

STUDENT HANDBOOK



You can do that here.

The Alderson Broaddus University Handbook provides students with an overview of the policies and procedures related to being a student at AB as well as a wealth of information on the many opportunities and resources available to students on our campus. **Please be aware that all students are responsible for reading and knowing the contents of this handbook.** Students should be aware that policies and regulations may change during the school year. Students will be notified of any such changes. Any questions regarding the content of this handbook should be directed to the Office of Student Affairs.

Notice of Non-Discrimination

Alderson Broaddus University is committed to providing and maintaining a learning and working environment that is free from any form of illegal discrimination or harassment in accordance with federal, state and local law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Americans with Disabilities Amendments Act, the Age Discrimination in Employment Act, the West Virginia Human Rights Act, and their implementing regulations. Specifically, the University does not discriminate on the basis of sex, age, race, color, national origin, disability, religion, veteran status, or any other characteristic protected by federal, state and local law in recruitment, admission, educational programs, University activities or employment. There will be no retaliation against any individual who makes a good faith report of discrimination or harassment or participates in or cooperates with any investigation of alleged discrimination or harassment.

The following person has been designated to handle inquiries regarding the University's non-discrimination policies:

Matthew Sisk, Director of Campus Safety, Title IX Coordinator
101 College Hill
Philippi, WV 26416
304-457-6356
siskmr@ab.edu

Additionally, you may contact the United States Department of Education, Office for Civil Rights:

U.S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

President's Welcome

As we begin another exciting year at Alderson Broaddus University, I am pleased to welcome you to campus. You are part of a talented student body that is known far beyond the campus for its academic excellence, energy and creativity. You will quickly find that AB is the ideal place to learn, grow, and prepare for a bright future.

I encourage you to envision all the ways you can make a difference. Alderson Broaddus is a place for realizing potential and possibility; your talents and abilities, your dreams and aspirations -- all are welcome here.

Get involved and stay active! There are big things happening on campus with the construction of the new Multi-Sport Performance Stadium, renovations to existing buildings, and new organizations being introduced every day. There is something to suit everyone's interests, whether you are a dedicated athlete or an avid fan. We have an amazing music department and whether you're on the stage or in the crowd, you will be moved by the sounds that fill Wilcox Chapel. There are plenty of opportunities to volunteer and join clubs of interest. Each year, the University presents a full schedule of cultural events in visual, performing, and other creative arts. Whatever your gifts and talents, you can make a difference by participating in local, national, and international service activities.

Dedicated faculty and staff will support your journey and experience at Alderson Broaddus University. This Student Handbook is intended to acquaint new students and remind returning students about all that the University has to offer. In these pages, you will see descriptions of the many services and activities available to students. We have also included our Code of Student Conduct for your information. This handbook reflects the caring culture of our school and our strong commitment to community.

As an Alderson Broaddus University student, you have joined a college family which stretches around the world. I am glad you're here and look forward to talking with all of you.

May you enjoy a successful and abundantly blessed year at Alderson Broaddus University!



Richard A. Creehan, President of Alderson Broaddus University

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Mission Statement

Alderson Broaddus University is an independent institution of higher learning, committed to serving the region as an academic, cultural, and religious resource, with programs based on a strong liberal arts foundation. The University is rooted in historic and continuing relationships with the West Virginia Baptist Convention and the American Baptist Churches in the U.S.A.

Mission

The mission of Alderson Broaddus University is to provide our students with the highest quality education, striving to prepare students to succeed in their chosen disciplines and to fulfill their roles in a diverse society as well-rounded and responsible citizens.

Core Values

High Academic Quality

The University values learning founded on high academic standards demonstrated by the open exchange of ideas, freedom and diversity of thought, and intellectual challenge and rigor. The University sustains such high expectations of the members of its community through the continuous improvement of learning and teaching.

Service

The University values service as a lifelong commitment. It seeks to foster the development of such a commitment among its students, faculty, and staff by providing opportunities for them to engage in meaningful service to others.

Personal Growth and Development

The University aims to advance the personal growth and development of all students by providing a caring environment that embraces the Christian values of moral integrity, service, trust, justice and compassion characterized by individualized attention to their academic, physical, spiritual, social, psychological, and aesthetic needs.

Life of Learning

The University promotes a life of learning by encouraging and supporting inquiry, creativity, and application of learning in socially responsible ways.

Diversity

The University deeply values its Appalachian heritage and promotes respect and appreciation for every person and for the richness of a diverse, multi-cultural, and global society.

Church Relatedness Statement

As a faith-based learning community, Alderson Broaddus University affirms and proclaims that the source, reality, meaning, and purpose of human existence are shaped by the goodness, power, oneness, and faithfulness of the Sovereign God, disclosed and incarnate in the life, ministry, death, and resurrection of Jesus Christ and attested to by the biblical revelation given by the Holy Spirit through human witness. As a church-related institution of higher education, we fulfill our educational mission through dependence on, trust in, and responsive commitment to that Sovereign God.

We believe in the unity of God's ultimate truth, and we value the integration of faith and reason in the pursuit of knowledge and understanding in all areas of life. We believe that every human being is created in the image of God and possesses the ability to learn and grow both spiritually and intellectually. Our goal, therefore, is to cultivate sound reasoning and critical thinking through a curriculum grounded in the liberal arts, including biblical studies, and to empower persons with the skills to better serve God and humanity.

Alderson Broaddus University seeks to provide a caring community, reflective of the diversity present in society and in the body of Christ, but united in mutual respect and understanding. We embrace Christian values, including moral integrity, service, trust, justice, and compassion, among others. Within a nurturing environment, we seek to support and empower all members of our community to explore and carry out these values.

Alderson Broaddus University affirms our commitment to our historical and continuing place within the Church of Jesus Christ, as it is embodied in the West Virginia Baptist Convention and American Baptist Churches/USA. Within this commitment, we support religious freedom and respect for various expressions of faith and celebrate the Church's racial, cultural, and theological diversity. We value the interdependence and mutual accountability between churches and the University. We affirm our openness to being educated by the Church as well as our responsibility to educate and equip the Church to join us in responding to the biblical call to renewal and to the need for a vital witness in society. Through such a relationship, we are able to cooperatively fulfill our shared responsibilities for ministry and mission.

Vision Statement

Alderson Broaddus University will prepare graduates for success and service to humanity; embody its Christian commitment by caring for each student in a learner-centered environment; be renowned as a leader in health-related and professional higher education firmly rooted in the liberal arts; and serve the people of Appalachia to enhance the quality of life and economic viability of the region.

Official Means of Communication

Alderson Broaddus University communicates with students utilizing a variety of methods, including postal services, on-campus mail, and email. Students should check their mailboxes and email accounts often so that important information is received in a timely manner. Since email is the primary form of official communication, students are required to check their University-provided email accounts at least daily.

Academic Information

Academic Information can be found in the Alderson Broaddus institutional catalogs.

Please visit: <http://www.ab.edu/secondary-links/academics>

Class Attendance

Alderson Broaddus University operates on the principle that attendance is essential for good academic performance. Students are therefore expected to be regular in attendance for all academic appointments. Additionally, students should understand their responsibility for the following:

1. Students are responsible for all work missed because of any absence, and they must take the initiative in working out satisfactory arrangements with instructors. Course syllabi should describe instructors' expectations for students regarding absences and make-up work. If advance notice is received and instructor expectations of students are met, instructors should, when possible, allow students with such absences to make up any in class work that they missed. Instructors may require that work be completed in advance of scheduled absences.
2. Students must be present for scheduled tests in all classes. Certain exceptions may be possible through paragraphs 3 and 4; however, it should be noted that an instructor is under no obligation to provide makeup examinations if reasons for absence are not judged valid by the instructor.
3. Explanations for absences related to University-sponsored activities should be channeled to instructors through the appropriate offices at least one week in advance. If an instructor's attendance policy includes penalties for excessive absences, the instructor should, if possible, either exempt absences for University-sponsored activities from such penalties, or give students the option of completing appropriate alternative assignments to avoid a penalty. At the same time, Faculty/staff in charge of University-sponsored activities should keep to a minimum the number of classes participating students are required to miss.
4. In case of illness or emergency where a student may be absent from the University for an extended period, students must notify the Office of Student Affairs. The Office of Student Affairs will notify the Registrar's Office to make them aware of these reported absences. Such notification by the student serves to explain the absence of the student. However, excusing the absence remains the prerogative of the instructor.
5. Students are expected to adhere to the schedules for vacations and recesses as printed in the University calendar. It is the responsibility of individual faculty members to determine and announce at the beginning of each course the consequences of not adhering to official vacation schedules.
6. When an instructor feels that absence has become a problem for a student and that the instructor's absence policy (as stated in the course syllabus) has been violated, the following steps should be taken:
 - a. The instructor states, in writing, to the student what is expected in attendance for the remainder of the semester. A copy of this statement is sent to the Office of the Provost/Executive Vice President for Academic Affairs.
 - b. If the student, thus counseled, continues to be absent, the instructor contacts the Provost/Executive Vice President for Academic Affairs and the Chief Student Affairs Officer to determine whether extenuating circumstances exist. If no such circumstances exist, the instructor may notify the student that he/she must withdraw from the course or earn a grade of "F." A copy of this notification should be sent to the Provost/Executive Vice President for Academic Affairs and Registrar.
 - c. A student who has been dropped from a course because of excessive absence may withdraw from the course with a grade of "W" up through the last day to withdraw as specified on the University calendar by processing the official withdrawal form. Students who have stopped attending class, but who do not officially withdraw by the last day to withdraw, will receive an "F" in the course.

Academic Integrity

1. Faculty has primary responsibility for upholding ideals and standards of independent work and academic integrity.
2. Creativity of thought and originality of effort on the part of students should be encouraged and recognized. Faculty should eliminate as much as possible the temptation and the opportunity to cheat through physical arrangement of the classroom and careful proctoring of examinations. Plagiarism should be discouraged through reasonable research paper assignments, monitoring of the research process, and careful checking of research papers.
3. Specific penalties for dishonesty are set by the individual instructor. The penalties should be stated on syllabi or announced at the beginning of each course. Any clear case of dishonesty should be promptly, firmly, and fairly dealt with by the instructor. The instructor should report the incident, in writing, to the appropriate chairperson and to the Provost/Executive Vice President for Academic Affairs. When students dispute the charge of dishonesty, a written appeal will be made first to the instructor, then to the appropriate chairperson, and then, if the matter is not resolved, to the Provost/Executive Vice President for Academic Affairs. If the matter is still not resolved, the Academic Program Committee will affect a final resolution.
5. Plagiarism is generally defined as the use of ideas or words of another without documentation. Citations must be given, therefore, not only for direct quotations but for paraphrasing as well. Paraphrasing should not imitate the wording of the original passage; more than three or four important words quoted in sequence as they occur in an original passage should be enclosed in quotation marks. Students should be taught that whether they use direct quotations or paraphrasing, all material which comes from a source other than their own knowledge or experience must be properly documented.
6. Software and Intellectual Rights. The following is from EDUCOM, "Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community," 1987:
 - a. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.
 - b. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against members of the academic community.

