Individuals will be referred to the Human Resources Department for noncompliance.*

Updated January 9, 2009

**RECORDING WITHOUT CONCENT**

Recording of any conversation, whether in person or on the telephone, without the consent of all parties involved. Recording lectures and/or other material presented during class sessions without the permission of the instructor and any other presenter. (Note: Students may be granted permission to record lectures as deemed necessary by the University's ADA 504 Coordinator).

**RETENTION**

The University Retention Committee's main purpose is to engage all segments of the university population in programs and interventions to increase student graduation and retention rates. Some activities may include but not limited to 1) Data collection on retention and graduation rates; 2) Data analysis on reports and distribution of results 3) Design and implementation of strategies to determine reasons for student attrition; 4) Develop and implement effective interventions; 5) Assessment of interventions.

**SEXUAL ASSAULT**

Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the Dean of Students and Campus Life or the Associate Vice President for Operations and Student Development. The student will be informed of their option to notify proper law enforcement authorities and, if requested, institutional personnel will assist the student in doing so.

It is critically important that a victim who is sexually assaulted:

- Immediately seek medical attention
- Carefully preserve all physical evidence (Do not bathe or wash clothing)
- Be willing to notify law enforcement officials of the assault and be willing to prosecute.

Upon the student's request, Mountain State University will make reasonable effort to change a victim's academic and living situations after an alleged sexual assault incident. Regarding disciplinary action in cases involving sexual offenses, the accuser and the accused have the same opportunity of having others present during disciplinary proceedings. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding and any sanction that is imposed against the accused. Sanctions imposed upon final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sexual offense (forcible or non-forcible) may include a formal warning, probation, suspension, or expulsion. Each academic year, Mountain State University will offer on-campus personal safety, rape prevention, dating violence seminars, and other safety-related seminars. A list of registered sex offenders living in the Beckley area or anywhere in West Virginia is available on the Internet through the West Virginia State Police Web Site at <http://www.wvstatepolice.com>.

**Referral Services**

For members of the campus community who may have been a victim of sexual offense, who have substance abuse problems, or other issues which may require professional counseling or assistance, the following is a partial listing of facilities which provide professional, personal, and family counseling:

The Family Institute of WV FMRS Mental Health Council  
608 South Oakwood Ave. 101 S. Eisenhower Drive  
Beckley, WV 25801 Beckley, WV 25801  
(304) 253-8068 (304) 256-7100

Other qualified counseling professionals or organizations are provided in the Yellow Pages of the Verizon Telephone Directory.

**SEXUAL HARRASMENT**

Sexual harassment includes "any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwelcome and unwanted and is directed at an individual because of his or her sex and is so severe, pervasive, and objectively offensive that it interferes with the ability of the victim to receive an education.

**SMOKING POLICY & PROCEDURE****I. PURPOSE**

Mountain State University has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that smoking and the breathing of secondhand smoke constitute a significant health hazard. In addition to direct health hazards, smoking contribute to institutional costs in other ways including cleaning and maintenance costs and costs associated with employee absenteeism, health care, and medical insurance.

**II. DEFINITIONS:**

Smoking-- The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other substance or material.

**III. POLICY**

It is, therefore, the policy of Mountain State University to prohibit smoking in campus buildings and certain other areas of the campus where non-smokers cannot avoid exposure to smoke. Specifically, smoking is prohibited in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, restrooms, and within twenty (20) feet of all campus entrances and exits. Furthermore, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, exterior stairways and landings. Smoking is also prohibited in all University vehicles, and is explicitly prohibited during a particular event or activity scheduled in the area (such as in bleachers or row seating at Commencement or athletic events).

Smoking is permitted only in designated areas, which are located at least twenty (20) feet from all entrances and exits. Lit tobacco products must be extinguished, and tobacco residue must be placed in an appropriate ash can or other waste receptacle located outside of non-smoking areas.

The sale or promotional distribution of tobacco products on campus is prohibited.

In addition to instituting the above regulations, the University on an ongoing basis makes available to employees and students information about the effects of smoking,

Secondhand smoke and about smoking-cessation programs--primarily through the Department of Human Resources' and Student Services. It is a normal and reasonable duty of all employees of Mountain State University and its auxiliaries, and expected conduct by all students, to comply with this policy.