Process for Appeal of a Final Grade

Only a final course grade may be appealed. Students have only two bases for appeal: miscalculation of the final grade by the instructor or failure by the instructor to credit work required for the final grade. This process will not address matters such as course content, interpretations of items on evaluative instruments, approaches to instruction, and grading standards. (See Process for Addressing Concerns Regarding Instructional or Evaluation Practices Arising During a Course.)

The student must submit his or her written appeal to the appropriate party, as described below, within four days of the beginning of the next semester, including registration days. The written appeal must include all reasons in support of the appeal. The grade originally assigned will stand unless and until it is changed following appeal.

1. A student will first present the written appeal to the instructor. Within two class days of receipt of the written appeal, the instructor will meet with the student and review the basis for the grade assigned. No other persons will be present and no recording devices will be allowed. Within two class days of meeting with the student, the instructor will submit his or her decision and rationale in writing to the student and the departmental chairperson, if there is one, or the divisional chairperson.
2. If the student wishes to continue with his or her appeal, the written appeal must be submitted to the departmental chairperson, if there is one, within two class days of the receipt of the written decision of the instructor. Within two class days of receipt of the written appeal, a meeting will be held among the departmental chairperson, the instructor, and the student, to discuss the student's appeal. No other persons

will be present and no recording devices will be allowed. The departmental chairperson will submit his or her written decision and rationale within four class days to the student and the instructor, with copies to the Provost/Executive Vice President for Academic Affairs and the divisional chairperson.

3. If the student wishes to continue with his or her appeal, the written appeal must be submitted to the divisional chairperson within two class days of the receipt of the written decision of the departmental chairperson, if there is one, or the instructor. Within two class days of receipt of the written appeal, a meeting will be held among the divisional chairperson, the departmental chairperson, if there is one, the instructor, and the student, to discuss the student's appeal. No other persons will be present and no recording devices will be allowed. The divisional chairperson will submit his or her written decision and rationale within four class days to the student, the instructor, and the departmental chairperson, if there is one, with a copy to the Provost/Executive Vice President for Academic Affairs.
4. If the student wishes to continue with his or her appeal, the student must submit the written appeal to the Provost/Executive Vice President for Academic Affairs within two class days of receipt of the written decision of the divisional chairperson. Within two class days of receipt of the student's written appeal, a meeting will be held among the Provost/Executive Vice President for Academic Affairs, the departmental and/or divisional chairperson, the instructor, and the student. No other persons will be present and no recording devices will be allowed. The Provost/Executive Vice President for Academic Affairs will submit his or her written decision and rationale within five class days to the student, the instructor, and the departmental and/or divisional chairperson. The decision of the Provost/Executive Vice President for Academic Affairs will be final.
5. If the departmental chairperson is also the instructor, the student will submit the written appeal to the divisional chairperson. If the divisional chairperson is the instructor, the student will submit the appeal directly to the Provost/Executive Vice President for Academic Affairs.
6. If the instructor has permanently left the institution, the written appeal will be submitted to the departmental chairperson, if there is one, or to the divisional chairperson if there is no departmental chairperson.

Process for Addressing Concerns Regarding Instructional or Evaluation Practices Arising During a Course

A healthy questioning of the instructional or evaluation practices used in courses can be valuable. Students are encouraged to be concerned about the quality of instruction and the teaching models they see in the University classroom. Typically, at the end of each semester faculty members will ask students to complete a course and faculty evaluation form. (See Section IX, below.) Faculty without tenure will be required to do evaluations more often than those with tenure. The University uses the results of these evaluations to improve instruction. It is very important that a student give careful consideration when filling out these forms.

However, questions concerning instructional or evaluation practices may also arise during the course of the semester, and these may need more immediate attention. If so, the following steps should be taken during the course of the semester:

- The student should share the concerns with the faculty member involved.
- If the concern is of such a nature that the student does not feel comfortable sharing the information with the faculty member, or if the student feels that the concern has not been adequately dealt with, the student may contact the departmental chairperson.
- If there is no departmental chairperson, or if the student feels that the concern has not been adequately dealt with, he or she may address the concern to the divisional chairperson.
- If the student feels that the divisional chairperson has not adequately dealt with the concern, he or she may appeal to the Provost/Executive Vice President for Academic Affairs, who may require that the concerns be put in writing. The decision of the Provost/Executive Vice President for Academic Affairs will be final.
- If the issue has to do with calculation of the final course grade, students should use the grade appeal process described in section VII, above. Only the miscalculation of the final grade or failure by the instructor to credit work required for the final grade are bases for appealing a final course grade. Issues that

arise during a course and that involve instructional and evaluation practices will be addressed only through the process described in this section, not through the grade appeal process described in the previous section.

Release and Disclosure of Information from Student Records

Introduction

The University maintains education records related to students, the release and disclosure of which is governed by the Family Educational Rights and Privacy Act (“FERPA”). The University adheres to all FERPA requirements in maintaining the confidentiality of student education records. Any questions relating to the inspection or disclosure of records should be directed to the Registrar.

I. Notice of Rights

Students shall be provided with written notice on an annual basis of their rights under FERPA.

II. Access to Student Education Records

- A. Right to Inspect Contents of Education Records – FERPA provides students with the right to inspect and review their education records, with the following exceptions:
 - Financial records of the student’s parents
 - Confidential letters and statements of recommendation placed in the education records of a student before January 1, 1975, as long as they are only used for the purposes for which they were specifically intended
 - Confidential letters and statements of recommendation placed in the student’s education records after 1975 and relating to the student’s University admission, application for employment or receipt of an honor or honorary recognition, if the student has waived his or her right to inspect the letters and/or statements
 - For records containing information regarding more than one student, the student may only inspect or review the specific information in the record relating to the inquiring student
 - Requests for review of education records must be made in writing and should be directed to the Registrar. Records which may be inspected in accordance with FERPA requirements will be made available within 45 days of the request. With certain exceptions (e.g., records placed on a financial hold), students may obtain a copy of these records at the student’s own expense at rates to be determined by the University.
- B. Right to Challenge Contents of Education Records - If a student believes that the student’s education records contain information that is inaccurate, misleading or in violation of the student’s right of privacy, the student may make a written request to the University Registrar for amendment of the record at issue. The University shall decide whether to amend the record as requested.

If the University decides not to amend the record as requested, the University will inform the student of its decision and of the student’s right to request a hearing challenging the content of the student’s education records on the grounds that the information contained in the records is inaccurate, misleading or in violation of the privacy rights of the student. Requests for a formal hearing must be made in writing to the Provost, who within a reasonable period of time after receiving the request, will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised in the request for amendment of the education records. The student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney. A hearing panel convened by the Provost will preside over the hearing and make a determination on the request for amendment. The hearing panel will make its decision in writing within a reasonable period of time after the hearing, and the decision will be based upon the evidence presented at the hearing and include a summary of the evidence and the reason for the decision.

If the hearing panel decides in favor of the student, the University will amend the record accordingly and inform the student of the amendment in writing. If the hearing panel denies the request for amendment, the University will inform the student of the right to place a statement in the record stating why he or she disagrees with the decision.

- C. Limits on Disclosure - The University will not release or allow access to information from a student's education records to anyone outside of the University without the written consent of the student, with the following exceptions allowable under FERPA:
- The disclosure to other University officials, including teachers, with a legitimate educational interest (this may include a contractor, consultant, volunteer or other party to whom the University has outsourced institutional services or functions)
 - The disclosure to officials of another school or institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer
 - The disclosure to authorized federal, state or local authorities for the purposes of audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to such programs
 - The disclosure to others in connection with financial aid for which the student has applied or received related to eligibility for the aid, the amount of the aid, the conditions of the aid or enforcement of the terms and conditions of the aid
 - The disclosure to state and local officials relating to the juvenile justice system
 - The disclosure to organizations conducting studies for or on behalf of the University to develop, validate or administer predictive tests, administer student aid programs or improve instruction
 - The disclosure to accrediting organizations to carry out their accrediting functions
 - The disclosure to parents of dependent students, as defined in Section 152 of the Internal Revenue Code
 - The disclosure necessary to comply with a judicial order or lawfully-issued subpoena
 - The disclosure in connection with a health or safety emergency
 - The disclosure of Directory Information
 - The disclosure to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense of the final results of the disciplinary proceeding conducted by the University
 - The disclosure to a parent of a student at the University who is under the age of 21 regarding the student's violation of any federal, state or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance
 - The disclosure of information relating to sex offenders and other persons required to register under the Violent Crime Control and Enforcement Act of 1994
 - The University may also disclose or release education records for reasons not specifically listed above in accordance with FERPA.

III. Directory Information

- A. In general, Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- B. Directory Information includes, but is not limited to, the following student information:
- | | |
|---|---|
| • name | • dates of attendance |
| • address | • participation in officially recognized activities and sports |
| • telephone listing | • weight and height of members of athletic teams |
| • electronic mail address | • degrees, honors and awards received |
| • photograph | • the most recent educational agency or institution attended by the student |
| • date and place of birth | |
| • major field of study | |
| • grade level | |
| • enrollment status (e.g., undergraduate or graduate, full-time or part-time) | |

Directory Information also includes a student identification (ID) number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

- C. Directory Information does not include a student's social security number or student identification number, except as described in Section III.B., above.
- D. Students shall be informed annually, at the time of their first registration within the academic year, of their rights under FERPA. The University will also provide notice that Directory Information may be publicly released unless the student specifically requests in writing, by the last day of registration, that all or part of the information not be subject to disclosure. The Registrar's Office shall both collect and file such written statements, which shall be in effect for one academic year. Once a student is no longer enrolled or has graduated, Directory Information may be released in accordance with the last release authorization/request for non-disclosure on file in the Office of the Registrar unless and until such authorization is revoked by the student in writing or the request for non-disclosure is rescinded.

Health and Wellness Policies

AIDS and Hepatitis B Policies

The University will not exclude students, staff or faculty who are HIV positive or who have AIDS or who have Hepatitis B from any University-sponsored benefit, function or activity solely on the basis of their medical condition. The University will not segregate people who are HIV positive or who have AIDS or who have Hepatitis B from any position or environment, including employment, athletic participation, the academic environment, recreational areas, residence halls and dining facilities.

The University will not tolerate discrimination against any student, faculty member, or staff member infected with HIV or with Hepatitis B. Consideration of the existence of HIV infection or of Hepatitis B infection will not be part of any admissions decision for those students applying to Alderson Broaddus University or of the employment decision for those seeking positions at the University.

Members of the Alderson Broaddus University community who are infected with HIV or with Hepatitis B have rights as members of this community. Such persons also have a responsibility to the community and are expected to act in accordance with known medical advice to prevent the spread of infection to others. Individuals infected with HIV or with Hepatitis B are strongly urged to seek expert clinical care from a qualified health care provider. Appropriate University personnel will take action, within the constraints of policies regarding confidentiality, if it is reported that someone who is HIV positive or who has AIDS or Hepatitis B is putting other members of the University at risk through his/her behavior.

The Office of Student Affairs will protect the privacy of individuals infected with HIV or Hepatitis B and the confidentiality of that diagnosis. No information concerning complaints or diagnosis of HIV infection or AIDS or Hepatitis B may be provided to any persons, agency or the campus community without the prior written consent of the individual. The Chief Student Affairs Officer is designated as the person to respond to inquiries from parents about a student or University employee who may have AIDS, an HIV-related illness, a positive HIV test or Hepatitis B.

In the event that a student has shared information with a roommate or other resident about having AIDS, an HIV-related illness, a positive HIV test or Hepatitis B, or the student(s) is reacting to rumor of this information, the concerned party(s) shall be directed to the Chief Student Affairs Officer or his/her designee. The Chief Student Affairs Officer shall review University policy related to AIDS, HIV-related illness, a positive HIV test, or Hepatitis B as well as provide resources for concerned roommates/residents, including education and the availability of counseling services. Unless otherwise directed by the student in question, residential life staff will honor the privacy and confidentiality of any student's medical condition. Any recommendations regarding AIDS, HIV infection or

Hepatitis B will be based on guidelines from the United State Public Health Service, the Centers for Disease Control and the American College Health Association.

The Chief Student Affairs Officer, the Director of Counseling Services and the Director of Career Services shall advise the President of the University:

1. on the application and interpretation of this policy;
2. on any recommended amendments to this policy;
3. recommend a broad-based education program for the University community with the following objectives:
 - a. to alleviate unfounded fears about contracting the virus;
 - b. to provide members of the University community with information necessary to make sound decisions about their own behavior and to ensure the health and well-being of themselves and others;
 - c. to raise the awareness of the HIV/AIDS/Hepatitis B health problem within the University community;
 - d. to counsel against discrimination directed toward individuals with AIDS or who have tested positive for the HIV antibody or who have been diagnosed with Hepatitis B.
4. on any recommendations regarding the means by which outbreaks of contagious diseases at the University are publicized so that immuno-compromised individuals can take precautions;
5. advise any recommendations regarding relevant safety guidelines to departments/divisions within the University.

Alcohol and Drug Policies and Programs

Alderson Broaddus University, for educational reasons as a church-related institution of higher education, and for the health and safety of its students and employees, prohibits the possession, use, distribution and sale of alcoholic beverages, controlled substances and illegal drugs as defined by State Law and Federal Code on the premises of Alderson Broaddus University and at all University-sponsored activities.

Alderson Broaddus University, in compliance with the *Higher Education Opportunity Act* (Public Law 110-315), annually publishes and distributes to each student and employee information regarding University policies and Federal Code. This information is available from the Chief Student Affairs Officer to prospective students, parents and other interested persons upon request.

Please see the Alcohol and Drug Handbook at the end of this handbook for full policies regarding the statements below.

Philosophy

Alderson Broaddus University is concerned with both the welfare of the University community and the academic and personal development of each student. The University strives to create a healthy environment where the illegal and/or improper use of alcohol and drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the University community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community's learning environment and the academic, physical, spiritual, and emotional well-being of its students.

Alderson Broaddus University as an entity supports the laws and regulations of the United States, the State of West Virginia, Barbour County, and the City of Philippi. Each student and employee as a responsible member of the University community is expected to do the same. As a part of these laws and regulations, the unlawful possession, use or distribution of alcohol, illicit drugs, or any other controlled substance on campus or as a part of any University-related employment or activity is prohibited.

Alcohol Policy

The use or possession of alcoholic beverages on University premises or at University-sponsored activities is strictly prohibited. ALL parties serving alcoholic beverages are forbidden on University premises or at University-sponsored activities. Anyone in the presence of the possession and/or use of alcoholic beverages on campus premises or at University-sponsored activities will be held accountable in the same manner as the possessor and/or user of the alcohol.

Drug Policy

Use or possession of any controlled substances or of illegal drugs and drug paraphernalia is strictly prohibited. Students found to be involved in possession, use, distribution or transportation of illegal drugs or paraphernalia, on or off-campus will be subject to disciplinary action which may include dismissal or immediate suspension from the University. Anyone in the presence of the possession and/or use of controlled substances on campus premises or at University sponsored activities will be held accountable in the same manner as the possessor and/or user of the controlled substance. The University Counselor and University Chaplain are available to discuss in confidence matters concerning drug use.

Tobacco

The smoking and/or chewing of tobacco is prohibited in the residence halls and in all other buildings on the campus of Alderson Broaddus University.

In order to promote smoke-free areas at the entryway of University buildings and to recognize the rights of smokers to participate in smoking activity out-of-doors, the following guidelines have been developed relating to smoke-free areas at the entrances to University buildings. Smokers are strongly encouraged to follow these guidelines and to use courtesy and respect for others as a guide for behavior.

The following entrances are to be smoke-free:

- Myers Hall: The right-hand or north front entrance will be smoke-free.
- Withers-Brandon Hall: The left-hand or south front entrance will be smoke free and the right- hand or south back entrance will be smoke-free.
- Pickett Library/Funkhouser Auditorium: The area immediately outside the front doors including the brick/concrete bench to the right-hand side of the front doors will be smoke-free.
- Burbick Hall: The first floor ramp and doors leading inside will be smoke-free.
- Wilcox Chapel: The front and right-hand side entrances (upper level) and the back entrance (lower level) will be smoke-free.
- Kemper-Redd Hall: The second floor front ramp, entrance and patio will be smoke-free.
- Whitescarver Hall/Mollohan Training Center: Both the front and rear (facing campus) entrances will be smoke free.
- Heiner Hall/Hamer Campus Center: The front entrance of Heiner Hall and the main entrance to EJ & Emma's at the Cave will be smoke-free.
- Benedum Hall: The front entrance and patio will be smoke-free.
- Priestley Hall: The left-hand or south front entrance, sidewalk and stairs will be smoke-free.
- Memorial Coliseum: The stairs at the East entrance facing campus will be smoke-free.

Alderson Broaddus University is committed to the education of students, faculty and staff regarding tobacco use through the periodic offering of programming aimed at prevention and early intervention. Additionally, on-campus advertising by individuals and/or groups that refers to or promotes the use of tobacco is prohibited.

Judicial Actions

If convicted of violating criminal laws or found in violation of campus regulations concerning alcohol or drugs, you may be subject to both civil and University disciplinary action (see Disciplinary Procedures and Policies section).

University Disciplinary Sanctions for students include the possibility of Suspension or Expulsion. Additional applicable sanctions may include loss or reduction of University-funded financial aid.

Assistance Programs

If you are concerned that you or someone you know might have an alcohol or drug problem, the offices of the Counseling Center in 231 Burbick Hall is available for initial dialogue and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referral may be made to local substance abuse treatment services, or the student will be assisted, if they prefer, to receive follow up with a counseling or treatment program closer to home. The counselor on campus will assist students in any way to obtain needed services.

Student Health Assessment

As one of the requirements for admission to the University, each student, PRIOR to registration for his/her first semester, must submit an Alderson Broaddus University Student Health Assessment form which includes medical history information, immunization information, and insurance information. Student Health Assessment Forms are kept in the Office of Student Affairs.

NOTE: The University assumes no responsibility/liability for injuries resulting from accidents except those which occur while the student is engaged in a University-sponsored intercollegiate sport.

Students with Disabilities

Equal Opportunity for Students with Disabilities

In accordance with the Americans with Disabilities Act (—ADA) of 1990, and amendments in 2009 in the Americans with Disabilities Amendments Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), and with the West Virginia Human Rights Act, Alderson Broaddus University is committed to educating qualified students with disabilities. It is the policy of Alderson Broaddus University that no qualified student with a disability shall, on the basis of such disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity provided, sponsored, offered or required by the University. The University shall operate its programs and activities in the most integrated setting appropriate. This policy is issued in compliance with the applicable laws and is intended and shall be construed to afford the protections and rights provided by those laws.

I. Definitions

Student with a disability - any student who (1) has a physical or mental impairment which substantially limits one or more major life activity, (2) a person with a history of having a physical or mental impairment, or (3) is regarded as having a physical or mental impairment that substantially limits one or more major life activity. This includes but is not limited to physical disabilities, learning disabilities, and/or behavioral disabilities.

Otherwise qualified students with a disability - a person with a disability who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity.

Technical standards - all non-academic criteria that are essential for participation in the program in question.

II. The Admissions Process

Admission to Alderson Broaddus University is based on the requirements outlined in the University Catalog. Admissions decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission as established by the University.

Any student eligible to take a non-standard SAT/ACT may submit those scores. Such scores will be accepted as valid and equivalent alternatives.

Alderson Broaddus University, in order to provide high quality education programs, will not lower or substantially modify academic or non-academic standards. The University is not required to take any action that would result

in a fundamental alteration in the nature of a service, program or activity or that would cause it undue financial and/or administrative burden. All students, disabled or not, must demonstrate, with or without the use of appropriate academic adjustments and/or educational auxiliary aids, the abilities, skills and knowledge required by the academic and technical standards of individual programs in order to be admitted to those programs. Where auxiliary aids and academic adjustments will facilitate learning and will allow the individual to develop necessary skills or abilities, the individual will be considered qualified. However, where a disability, even if accommodated, directly interferes with or limits an ESSENTIAL skill or ability within a program, the individual will not be considered qualified.

In evaluating a student's academic achievement for admissions or placement, the University will provide such methods for evaluating the achievement of students who have a disability that impairs sensory, manual or speaking skills as will best ensure that the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

III. Physical Access

The University shall make each program or activity readily accessible to students with disabilities to the extent required by law. The University is not required to make each of its existing facilities accessible to and usable by individuals with disabilities.

For classroom and residence hall room use, students with disabilities will be moved to buildings and/or floors that allow access to students needing wheelchairs, etc.

Parking spaces near buildings have been designated for individuals with disabilities. Vehicles using these spaces must show a special registration or mobile placard which is obtained through the Division of Motor Vehicles.

All buildings subject to new construction or remodeling will be designed for handicapped access in compliance with Federal and State laws regarding access.

IV. Modifications, Aids, and Services

Students who have a disability are responsible for requesting modifications to academic requirements, educational auxiliary aids and other disability-related services.

In making such requests, a student must provide to the 504 coordinator in a timely manner written documentation from a licensed physician, psychologist, or other appropriate health care professional of the nature and extent of the student's disability and the functional limitations it imposes (in an academic setting), as well as suggestions for modifications to academic requirements and appropriate educational auxiliary aids. Students must recognize that the lack of sufficient advance notice of such requests may delay the availability of the modification, aid or service.