The Smoking Policy applies to all campus buildings and grounds owned, rented or leased by Mountain State University excluding other owned/operated private residences. The policy is made known to members of the campus community and visitors through the University Catalog, posted signs, and notices in campus publications.

**IV. IMPLEMENTATION:**

Effective implementation of the Smoking Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. It is the responsibility of all faculty, staff, students, and visitors to observe this smoking policy and to monitor adherence to it. Complaints, concerns or requests for clarification and advice regarding this policy may be referred to MSU's Department of Human Resources.

A Smoking Policy Review Committee for the MSU campus shall be appointed for a one-year term beginning July 1<sup>st</sup> of every year. This committee will provide ongoing evaluations and direction regarding the policy, and review complaints, concerns or requests for clarification of the policy as well.

**DESIGNATED SMOKING AREAS**

- Between the Health Science Building and the Gym
- The North Rear Side of Carter Hall
- The South Rear Side of the John Eye Building
- The South Rear Side of the LRC
- The North Side of O'Dell Hall
- The South Rear Corner of Human Resources
- The Rear of Hogan Hall
- The Rear of the Advancement House
- The Rear of the Plant House
- The Rear of the Main Building on the Pittsburgh Campus
- Twenty feet from the front entrance of the Main Building on the Martinsburg Campus
- The Orlando Campus is exempt from this portion of this policy

**TEST PROCEDURES**

To promote academic integrity various policies may be implemented during examinations. The course instructor will explain these and any additional precautions deemed necessary.

Students may be required to sit in designated seats during exams. There will no materials on a student's desk during an exam other the writing instrument, eraser, test scratch paper (if approved by instructor), and the answer sheet. Any other items must be approved in advance by the instructor, or will be considered cheating. No headphones or cell phone use will be allowed.

Updated January 9, 2009

Talking during tests is absolutely prohibited. If a student needs assistance or needs to leave the room for any reason, the student must raise his/her hand and wait to be recognized. All other behavior will be construed as cheating.

If the instructor allows a student to leave the room, the test and answer sheet must be turned in to the instructor before leaving, and picked up upon returning. An instructor may accompany the student.

Upon finishing the test the student will so indicate by a raise of the hand. Upon recognition, the student will hand answer sheet, test, and scratch paper to the instructor and leave the room immediately. The instructor cannot answer question at this time. Only one student is allowed at the front with an instructor at any one time.

Student who have completed the test are to leave the immediate vicinity of the testing room and refrain from talking within hearing distance of the testing room.

## **STUDENT ORGANIZATIONS AND ACTIVITIES PROCEDURE**

### Procedure for Establishing Organizations and Clubs

Administrative approval of the establishment and character of student organizations is contingent upon adherence to the following procedures, rules, and regulations:

- A student organization petitioning charter on campus shall show promise of serving the academic, professional, social, or physical well being of its members and shall reflect creditably on the University.
- Student organizations shall be open to all qualified students. Qualified students shall be defined as students who are not on academic or disciplinary probation. This does not preclude an organization setting a higher academic qualification than that necessary to remain off academic probation. In the case of professional or honorary organizations, qualifications shall also include those stipulations of merit, achievement, and student status of members as shall be defined in the constitutions of those organizations.
- Student organizations shall adhere to all rules and regulations promulgated by the University and the constitution of the Student Government Association.
- Student organizations must obtain the sponsorship of an academic department or service organization of the University. There shall be at least one advisor or sponsor for each student organization or club from the full-time staff or faculty of the University.
- Student organizations shall submit a completed New Organization Registration and Current Organization Renewal form through SGA to the Coordinator of Campus Life. Attachments to the form must include a proposed constitution and by-laws in which the following information shall be detailed: name and sponsorship of the organization; purpose of organization; acknowledgment of adherence to the jurisdiction of the University regulations; membership qualifications, method of selection of members, and method of termination of membership; officers, duties of officers, and method and time of elections; fees and dues; insignia; ceremonies, rituals and meetings; definition of a quorum; method of selection and duties of the faculty advisor; standing committees and their purpose; publications.
- The aforementioned constitution and by-laws must receive approval of the Coordinator of Campus Life and the MSU Student Government Association
- Each charter granted shall be for the duration of one (1) academic year. Charters may be extended for a subsequent academic year by decision of the Coordinator of Campus Life and the MSU Student Government Association. Each organization will need to resubmit the proper paperwork each year before any decisions will be made. If this is not completed by the deadline the organization will no longer be recognized by the University.
- Rules and regulations governing student organizations on campus shall be published each year.
- A list of proposed members will be provided along with the proposed constitution at time of submission for approval. After an organization is approved, a current list of members will be furnished to the Coordinator of Campus Life and the MSU Student Government Association
- Responsibilities of sponsoring organization. In the event an academic department of the University or service