A student must provide such additional documentation as the University may reasonably require to determine the nature and extent of the disability, the functional limitations it imposes, and the appropriateness of the modifications, aids and services requested.

A student seeking modifications to academic requirements or auxiliary aids or services is expected to actively participate with the University in identifying the most appropriate modification, aid or service, and to maintain contact, in a timely manner, with the 504 coordinator who is attempting to provide assistance.

A student should promptly notify the 504 coordinator of any problems in receiving agreed-upon modifications, aids or services.

Determinations regarding modifications to academic requirements, the provision of educational auxiliary aids, and the provision of other services available to students with disabilities are made on a case-by-case basis after the individualized inquiry. In making these determinations, the University must maintain the academic integrity of its programs. The University will make the final determination of the necessity and appropriateness of the requested modification and/or aid.

V. Process for Obtaining Modifications, Aids or Services

The student must first identify himself/herself as disabled and applying for accommodations at least two weeks in advance of requiring accommodations by contacting the Section 504 Coordinator. The University does not provide assessment services for students who have possible disabilities. The student must supply written documentation from a licensed physician, psychologist, or other appropriate health care professional of the nature and extent of the student's disability and the functional limitations it imposes (in an academic setting), and an account of the accommodation that the student is seeking.

In order to best serve students with Learning Disabilities, the following additional documentation is also required:

- The student must provide documentation of a specific diagnosed learning disability in order to secure any accommodations for his/her disability. This documentation must include:
 - The results of a current Wechsler Adult Intelligence Scale (WAIS) or Wechsler Intelligence Scale for Children (WISC);
 - A written evaluation, including a discrepancy analysis, completed by a licensed psychologist or certified learning disability specialist, indicating the specific, diagnosed learning disability or disabilities.

The University, upon receiving the request for accommodation and the proper documentation will:

1. If necessary, send a follow-up questionnaire to the licensed psychologist or specialist in order to determine specific discrepancies between achievement and intellectual ability, and methods used for determining discrepancy. At this time, any further inquiries into proper accommodations may be made.
2. Form a committee consisting of the student's Academic Advisor, the 504 Coordinator, the Director of Academic Center for Educational Services, the student, an advocate for the student at the student's request, and sometimes the instructors of the courses involved. The Committee will then meet and develop a plan of academic support and reasonable accommodation for the student.
3. Send a follow-up letter to the student enumerating the accommodations agreed upon and the responsibilities of the student. A copy of this letter will be signed by the student and returned to the 504 coordinator.
4. Notify instructors of courses in which the student is enrolled of the agreed upon accommodations and the implementation of these accommodations. These accommodations will remain in effect until the student leaves AB, graduates, or requests a change. After initial modifications have been made, students requesting a change in accommodations must request a new meeting of the committee. This request should be addressed to the 504 coordinator.
5. A course instructor who believes that the accommodations interfere with the standards of the course may request modifications by contacting the 504 Coordinator immediately after receiving the list of accommodations. The communication must include, in writing, the rationale for the modification. The 504 Coordinator will reconvene the original committee with the addition of the course instructor. A letter outlining any decisions made at that meeting will be issued.

VI. Services and Modifications Possible

Alderson Broaddus University wishes to ensure that an individual with a disability who meets the academic and technical standards, once admitted to the University, is not excluded from participation in or denied the benefits of the University's programs and activities because of the absence of necessary academic services, auxiliary aids or reasonable modification(s).

Students are expected to exercise initiative in identifying and obtaining auxiliary aids from existing resources. Existing resources for auxiliary aids include governmental units (such as state vocational rehabilitation agencies) and

private charitable organizations (March of Dimes, etc.). The University, through the 504 Coordinator, will assist the student in contacting these resources whenever possible.

In order to facilitate this process, the student should inform the University of his/her need as early as possible. The request should be accompanied by the written evaluation of the student's disability referenced above. It is the

student's responsibility to inform the 504 Coordinator of the need for auxiliary aids.

Requests for auxiliary aids and all supporting documentation are confidential information and will not be released without the student's written consent.

1. Academic Services

After a student has followed the procedure for obtaining academic support, reasonable accommodations for that student will be agreed upon by the committee and the student. Reasonable accommodations will be based on an individual's legitimate needs and course content. Reasonable accommodations involve a balance between maintaining essential academic and technical components and adapting to the needs of the student. Modifications may include the following:

- extending the period for degree completion
- substituting specific courses required for degree completion
- adapting the manner in which specific courses are conducted
- providing residential life arrangements (single room or quiet hall) without additional fee
- allowing priority registration assuring a specific course, section or instructor

2. Auxiliary Aids may include the following:

- taped textbooks
- readers in libraries for students with visual impairments
- interpreters or other effective methods of making orally delivered materials available to students with hearing impairments
- classroom equipment adapted for use by students with manual impairments
- other similar services and actions

The University is not required to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

3. Modifications/Accommodations in Specific Courses

The University shall make such modifications to its academic requirements as are necessary and appropriate under the applicable law to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of a disability, against an otherwise qualified student with a disability.

In its course examinations or other procedures for evaluating students' academic achievements in its programs, the University shall provide such methods for evaluating the achievement of students who have a disability that impairs sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills (except where such skills are the factors that the test purports to measure).

Upon receiving a request for a modification in a specific course and with a written evaluation of the disability, the 504 Coordinator will initiate a meeting with the course instructor, the student with the disability, and the 504 Coordinator.

Supporting evidence or reasons for the modification will be required. If the student is unclear about what modification might be necessary in order to make the course requirements accessible due to the circumstances of the student's disability, options will be discussed at this meeting. If it is determined that the modification is reasonable and does not change the standards of the course, a letter granting that modification will be issued to the student and the appropriate University personnel for that course. Instructors are not expected to sacrifice course expectations or the quality of student work. Waivers of assignments are expected to occur only if the

assignment is not essential to the course or an acceptable substitute assignment cannot be identified.

4. Modifications of Major/Minor Requirements

If a student wishes to modify his/her major/minor requirements, he/she should request a meeting with the 504 Coordinator and the division or department chairperson to determine acceptable alternatives (e.g., course

substitutions or waivers). The student must provide documentation and supporting evidence for the modification. If the student is unclear about what modification might be necessary in order to make the major/minor requirements accessible due to the circumstances of the student's disability, options will be discussed at this meeting.

In making decisions regarding the requested modifications, the following criteria will be used:

1. The degree to which the student can meet the academic requirements essential to the program of instruction being pursued or directly related to licensing requirements;
2. Whether the modification in question will fundamentally alter the academic program;
3. Whether the modification in question will cause an undue financial and/or administrative burden on the University; or
4. Whether the modification in question will cause a substantial modification of the standards established for the major/minor

If it is determined that the modification is reasonable and does not alter the academic program in question, a letter granting that modification will be issued to the student and appropriate University personnel.

5. Modifications of Degree Requirements

The University shall make such modifications to its academic requirements as are necessary and appropriate under the applicable law to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of a disability, against an otherwise qualified student with a disability.

In its course examinations or other procedures for evaluating students' academic achievements in its programs, the University shall provide such methods for evaluating the achievement of students who have a disability that impairs sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills (except where such skills are the factors that the test purports to measure).

If a student wishes to request a modification in degree requirements, that student should request a meeting with the 504 Coordinator, the division chairperson of his/her major, and the department chairperson of the area in question. The student must provide documentation and supporting evidence for the modification. If the student is unclear about what modification might be necessary in order to make the degree program accessible due to the circumstances of the student's disability, options will be discussed at this meeting.

The student should be prepared to provide documentation of the following:

1. How full participation in the degree requirements will be limited even with all reasonable modifications. This requires documentation of the disability as well as a description of how participation will be limited even with the use of modifications.
2. That the requested modification will not affect the integrity of the program of instruction the student is pursuing.

In making decisions regarding the requested modifications, the following criteria will be used:

1. The degree to which the student's ability to meet the requirement is adversely affected by the disability.
2. Whether the modification in question will fundamentally alter the degree program.

VII. Appeal Procedures

1. If a student does not agree with the accommodations determined by the committee that student should:
 - a. Not sign the letter issued after the meeting.
 - b. Submit in writing the accommodation or changes requested and the reason(s) for that request to the provost/vice president for academic affairs.
 - c. If necessary, obtain additional documentation from an appropriate doctor or a licensed psychologist explaining the appropriateness of the requested accommodation or change. This new documentation will be reviewed by the course instructor, the provost/vice president for academic affairs, the 504 coordinator, and, if appropriate, by the department or division chairperson involved. The student will receive in writing an agreement for the accommodation or change, a suggestion for an equivalent accommodation, or an explanation about why the request cannot be met without changing an essential component of the course or program involved.
 - d. If desired, appeal the decision to the 504 coordinator. If a student has concerns or complaints about this policy or the implementation of this policy, the student may file a complaint with the 504 coordinator.
2. If a student believes that reasonable accommodations have not been made or have been improperly administered, that student should, within 48 hours of the incident, share in writing the nature of the concern with the course instructor. If the student believes that his/her concern has not been adequately dealt with or if the student is uncomfortable with sharing the information with the course instructor, the student should contact the 504 coordinator. If the student, the course instructor, and the 504 coordinator cannot come to an agreement on the concern, the 504 coordinator will convene a meeting with the Provost, the course instructor, and the student. The student will receive the results of that meeting in a letter. The decisions made at that meeting will be considered final.

Administrative Withdrawal of Students with Mental Disorders

I. Standards for Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the University, and/or from University housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (as defined by the American Psychiatric Association DSM IV - TR) and, as a result of the mental disorder:
 - a. engages, or threatens to engage, in behavior which poses a danger of physical harm to others, or
 - b. engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.
2. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall occupancy agreement, or other University rules and regulations.

II. Referral for Evaluation

1. The Chief Student Affairs Officer may refer a student for evaluation by an independent licensed psychiatrist or psychologist approved by the University, if the Chief Student Affairs Officer reasonably believes that the student may meet the criteria set forth in Standards for Withdrawal.
2. Students referred for evaluation in accordance with Referral for Evaluation, Part 1 above, shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted by the Chief Student Affairs Officer in writing.
3. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis as set forth in Paragraph IX of the Disciplinary Policies and Procedures of the University.

III. Interim Withdrawal

1. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation as provided above, or if the Chief Student Affairs Officer determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - a. causing serious physical harm to others, or
 - b. causing significant property damage, or directly and substantially impeding the lawful activities of others.
2. Procedures for the implementation of an interim administrative withdrawal are outlined in the Disciplinary Policies and Procedures of the University.

IV. Informal Hearing

1. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Chief Student Affairs Officer, or a designee.
2. Procedures for the conduct of the informal hearing are outlined in the Disciplinary Policies and Procedures of the University.
3. A written decision shall be rendered by the Chief Student Affairs Officer or designee within five class days after the completion of the informal hearing. The written decision, which will be mailed or personally delivered to the student, will contain a statement of reasons for any determination leading to involuntary withdrawal. The student will also be advised as to when an application for readmission will be considered, along with any conditions for readmission.
4. A decision for withdrawal requires review and approval by the President of the University and may be altered, deferred or suspended by that officer.

V. Course Grades

At the time of administrative withdrawal, a determination in accordance with the established academic policies of the University will be made by the Provost/Executive Vice President for Academic Affairs as to the grade which the student will receive in those courses in which the student is currently enrolled.

VI. Refunds

Refunds of tuition, fees, room and board, as well as adjustments in financial aid, will be made in accordance with the refund policies of the University as printed in the University Catalog in effect at the time of withdrawal.

VII. Deviations from Established Procedures

Reasonable deviations from these procedures, not affecting fundamental fairness, will not invalidate a decision or proceeding unless significant prejudice to a student can be shown to have resulted.

Grade of Incomplete (I)

A mark of —II (Incomplete) may be temporarily entered on a student's record if the student is unable to complete specific course requirements due to illness, personal emergency or other circumstances beyond his or her control. Other conditions which apply to this grade are given in the University Catalog.

Referral for Evaluation

1. The Chief Student Affairs Officer may refer a student for evaluation by an independent licensed psychiatrist or psychologist approved by the University, if the Chief Student Affairs Officer reasonably believes that the student may meet the criteria set forth in Standards for Withdrawal.
2. Students referred for evaluation in accordance with Referral for Evaluation, (part 1 above) shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within thirty (30) business days from the date of the referral letter, unless an extension is granted by the Chief Student Affairs Officer in writing.
3. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis as set forth in the Disciplinary Policies and Procedures of the University.

Facilities

Bookstore

The Bookstore is located on the ground floor of Hamer Campus Center. The primary purpose of the Bookstore is to make books and supplies required for course work available to students. In addition, a large supply of University memorabilia, T- shirts, greeting cards, personal supplies, paperbacks, and gifts are available. Standard hours of operation are 9:00AM-4:00PM Monday through Friday. The Bookstore hours are flexible, and students should check the door for holiday or vacation hours which may vary.

Textbook Purchase and Returns

Bring your class schedule with you when you come to the Bookstore. The textbooks are arranged on the shelves by class code numbers. For each course, a card is affixed to the shelves indicating the books for the course and whether they are required or optional. Each card will indicate the department and course number.

Textbooks are selected by the faculty, and prices are established by the publishers. On the average, books and supplies for a full schedule will cost from \$400 to \$500 per semester. (This will vary if you buy used books rather than new copies of the required texts.) The bookstore will accept personal checks, money orders, travelers' checks and bank checks (which must be validated by your University ID). Visa, MasterCard, Discover and American Express are also accepted. When making out a check to the Bookstore, present your student ID and make the check payable to AB University. Your local address and phone number must be written on the upper left hand corner of the check.

Save your receipts!!! Refunds on textbooks can be obtained through the first three (3) classes for the semester. A cash refund cannot be issued unless the following conditions are met:

- A new book cannot have been written in.
- Books must be in the same condition as purchased.
- Cash register receipt and student ID card must be presented. No cash refund will be issued without a receipt.

Dining Services

Heiner Hall - The Marketplace

The student restaurant in Heiner Hall is open during the academic semesters. Resident students will be on the board plan and will be entitled to eat a certain number of meals per week in the student restaurant. Such students must show their identification cards when entering the restaurant. Other persons will be charged a fixed price for each meal. No person will be allowed in the restaurant unless that person is on the food plan or is a paying customer.

In addition, students will be allocated a certain number of "Battler Bucks" per semester that may be used in EJ & Emma's at the Cave as well as Jazzman's Cafe and Bakery.

To go containers are available to customers, but are for take-out only and are not refillable. If desired, those dining in the restaurant may also purchase a to-go meal at the standard rate.

Guests will pay cash for their meals and are welcome in the restaurant. If several guests are to be present, the food service manager should be notified in advance so that the kitchen can be prepared for an increase in the number of persons to be served.

Student ID Card Usage

All students must have their ID card present when using their meal plan to pay for meals, snacks, etc. Circumstances such as electronic malfunctions and delays at the beginning of a semester will be handled by entering the student's ID number. These numbers will NOT be accepted without an ID card present.

Students may not use another student's card for meal swipes or Battler Bucks.

Rules of Conduct in the Dining Facilities

Students are asked to please abide by the following rules when dining at in any of the restaurants on campus:

- Outside containers are not permitted in the restaurant. This includes, but is not limited to backpacks, water bottles, milk jugs, Ziploc bags, etc.
- Refrain from using profanity or making offensive remarks to staff about food, service, etc.
- Refrain from touching foods with hands that are not taken and are left for others to eat.
- Refrain from carrying ANY plates, bowls, saucers, cups, glasses, or silverware from the cafeteria. Repeated offenses will result in a charge to a student's account for the items being removed.
- Refrain from attempting to remove any product or use any service without proper payment via the meal plan, cash, or credit card.
- Refrain from entering cafeteria or cafe without proper clothing and shoes. Health codes do not allow anyone barefoot in foodservice areas.

Please note that the management of Sodexo Campus Services has an OPEN DOOR policy. Any student or other patron is always welcome to approach the General Manager for discussion, questions, complaints, etc. Students found committing any of the offenses above or partaking in other disorderly conduct within the facilities will be directed to the Office of Student Affairs for disciplinary action.

Board Plan Waiver Policy

Students who are living on-campus in the University residence halls are required to participate in the University's board plan. Students wishing to be considered for exemption from the board plan for any reason must complete a board plan waiver application that is available in the Office of Student Affairs (Hamer Campus Center) or the Food Service Office in Heiner Hall.

In addition to completing the board plan waiver application, the student MUST supply the following two items to the general manager of dining services:

1. A letter requesting an exemption from the board plan. If the request is based upon a medical condition, then this letter must be submitted by the student's physician.
2. A specific description of the student's dietary requirements submitted by a medical professional or a nutritionist familiar with the student's dietary requirements. This should include a listing of what the student CANNOT eat in addition to a description of a recommended diet for the student.

This information will be reviewed by the general manager of dining services and the registered dietitian employed by Sodexo Campus Services, the University's food service vendor.

Before any board plan waiver request is granted, it must be determined that an appropriate diet cannot be supplied by the University's dining services. Staff from both the Office of Student Affairs and Dining Services will review all cases.

New requests will be considered at the beginning of each semester. All applications must be submitted no later than two weeks after the first day of classes each semester. Students must complete the board plan waiver application every year.

Campus Center

The Campus Center is the location of the following student services: Campus Welcome Center, EJ & Emma's at the Cave, Heiner Hall Cafeteria and Dining Room, Crim Dining Room and Jazzman's Cafe & Bakery, Alderson Broaddus Bookstore, the Office of Student Affairs, the Post Office, and Campus Center Fitness Center. Campus Center consists of recreation and lounge areas, conference rooms, areas for student activities, as well as study areas.

The Campus Center are 24 hours a day, 7 days a week during the academic semester. These hours do not reflect the hours of the offices or services housed within. Hours for the Campus Center may be adjusted by the Office of Student Affairs.

Fitness Centers

Alderson Broaddus is proud to be able to offer multiple facilities for student fitness on campus.

The Coliseum Fitness Center

The Coliseum Fitness Center is located on the ground floor of the Coliseum. The fitness center in the Coliseum is primarily a facility for Alderson Broaddus student athletes. The fitness center in the Coliseum will have open hours only when there is a University work study student assigned to monitor the room and is not open at any other times. When there is a work study student on duty then students may use the facility and must follow all posted weight room rules.

The Campus Center Fitness Center

The Campus Center Fitness Center is available to all AB students, faculty, and staff at no cost. Those using the fitness center must sign in using their campus ID number. One guest is allowed per student/staff member and must be accompanied by the student/staff member while in the facility. Failure to comply with these guidelines or with proper usage guidelines of posted policies may result in privileges for usage being revoked.

The Campus Center Aerobics Room

The campus center Aerobics Room may be used to house special fitness courses as approved by the Office of Student Affairs. Course offering vary by semester and availability.

During academic semester, regular hours are as follows: **Monday – Friday: 7AM – 11PM & Saturday and Sunday: 10PM – 11PM.** Hours may be adjusted by the Office of Student Affairs as necessary.

Swimming Pool

The AB Swimming Pool is located in the Coliseum. Swimming Pool hours are flexible, and students should check the door for hours. Students are required to abide by posted rules.

The Pickett Library

The Pickett Library provides internet access to 150,000 electronic books, 11,000 electronic journals, magazines and newspapers, and the music content of 70,000 CDs. The library also houses 40,000 books and 1,500 audio-visual items. All the resources needed to complete coursework at AB University can be found on the library's website or in the library. Research assistance is provided via email and in the library. Librarians are available days, evenings, and weekends to make sure students locate the information needed to complete class assignments.

There is seating for 200 students and there are additional group study areas within the library. The library has wireless Internet access and 32 Internet connected computers in the library.

The Pickett Library is open 78 hours per week during the regular fall and spring semesters:

Sunday: 1:00 p.m. - 10:00 p.m.

Monday – Thursday: 8:00 a.m. - 10:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 1:00 p.m. - 5:00 p.m.

Post Office

The Post Office is located on the ground floor of Hamer Campus Center. Every student is assigned a box and it is the responsibility of each student to receive his/her own box number and key at the post office window. Students must return their key upon graduation or departure from AB University. Both incoming mail and on campus mail are distributed through the campus post office. Students can purchase stamps and mail parcels from the campus post office. If the window is closed, go to the Bookstore for service.

Hours for the Post Office during the academic semester are:

Box Service: Monday – Friday from 7:00A.M.-11:00P.M. and closed Saturday and Sunday

Window Service: Monday – Friday from 9:00 A.M. - 4:00 P.M. and closed Saturday and Sunday.

Summer Hours for the Post Office are:

Box Service: Monday – Friday from 8:00A.M.-4:30P.M. and closed Saturday and Sunday

Window Hours: Monday – Friday 9:00 A.M. - 3:00 P.M. and closed Saturday and Sunday.

Student Services

Career Planning and Placement Services

Students may make use of various instruments designed to clarify interests and values, and may use career information materials combined with individualized counseling to establish career and educational goals. Faculty advisors are consulted as well to help students relate identified interests with their academic aptitudes.

All AB students are encouraged to utilize job search services offered through the Career Center. The Center maintains credential files (resume, references, etc.) for students using the service and assists students in the preparation of their credentials. Programming is offered in cooperation with academic departments on topics such as resume and cover letter writing, interviewing, etc. Individualized counseling is also available.

The Center also serves as a clearinghouse for employers seeking to hire AB students, and maintains registration materials and information regarding graduate school entrance tests, as well as study guides for these tests. The Center assists students in locating up-to-date and detailed information about graduate school programs for every major.