organization desires to sponsor an organization on campus, the department chair or an officer of the organization will address a letter to the Coordinator of Campus Life to include the following: a desire to sponsor a student organization; objectives of the student organization; an agreement to conform with University regulations for student organizations; the extent of support the sponsoring organization expects to give, such as financial support, if any, and attendance at meeting by representatives of the sponsoring organization; the name(s) of the staff or faculty advisor(s) (at least one) who agree(s) to serve during the first year after the student organization has been formed; an attached copy of the national constitution or suggested constitution for a similar organization; a list of names of students who will form the charter membership.

### **Scheduling Student Activities**

In order to schedule a student activity or event, the organization or activity chair must submit the official student activity request form, which may be obtained from the Coordinator of Campus Life. The request form, signed by the club advisor, must be submitted to the Coordinator of Campus Life at least two weeks prior to the proposed scheduled activity or event.

Students participating in off-campus activities do so of their own accord. Students using off-campus facilities are required to have a contract signed by a third-party participant releasing Mountain State University of any liability. A copy of the forms can be obtained from the Dean of Students participating in off-campus activities must sign a release absolving the University of any liability in the event of death, dismemberment, injury, or harm. Signing this form relinquishes the survivorships any rights to seek responsibility of the University in the event of death, dismemberment, injury, or harm.

### **BUSINESS PROCEDURES FOR ORGANIZATIONS**

Student organizations are NOT to use the tax ID number nor the tax exemption status of Mountain State University. All student organizations are subject to local and state taxes unless the organization applies for and receives exemption from taxes or is covered by the status of a national affiliation with a parent organization.

### **ORGANIZATIONS NOT FUNDED BY THE UNIVERSITY**

All organizations except those funded by the University will need to deposit their monies using their own tax ID number at a local bank. An organization may establish its own account in a local bank and formulate independent policies and procedures for depositing and withdrawing funds. The name on the bank account should be in the form of "[Name of organization] of Mountain state University." The established procedures must be followed:

- Each organization treasurer must maintain financial records, be able to verify receipts and expenditures with the Director of Student Affairs if questioned.
- All requisitions for withdrawal of funds must be approved by the organization's treasurer and sponsor/staff advisor.
- Upon disenfranchisement of an organization, its funds will be distributed to the current membership of the organization with the approval of the President of the University.
- An authorized University organization whose financial accounts have had no deposits or withdrawals for a period of two full fiscal years and has no sponsor or current membership may be disenfranchised by approval of the Dean of Students. Funds will be transferred to the Student Government Association account.

### **Monitoring Student Organizational Behavior**

Student organizations are an integral part of a university experience. As such, Mountain State University recognizes a need to monitor the safety and security of such organizations both on and off campus, to the extent possible. All recognized student organizations at Mountain State University are campus-based. Off-campus student organizations are not recognized and there are no recognized student organizations with off-campus residence facilities. It is University policy that at least one advisor (a full time faculty or staff member) must be present during any activity held off-campus by a recognized student organization. During off-campus functions by recognized student organizations, the same University policies and procedures pertaining to student behavior and responsibilities apply as they would on campus.

### **STUDENTS' RIGHTS**

Mountain State University students have the right to inspect their educational records as defined in Paragraph A within forty-five (45) days of a written request, and to have any inaccuracies corrected. University employees shall encourage students to keep their receipts, grade reports, and other communications from the University to aid in checking the accuracy of any record. Only authorized officials may enter the student records/transcript area. The Dean of Students shall maintain, enforce, and provide to University employees upon request procedures regarding access to student information.

### **ADMISSION RECORDS**

Updated January 9, 2009

Documents supporting the application for admission and/or for transfer credit will not normally be returned to the student, nor sent elsewhere at the student's request. For example, a transcript from another college, or a high school record, will not be sent to a third institution. The student must request another transcript from the original institution. If a student can demonstrate that original transfer documents are extremely difficult or impossible to obtain, the director of admissions may release certified copies of originals to other institutions within his/her discretion.

### **CONFLICTS IN POLICIES**

The University will make reasonable efforts to interpret program/department policies and procedures in a way that is consistent with one another. However, in the event that any course syllabus, program policy, procedure, or other document conflicts with the Mountain State University Undergraduate Catalog, the Mountain State University Graduate Catalog, or the University's policies posted at [www.mountainstate.edu/student\\_policies](http://www.mountainstate.edu/student_policies), the Catalog and the policies

### **COPIES AND REPRODUCTION COSTS**

The University shall provide a student with copies of requested records only to the extent that failure to provide said copies would effectively deny the student access to the records. The custodian of the records shall require that the student reimburse the University with reasonable costs associated with the reproduction of the records so long as the requirement does not prevent the student from exercising his/her right to inspect and/or review the records.

### **DIRECTORY INFORMATION**

Student Affairs may publish an annual student directory that will include telephone numbers and addresses of students. Additionally, the University may disclose to third parties and/or the public additional directory information throughout the year. The registrar is the custodian of directory information, which includes the following:

- Name. The student's full name constitutes directory information and may be disseminated without prior consent of the student.
- Address and telephone number. The student's complete address and telephone number constitute directory information and may be disseminated without prior consent of the student.
- Date and place of birth. The student's complete birth date and place of birth constitute directory information and may be disseminated without prior consent of the student.
- Dates of attendance and schedule information. The dates in which the student has been enrolled (student schedule) at the University constitute directory information and may be disseminated without prior consent of the student.
- Degree information. Information regarding when a student has received a degree, the date the degree was conferred, any honors received, and the student's major area of study constitutes directory information and may be disseminated without prior consent of the student.
- Prospective graduates. Lists of prospective University graduates constitute directory information and may be disseminated without prior consent of the student.
- Student participation information. Information regarding a student's participation in officially recognized activities and sports, including the weight and height of members of an athletic team, constitutes directory information and may be disseminated without prior consent of the student.
- Previous education. Information regarding a student's previous education constitutes directory information and may be disseminated without prior consent of the student.

### **Requests to Review Records**

The Dean of Students/Registrar and/or the custodian of an educational record shall allow only those persons discussed below who present adequate identification to review, inspect, and request explanations of a student's educational records as defined by Paragraph B above:

- The student. Regardless of the student's age, a student may review his/her records upon written request to the Dean of Students/Registrar and/or the custodian of the records.
- A parent and/or legal guardian. A parent and/or legal guardian of a student under the age of eighteen (18) years or of a student who is the financial dependent of the parent and/or guardian may review his/her child's record upon written request to the dean of students and/or the custodian of the records. The requesting parent and/or guardian shall provide adequate proof that the student is under the age of eighteen (18) years and/or financially dependent on the parent and/or guardian.
- University faculty and/or staff. University faculty and/or staff members may review student records as necessary to address the educational interests of the student and/or to conduct University operations.
- Judicial body. Student Affairs and/or the custodian of the educational records will release educational records as required in a subpoena to a court or judicial body of competent jurisdiction. Student Affairs and/or the custodian of the educational records shall promptly notify the student by certified mail of the court-ordered

- release of the educational records.
- Emergency personnel. Student Affairs and/or the custodian of the educational records will release educational records to emergency personnel and/or authorized governmental authorities as necessary to protect the life, health, and/or safety of a student and/or other person.