The Counseling Center

The Counseling Center offers the services of a full time, licensed, professional counselor (LPC) to provide confidential personal counseling, crisis management, and adjustment/coping skills enhancement at no cost to students. With all counseling, emphasis is placed on self-development and personal growth, and an effort is made to be responsive to the needs of traditional and non-traditional students. The Center, as part of the Office of Student Affairs, offers programming throughout the academic year based on problems/issues particularly relevant to University students. Students are encouraged to call (304) 457-6320 to schedule an appointment between 9 a.m.-4:30 p.m. Other hours may be arranged as necessary. Students can also walk in, but may not be able to be seen immediately.

In addition to the Counseling Center, students may receive assistance from the University Chaplain, Chief Student Affairs Officer, faculty, residence life staff, and others.

Financial Aid

It is important for you to know that you and your family can afford Alderson- Broadus University. More than 95% of our students receive some type of financial aid. This assistance may come from many resources.

The Financial Aid Office is located on the first floor of Burbick Hall. During the academic year the office hours are Monday-Friday from 8:00AM - 4:30PM.

Financing your University education is a major part of your personal financial planning. You will want to and should take advantage of the many sources of aid available to you. If you have questions related to financing your education, please call 304-457-6354. The financial aid director and staff are available for appointments if you need assistance.

Satisfactory Academic Progress

All students are required to complete and file a Free Application for Federal Student Aid each year. AB's priority deadline for filing for financial aid is March 1.

In order to be eligible to receive federal, state and institutional financial aid, federal regulations require that a student be making satisfactory progress toward the completion of his/her degree or program. These standards apply to each potential financial aid recipient, whether a previous aid recipient or not.

- Students who have attempted* 1-28 credit hours must have completed 70% of the credit hours attempted and must have a cumulative grade point average of 1.60.
- Students who have attempted* 29-61 credit hours must have completed 70% of the credit hours attempted and must have a cumulative grade point average of 1.80.
- Students who have attempted* 61 + credit hours must have completed 70% of the credit hours attempted and must have a cumulative grade point average of 2.00.

Hours attempted include courses that are repeated or from which the student has withdrawn.

*See the complete Satisfactory Academic Progress Policy available in the Financial Aid Office or online at:
<http://www.ab.edu/current-students/financial-aid/consumer-information>

Federal/University Work Program

Students may earn up to \$1,500 a year (\$750 a semester) from the federal/University Work Program. These students earn an hourly wage equal to minimum wage or slightly above depending on the department in which the student works. Hourly students can do a "share." This means the student can obtain more than one Work Program position. However, the student will not be permitted to earn more than \$1,500.00 per year (\$750 per semester).

Students working in Residence Life as a Resident Assistant (RA) or Assistant Resident Director (ARD) are paid a salary. The salary is determined by the University. RAs and ARDs may also do a "share," but are also limited to earning the amount of their salary. Work program is awarded based upon when the financial aid office received a student's completed FAFSA form. Once all the work program positions have been awarded, students are then placed on a wait list and will be awarded work program when positions become available during the fall/spring semester.

A student must have been awarded work program, have a signed authorization form, completed a W-4 form and state withholding form, and completed the requirements for I9 before they can begin working. You will not see work program as a credit on a student's bill until the student earns the money and applies it to their student account.

A student employment handbook outlining the policies and procedures of the Work Program is available in the Financial Aid Office.

The job book that lists positions that may be available is also found on Moodle.

West Virginia Financial Aid Programs: www.hepe.wvnet.edu/students/index.html

Academic Center for Educational Support (ACES)

The Academic Center for Educational Support (ACES), located on the lower level of Pickett Library, provides services that support student retention and successful academic progress.

In ACES, students can identify areas of academic difficulty and seek services to improve those areas, as well as set academic goals to enhance positive academic achievement. Assistance includes, but is not limited to:

- identification of subject matter peer tutors, to work 1-on-1 or in small groups, to improve knowledge and performance within a specific academic course.
- identification of general learning skills that can enhance a student's understanding of how learning occurs, as well as tips and strategies that help students learn more effectively.

Both subject matter and general learning skills tutoring is available to all students. In some cases, subject matter peer tutors are already on staff and available without appointment. In other cases, a subject matter tutor may be secured to address a specific subject matter request. A subject matter tutoring request form is available in ACES Lab. General learning skills tutoring can be provided by Lab Peer Assistants during most office hours, as well as by the Director of ACES, on an as-needed basis.

The ACES Lab is available to students studying individually as well as in small groups. In addition, several computer terminals are available for students working on papers or completing on-line assignments. During Fall and Spring terms, ACES Lab is generally open as follows:

Monday – Thursday 9:00 AM – 9:00 PM

Friday 9:00 AM – 4:00 PM

Sunday 4:00 PM – 8:00 PM

Students can also make individual appointments by emailing the Director at: Amy Hopkins Mason at 304-457-6274 or via e-mail at masonar@ab.edu

Student Support Functions

Tutoring is available to all students on walk-in and/or scheduled basis. Course-specific tutoring is available as requested and usually done by student workers.

Formative Feedback for Papers is also available to assist students in preparation of a paper.

Test Analysis allows for assistance in the analysis of tests for type of test question and information required so as to design a best study method for similar tests.

Academic Counseling aids in designing a strategy for successful completion of a course or a series of courses at AB.

Individual Instruction in skills such as reading, grammar, or study methods as required by Director is available to all students.

The Office of Student Affairs Mission:

The Office of Student Affairs is committed to furthering the mission of Alderson Broaddus University by creating a safe and vibrant campus life for all students, preparing them to become leaders and global citizens. This is done by encouraging the cognitive, personal, social, and spiritual growth of each AB student through providing opportunities for community and civic engagement, co-curricular involvement, and residential living.

Residence Life

Preamble

Alderson Broaddus University is committed to creating an environment that is supportive of students' personal, spiritual, emotional, physical, social, and academic growth in a residential setting.

In order to fulfill this purpose, Alderson Broaddus University is primarily a residential institution and students are required to reside on campus during their enrollment. (Special circumstances may permit students to apply for exemption from this policy; see "*Off-Campus Residency Requests*.")

Residence Hall policies and procedures exist to help facilitate safety, community, and student success.

Residence Hall Staff

Resident Director

The Resident Director (RD) is a member of the Residence Life staff who lives in the residence hall. He or she has overall responsibility for hall programming and operations. On the community level, the director works with the hall staff and residents to plan social, educational, and cultural activities, and to promote the development of an environment conducive to student success.

Assistant Resident Directors and Resident Assistants

Assistant Resident Directors (ARDs) and Resident Assistants (RAs) are trained student leaders who educate, inform, and provide assistance to residents through programming and service. They are essential to the development of a health community environment within each residence hall.

Roommate Bill of Rights

Alderson Broadus University recognizes that success in a residential learning environment requires thoughtful consideration of others and mature, responsible behavior by each and every student. To this end, the following *Roommate Bill of Rights* is applicable to each resident:

1. The right to read and study in one's room free from undue interference.
2. The right to sleep without undue disturbance from noise, guests of roommates (suitemates), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from roommates or suitemates.
6. The right to privacy.
7. The right to host guests in one's room or suite with the expectation that guests are to respect the rights of roommates or suitemates and other hall residents.
8. The right to have grievances addressed.
9. The right to be free from fear of intimidation, physical harm, and emotional harm.
10. The right to expect reasonable cooperation and the use of shared facilities and equipment and a commitment to honor agreed-upon payment procedures.

Residents are encouraged to create roommate agreements with Residence Life Staff at the beginning of each school

year to determine how they will ensure that these rights are upheld. If an issue arises, residents should communicate concerns directly to those involved. If this communication does not resolve the concern, Residence Life Staff members are available for mediation assistance.

General Residence Life Policies and Procedures

Air Conditioners

Because all residence halls are air conditioned, the installation of air conditioners is not permitted.

Electrical Appliances

The use or possession of unauthorized electrical appliances is prohibited. Stereos, television sets, amplification equipment, musical instruments, etc., while permitted in the Residence Halls, will be confiscated if they are used to contribute to excessive noise. Residents whose cooking appliances set off the fire alarm system in the Residence Hall may have said appliances removed by University staff.

All electrical appliances must be UL approved. Refrigerators over 4.1 cubic feet are not permitted. Multi-plug adapters and extension cords must have a built-in circuit breaker and must be UL approved.

Event Publicity

Any student or group wishing to publicize an event in the residence halls must follow these posting procedures:

1. No alcoholic beverages or illegal controlled substances may be mentioned.
2. The Office of Student Affairs maintains a list of policies and designated posting areas for campus and the residence halls.
3. The student or group posting the signs is responsible for removal of the signs within 24 hours after the event.
4. Signs must be posted in ways which do not damage or deface surfaces to which they are attached.
5. No signs may be posted on building entry doors. (See "Sign Posting Policy" for additional information page 65.)

Housekeeping

Students are responsible for maintaining neat orderly rooms. The University provides a housekeeping staff to empty floor trash barrels, vacuum hallway and lobby carpets, and clean common area bathrooms. A cleaning fee is charged in the event a vacated room is left in disarray.

Internet Access

Resident students can obtain high speed internet access and Wi-Fi in their rooms at no additional charge. Some restrictions to resources such as internet file-sharing may apply as necessary to manage bandwidth and comply with state and federal regulations. (See "Computing and Networking Resources Acceptable Use Policy" Page 51)

Key Distribution

Students are responsible for their residence hall room key(s). Keys will be distributed when a student checks into a space and will be collected by Residence Life staff when a student checks out. Students who lose or do not return their key(s) will be billed for a lock replacement and new keys to be made. Students are prohibited from giving their key(s) to other students or guests.

Lock-outs & Key Responsibility

Students should keep their doors locked and carry their keys with them at all times. Students who are locked out of their rooms should contact their Resident Assistant or another Residence Life staff member to gain access to their room. Repeated lock-outs may result in the student being billed, judicial action, or the installation of a new door lock at the expense of the student.

Overnight Guests

Overnight guests of resident students must be approved by roommates and suitemates in advance and must be registered with the Residence Life staff of the building. Guests are expected to observe all policies and regulations of the University. Students are responsible for the actions of their guests. The University reserves the right to remove guests who are disruptive to the living environment. The University also reserves the right to limit the number of overnight guests a student may have at one time or during the semester. No guest may stay more than three (3) consecutive nights.

Moving Out / End of the Year

A student is expected to vacate his or her room within 24 hours after completion of his or her final examinations or if the student is no longer enrolled. Residence halls are closed when the University is not in regular session, except to provide for students whose course of study, campus work, or other University-sanctioned activity requires them to remain at the University. Such students must obtain permission from the Director of Residence Life to remain on campus, must observe all University regulations, may be charged a fee, and may be required to live in a room other than the one he/she occupies during the regular session.

At the end of each semester students **MUST** complete the check-out process. A member of the Residence Life Staff will check the student's room to be sure that everything is in order. If the student does not complete this check out process, a \$50 charge will be billed.