#### **RELEASE OF DIRECTORY INFORMATION**

The Dean of Students and Campus Life or the Director of Marketing and Media Services may release directory information to the following:

- Requesting party. Any party who requests directory information regarding students and who completes a Request for Release of Student Information form may be provided the information requested.
- Faculty and staff. Faculty and staff may be provided with directory information as necessary to further the operations of the University.
- Emergency authorities. Proper authorities in cases of emergency may be provided with directory information as necessary to protect the life, health, or safety of another.
- Media personnel. The University may release directory information to media personnel as appropriate to promote the athletic and/or educational achievements of students.
- Other students. The University may release directory information to students of Mountain State University as necessary to further the operations of the University.
- Other accredited educational institutions. The University may release directory information to other accredited educational institutions as necessary to further the operations of the University.

#### **REQUESTING THAT DIRECTORY INFORMATION NOT BE RELEASED**

If you do not want directory information about you released without your consent, you may notify the University in writing within the first ten (10) days of the semester or term, asking that no directory information be released without your written consent. The University will then treat the information as limited access information. You must resubmit your request each semester so long as you continue to desire that the University treat directory information about you as limited access information.

#### **REQUEST TO AMEND RECORDS**

A student or eligible parent, upon review of the student's educational record, may petition the Dean of Students to amend the record. The student shall set forth all details of his/her reason for requesting the record be amended in a written proposal following the student's review of his/her record. The Dean of Students shall promptly review the request with the appropriate chief academic officer and shall investigate student claims as necessary to make a sound decision. The Dean of Students may amend the educational record as appropriate. The Dean of Students shall set forth his/her decision in writing within a reasonable time following receipt of the student's petition and shall indicate to the student in his/her decision the student's rights regarding an appeal. A copy of the decision will be forwarded to the appropriate chief academic officer.

#### **VOLUNTEER/COMMUNITY SERVICE HOURS**

The Office of Housing & Residence Life must receive in writing on official letterhead proof of volunteer/community service of each currently enrolled student. The letter must include the number of hours and the type of work. Service hours should be recorded in a service log or timesheet. In addition, information from MSU program directors could also be used to notate the volunteer/community service hours of students.

At the end of each semester, the volunteer hours will be noted on the students' transcripts.

Note: Volunteer hours that result from sanctions or any type of disciplinary findings shall NOT be used towards this program. For more information, please contact 304-929-1434.

#### **WEATHER CANCELLATIONS & DELAYS**

While it is University policy to remain open and hold classes as frequently as possible, severe weather or snow conditions sometimes require cancellations or delays. Announcement information is provided to local radio and television stations.

Institutional response to inclement weather will take the form of four protocols. They are:

- 1 Normal class schedule.
- 2 Inclement Weather Schedule.
- 3 Cancellation of classes.
- 4 Closing of the institution.

Monday/Wednesday Classes

Updated January 9, 2009

Regular Time	Late Time
8:00-9:15am	10:00-10:50am
9:30-10:45am	11:00-11:50am
10:00-11:40am	11:00am-12:10pm
11:00am-12:15pm	12:00-12:50pm

#### Tuesday/Thursday Classes

Regular Time	Late Time
8:00-9:15am	10:00-10:50am
9:00-10:15am	10:30-11:20am
9:30-10:45am	11:00-11:50am
9:30am-12:00pm	11:00am-12:50pm
11:00am-12:15pm	12:00-12:50pm

Late scheduling for morning classes meeting at other times will be announced by the instructor. Classes starting at 1:00pm or later will meet on regular schedule unless announced separately. "Evening classes" are those starting at 5:00pm or later and will also be announced separately.

Because classes in the School of Health Sciences operate on a different schedule, program directors and faculty members will discuss cancellation of each class with students. In a one-hour delay, for example, the program director and faculty will decide if students are to attend a 9 am lab or observe the delay. Special arrangements for health sciences students who have clinical days will be made by the program director. Although the University cannot give mixed announcements to the radio and TV stations, every effort is made to be as clear as possible.

Plan ahead with your spouse, parents, child care provider, and employer so that you have alternative arrangements in place for inclement weather. You know the road conditions for your area; use your best judgment in deciding whether to travel in bad weather.