Phone Usage

Due to the popularity and availability of cellular phone service on campus, it is the responsibility of the student to furnish a phone and their own phone service provider if they so desire to have in room phone service. The Office of Information Technology will assist residents by recommending reputable service providers.

Anyone caught making prank or harassing telephone calls will face disciplinary action.

Repairs and Damages

Damage to residence halls and student rooms is the responsibility of the residents of that hall. In determining who will be charged, the following policies will be followed:

- Damage to individual rooms will be assigned to the occupant(s) of the room. If the responsibility for damages is not that of the occupant(s), it is the responsibility of the occupant(s) to identify the responsible person(s).
- Damage to property common to suites and/or hallways will be assigned to all residents of the suite and/or hallway. If responsibility for damages is not to be shared by all the residents of the suite and/or hallway, it is the responsibility of the suite and/or hallway residents to identify the responsible person(s). Damage to common facilities of the residence hall (lounges, study area, , kitchen, etc.) will be assigned to the entire group residing in the residence hall. If responsibility for damages is not to be shared by all the residents of the hall, it is the responsibility of the residents to identify the responsible person(s).
- Charges for damages will be assessed as a part of the bill issued by the Business Office for each student. Such charges are due and payable at the time they are assessed. Failure to fulfill this financial obligation may result in the inability to register for subsequent semesters. Students who have made a damage/reservation deposit will have that amount remain on deposit until they leave the University. At that time, any unpaid damage charges and any other unpaid fines (e.g., library fines, disciplinary fines, etc.) will be charged against the deposit. Rooms are checked upon arrival, upon departure, and during the academic year for health and safety purposes.
- The University is not responsible for any damage incurred to the personal property of a student or any loss of personal property of a student while in residence. Each student is encouraged to carry appropriate personal insurance.
- Deposits are refundable when a student leaves the University via withdraw, leave of absence, or graduation. A Room Deposit Refund Request must be received by the OSA within ten (10) business days of vacating his/her residential room. Room deposits will only be refunded when proper checkout procedure is followed.

Residence Hall Hours

Alderson Broaddus University recognizes the necessity of opening and closing hours to assure adequate security for resident students. At the same time, the University also recognizes the need for freedom and responsibility for all students. It is the responsibility of the individual students to see that their guests abide by the approved visitation hours set in the roommate/suitemate agreement form as well as all other University policies and regulations. Violators will be subject to disciplinary action. Residence hall visitation hours are listed below:

Residence Hall Lobby Areas: Open 24 hours

Fraternity and Sorority Rooms: Monday-Thursday 9:00 AM - 12:00 AM

Friday & Saturday 9:00 AM-2:00AM

Students are advised of the importance of the privacy of others, including the safety of personal property of other students. Therefore, the necessary arrangements with roommates should be made when inviting guests.

Quiet Hours

In consideration of others, students should maintain reasonable levels of quiet at all times in all residence halls. **Quiet Hours are from 10:00PM through 8:00AM, Sunday through Friday during the academic term.** Additional quiet hours will be announced and posted each semester. During quiet hours, no noise should be heard outside of one's room. Excessive noise will not be tolerated at any time. Strict quiet hours are observed 24 hours a day during final exams. Quiet hours during final exams extend from 7:00 a.m. on Reading Day through the closing of the residence halls.

Group activities in and around the residence halls must be approved by the Resident Director of the hall 24 hours prior to their occurrence and may begin only after 10:00 a.m., and will cease by 11:00 p.m. Sunday through Thursday, and at 12 midnight on Friday and Saturday. Efforts should be made by each group to keep the level of noise to a minimum. Regularly scheduled meetings of groups in and around the Residence Halls need to be approved only once per year. Any additional activities need to be approved by the Resident Director on a case by case basis. Groups may request an exception to both the expected noise level and to the beginning and ending times for activities from the Director of Residence Life.

Room Entry and Room / Suite Search

The University understands that each student has a natural desire for privacy. This may be especially true in a group living situation as found in Residence Halls. However, there may be occasions when University Officials (members of the Student Affairs/Residence Life staff or the Department of Campus Safety) have to enter and/or search a student's room/suite. The University reserves the right to enter rooms for suspected policy infractions, maintenance, emergencies, student health and safety, and to turn off radios, stereos, alarm clocks, etc.

- Rooms may be entered only after knocking on the individual's door. Sufficient time for the occupant to open the door must be allowed before entering.
- In the absence of the occupant, a room may be entered only in the case of an emergency or to conduct a properly authorized search (page 35). During breaks or other periods when the University Residence Halls are closed, the University has the right to enter rooms to turn off lights, unplug appliances, close windows, and for other building maintenance/security reasons. When possible, two staff members will be present when this is done.
- If it is necessary to enter a room when the resident is not in, two staff members must be present upon entry.
- If a room has been entered in the absence of a resident, he/she must be notified and given the reason for entry in a timely manner.
- Students/residents who are not staff members are not allowed to enter a student's room in his/her absence unless prior written permission has been given to an authorized Residence Hall staff member.

Procedure for a Room/Suite Search

Rooms/suites may be searched only with “reasonable cause,” and the occupants must be notified of the reason for the search and the objects being sought in the search.

- The search must be completed by a professional staff member of the Office of Residence Life, the Office of Student Affairs, or the Department of Campus Safety.
- No Residence Life staff member will search a resident’s room/suite without the approval of the Director of Residence Life, Chief Student Affairs Officer or the Director of Campus Safety, except as noted below.
- Only items which are specifically prohibited by the University or which represent a danger to the health and safety of the residents may be taken from the resident’s room. The student must be informed that the item has been removed and, if it can be legally possessed by the student, he/she may claim it from the Student Affairs Office. He/she must be told at that time that the item cannot be kept in the residence hall.
- The resident should be requested to open all drawers, luggage, etc., during the search. If he/she refuses to do this, or if the resident is not present, then the University official doing the search will open all drawers, luggage, etc.
- General room/suite searches (searching a number of rooms/suites in a given area in the absence of “cause” to search a specific room/suite) will be authorized only by the Chief Student Affairs Officer or his/her designee. The Chief Student Affairs Officer, Director of Residence Life, or the Director of Campus Safety must be present during general room/suite searches.
- In cases of suspected alcohol or other drug violations, University staff may check any area in the residence halls. When reasonable suspicion exists to suspect unauthorized visitors, University staff may check closets, under beds, etc. Approval for these searches from the Chief Student Affairs Officer or the Director of Residence Life is **NOT** required.
- If a resident believes his/her privacy has been unduly violated, he/she should be informed that he/she may report the incident to the Director of Residence Life or Chief Student Affairs Officer.

Personalizing a Room

The condition of walls in the room is the student’s responsibility. When hanging pictures on the wall, it should be noted that thumbtacks, nails, and screws will cause holes which the student will be responsible for repairing. Students should be aware of the possible charges for such repairs. Fees are determined by the amount and seriousness of the damage.

Residence hall room furnishings may not be removed from the room. **IN NO CASE MAY FURNITURE BE REMOVED FROM THE ROOM WITHOUT WRITTEN PERMISSION FROM THE DIRECTOR OF RESIDENCE LIFE.** Furniture removed with permission **MUST** be returned to the room by the student when the student checks out of the Residence Hall. Room furniture, which is removed without the permission of the Director of Residence Life or which is not returned to the room when the student checks out of the Residence Hall, will be considered room damage and will be charged to the student account (See “Repairs and Damages” page 33).

Students wishing to place couches, chairs, or other upholstered furniture in rooms/living rooms of areas furnished by the University must provide unhampered access to exits and must provide proof of material fire/smoke ratings.

Room Security

The security for students’ rooms is the responsibility of the occupants. The University is not responsible for the personal belongings and property of students living in the residence halls. Students are, therefore, encouraged to carry appropriate personal property insurance. Such insurance is usually included in a parent’s homeowner’s/renters policy. Each student should keep to a minimum any valuables he/she brings to the campus, and doors should be locked when sleeping or when the room is vacated. Unauthorized entry to another student’s room and/or University facilities is subject to disciplinary action. If a loss is noted, the student should immediately report it to the Resident Director (RD), other Residence Life staff, or Campus Safety. Staff will assist students in filing a theft report in the Office of Student Affairs and a police report if desired.

Storage Space

Storage space does not exist on campus other than what is available within individual suites and rooms. If a student requires special accommodation for storage, he or she must personally request this to the Director of Residence Life.

Annual Housing Selection and Residency Status Requests

All students planning to return for the following academic year must participate in the housing selection process each year. The housing selection process is held annually in the spring semester according to the schedule published by the Office of Residence Life.

The Office of Residence Life will make every effort to allow returning students to retain their current room and residency status during consecutive years if they wish to do so; however, in some cases, this may not be possible. Students wishing to change rooms or their residency status for the following academic year will be assigned dates and times to make these requests based upon earned college credit hours and room availability.

All students must expect to have a roommate. If students do not indicate a desired roommate, or if that roommate is unavailable, the Office of Residence Life may assign a roommate. Students may also indicate a desire for a single room at this time should one become available. Single room requests will be granted based on seniority status and based on availability after the housing selection process has been completed, which includes assigning rooms for incoming new students.

Roommate Change Requests

A “room freeze” is in effect during the first two weeks of a new semester. Students will not be allowed to change rooms during this time except for exigent circumstances and with written approval from the Director of Residence Life. Roommate and room change requests may be made beginning with the third week of each semester. A “Room Change Authorization Form” must be completed and submitted by the student requesting the change. No consideration for room changes will be made without successful completion of this form. The Office of Residence Life retains the right to deny any request.

Students whose roommates did not return to campus or whose roommate’s housing was reassigned will be given two weeks to identify a new roommate, move to another space, or request to keep the room as a Single Room if space allows.

1. It is the student’s responsibility to find a roommate should they choose to do so and avoid having a roommate assigned to them or be reassigned to another room by the Office of Residence Life.
2. A list of students seeking roommates will be made available to students seeking new roommates by the Office of Residence Life.

Off-Campus Residency Requests

In order to fulfill its educational purposes, Alderson Broaddus University is primarily a residential college and requires all single, full-time undergraduate students to reside in residence halls. Exceptions to this requirement MAY be made for students who meet at least one (1) the following requirements:

1. Residing with parents, grandparents, or a legal guardian within a 50 mile radius of Philippi (must complete and submit a Parental Statement form), or
2. Enrolled for an off-campus experience at least 50 miles from Philippi as part of graduation requirements, or
3. 24 years of age or older, or
4. Honorably discharged military veterans (need documentation), or
5. Holders of a baccalaureate degree from an accredited institution of higher education, or
6. Employed by a church and choose to live in housing provided by that church, or
7. Having children who live within your household and you provide more than half their support, or
8. 5th year Senior or Senior having at least 115 hours of undergraduate work.

Students desiring to be exempted from the on-campus residency requirement must complete an *OFF-CAMPUS RESIDENCY APPLICATION* form which is available in the Office of Student Affairs. The Director of Residence Life will review all applications. All information may be verified by contacting the landlord stated in the application. Any falsification of information on the application will automatically result in rejection of the application, or if approval has occurred, revocation of the approval and would further result in a penalty of the single room charge for the semester you were in violation and the possibility of suspension or expulsion from the University. APPLICATIONS MUST BE RENEWED EACH YEAR and must meet the deadlines to continue to reside off-campus.

If application is denied, the student may appeal to the Chief Student Affairs Officer. The Chief Student Affairs Officer will review the appeal and notify the student of the decision.

New and transfer students in their first semester of enrollment have until the last day of add/drop to complete the off-campus application. Students who fail to complete this process will be billed for on-campus housing at the rate of a double room in Priestley Hall. Renewal applications for off-campus residency to begin Fall Semester or for full time Summer Semester enrolled students (at least 12 hours) must be submitted by the end of drop/add registration in order for on-campus charges to be removed from student bill.

Campus Activities and Organizations

Campus Organizations

The University seeks to give its students opportunities for participation and leadership in campus organizations, interest groups, professional societies, and organized activities. Campus organizations are open to all current students. If interested in joining a student organization you can contact the Office of Student Affairs at studentaffairs@ab.edu for further information.

Social Organizations

- *The Art Guild*– purpose is to support, encourage, and broaden the visual art community. TAG is involved with the organization and execution of visual art related activities on campus, raising funds for the organization, and administration and maintenance of W-B basement gallery.
- *Battler Brigade* – The mission of this organization is to encourage more student participation at all Alderson Broaddus University athletic events. This organization will help promote school pride through having the authority to organize pep rallies; decorate campus to support the athletic teams; organize student sections at athletic events; organize road trips to away games; fundraise for organizational purposes; and organize any other events that promote school pride and spirit.
- *The Battler Columns*- the official, award-winning (ASPA First-Place with Special merit in 2009) college newspaper published by AB University students. It is a member of the American Scholastic Press Association. The full-service newspaper publishes twice a month and keeps the campus community, and the town of Philippi, informed of campus events, town happenings, campus and regional sports, among other news. The paper prints ad copy from local and national businesses, letters to the editor and nationally syndicated news from a news service (McClatchey- Tribune). Any student may join the staff as either a work study, for class credit or volunteer. See the advisor in Withers-Brandon Hall.
- *The Battler Yearbook* – This committee compiles and designs the annual yearbook. Members of the Battler Yearbook staff actively attend campus activities, SGA meetings, and sporting events to capture memories for every edition.
- *Campus Activities Board (CAB)* - is involved with the planning of student activities on campus in order to promote cultural, recreational, educational, community, and social interest programming.

- *Men of Purpose (MOP)* –The mission of the Men of Purpose organization is to unite diverse college men of similar values. We aim to improve relationships among the diverse college student population, and the surrounding community. To provide a safe environment to discuss controversial topics, and issues that have relevance to diverse college population. To provide personal and professional development opportunities’ for collegiate men. Lastly, to facilitate educational, social, and recreational activities to add to the overall college experience.
- *Outdoor Club*–promotes fellowship, healthy outdoor activities, environmental awareness and stewardship, and the establishment of lifelong habits of healthy active living for students, faculty, and staff.
- *Power of Women (POW)* – The purpose of the P.O.W. organization is to unite a group of diverse collegiate women to construct and instill empowerment through programming, community outreach, and leadership.
- *Student Alumni Association* – Encourage growth of school spirit, traditions, and history throughout the Alderson Broaddus University Community; Develop opportunities to build lasting relationships between current students and alumni of AB; Produce a positive atmosphere and an enduring bond between students and the University; To render service and assistance to the University in all feasible ways.
- *Student Athletic Advisory Committee (SAAC)* – is made up of student-athletes assembled to provide insight on the student athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student athletes’ lives on NCAA member institution campuses.
- *Student Government Association (SGA)* - SGA is the student body government with the goal to promote the participation of students in all areas of University life and achieve a high degree of cooperation among members of the University community. SGA is the voice of the students and made up of student representatives elected yearly, with the mission to facilitate a great student experience while at AB.
- *True Colors (GSA)* – to create a safe atmosphere where LGBTQ community members and supporters can come together to interact with one another; works to promote tolerance and understanding of the LGBTQ community through various activities.
- *WQAB radio, 91.3FM* - the student-run station of Alderson Broaddus University. The non-commercial station provides the campus community and the surrounding area with a variety of music and sports along with WQAB's own produced and syndicated shows. Any student with an interest may join the staff by contacting the advisor in Withers-Brandon Hall.

Academic Organizations

The University seeks to give its students opportunities for participation and leadership in campus organizations, interest groups, professional societies, and organized activities. Professional and honor societies reinforce the student’s academic purposes within their major and include:

- *Alpha Beta Nu (Student Nurse Association)* – An organization to bring Alderson Broaddus nursing students together to provide support, education, and to bring the name of AB nursing to the community though promoting and improving the health of all.
- *Alderson Broaddus Athletic Training Club (AB ATC)* - The purpose of the Alderson Broaddus Athletic Training Club is to serve as a student organization for the Athletic Training major at Alderson Broaddus University and to promote awareness of professional organizations within the field of athletic training.
- *The American Academy of Physician Assistants (Hu C. Myers Society)* - is the student physician assistant professional organization, membership is open to all physician assistant students.
- *Political Science Association* – is a general interest Political Science organization in conjunction with the American Political Science Association. The two organizations function as a whole in all meetings and activities. This is in order to include all those with an interest in politics as a hobby or career, and serves to provide members with both educational and social experiences; to increase interest in the field of political science; to encourage, stimulate, and maintain scholarship of the individual members in all fields, particularly politics and government procedures.
- *The Psychology Student Association* – The Psychology Student Association is a general interest Psychology organization in conjunction with Psi Chi. The two organizations function as a whole in all meetings and activities. This is in order to include all those with an interest in psychology as a hobby or career, and serves to provide members with both educational and social experiences; to increase interest in the field of psychology; and to encourage, stimulate, and maintain scholarship of the individual members in all fields, particularly psychology and social interaction.

- *The National Society of Leadership and Success (Sigma Alpha Pi)* - The Society is a national organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed.
- *Student Education Association*- is a student affiliate organization of the professional associations: WVEA and NEA. Students who are members gain benefits of membership to the national organization, including liability insurance and opportunities for professional development activities such as conferences, workshops, and speakers.
- *Enactus (S.I.F.E.)* - purpose of Students in Free Enterprise is to encourage the involvement of students in the study of business and associated enterprise in order to bring together the top leaders of today and tomorrow to create a better, more sustainable world through the positive power of business.
- *Student Music Educators National Conference*- Student Music Educators National Conference is the student version of the professional organization for music educators nationwide.
- *Zeta Alpha Gamma*- promotes scientific interest among the members of this organization and students of AB University.

Religious Life and Fellowship

Religion plays a significant role in the life of the campus community. Although an American Baptist University, AB's religious programming is nonsectarian and students of all religious faiths find opportunities for worship, fellowship, and religious activities in addition to mission and other service opportunities.

All students are welcome to participate in the weekly chapel service on Thursdays at 11:00 a.m. in Wilcox Chapel, with outstanding speakers and programs brought to the campus. Chapel is voluntary and is actively supported by faculty, staff, and students. The University also encourages students to become actively involved in local churches. The Chaplain's Office sponsors regular mission trip opportunities for faculty, staff, and students throughout the year.

On the top level of Wilcox Chapel is the Upper Room, a quiet place for prayer and meditation.

- *AB Mission Team* – participates in University-wide, local, and global missions.
- *Baptist Campus Ministries (BCM)*-provides opportunities for worship and fellowship through service and ministry; guide students in Christian growth and discipleship, and involvement in responsible church membership.
- *Catholic Student Association (CSA)* – The mission of the Catholic Student Association is to provide a support community for members of the Catholic faith at Alderson Broaddus University to practice and explore their beliefs as well as educate those of other faiths about Catholicism through worship, fellowship, and service activities.
- *Fellowship of Christian Athletes (FCA)* –aims to combine people's passion for sports with their passion for Christ, teaching them how these two worlds do not have to be separate. This group provides devotional, spiritual, and social opportunities to all students and athletes.

Service Organizations:

Student organizations which provide service to the campus and community include those listed below. All student organizations are required to participate in service and adopt at least one service project per semester.

AB is also proud to be a member of the West Virginia Campus Compact. Campus Compact is a national coalition of more than 1,100 College and University Presidents—representing some 6 million students—who are committed to fulfilling the civic purposes of higher education.

- *The AB Mission Team*- seeks to provide opportunities to engage students in cross cultural mission. At present, work with: PROVADENIC (Managua, Nicaragua), UrbanPromise (Camden, NJ), and the ABMen of WV Disaster Relief Team.
- *NOVO (CSC)* - provides information on service opportunities available in the community and supports students and campus organizations in carrying out the many service projects during the year. NOVO also supports faculty and students interested in incorporating service into coursework.

Greek Organizations:

Alderson Broaddus University is home to six Greek organizations. The Greek community is comprised of three local fraternities, two local sororities, and one national sorority. All Greek organizations are governed by the Panhellenic Council.

- *Panhellenic Council* – The purpose of the Panhellenic Council is to establish effective and worthwhile relationships among the fraternities and sororities to help maintain Greek customs, and to give general supervision of Greek activities. Panhellenic Council membership consists of two representatives from each Greek organization with the President of each Greek organization being one of the representatives. The Council plans the rushes, oversees the pledge periods and coordinates the events for Greek Week. It also helps to plan inter-fraternity/sorority functions (trips, parties, money-making projects, newsletter, etc.). Panhellenic council operates under the general supervision of the Office of Student Affairs.

Local Greek Organizations:

There are three local fraternities and two local sororities recognized by Alderson Broaddus University:

- *Epsilon Tau Eta Sigma Fraternity* –is a social and academic leadership fraternity that's purpose is to promote friendship and to encourage the principles of cooperation and companionship among the members and the college community. The organization works to provide a social and religious atmosphere on campus which will be fostered by the members, promoted by the students, and encouraged by the faculty and staff.
- *Kappa Xi Omega Fraternity*- serves to unite its members by fulfilling its fraternal purposes of supporting campus and community events and by providing for the educational and social enrichment of students of all ages.
- *Lambda Sigma Phi Sorority*- is an academic Greek organization and the purpose is to promote friendship, to encourage association among various majors and to establish a group to participate in campus functions, to promote social activities for the whole campus community as well as among the members, to promote scholarship among members by emphasizing academics as a top priority, and to show interest in the University and community by performing at least two service projects each semester.
- *Phi Kappa Delta Sorority*- AB Greek organization with the purpose: to create through service, a sense of responsibility, encourages academic achievement, provide an opportunity for leadership, promote an integrated fellowship, and stimulate social activities.
- *Theta Tau Upsilon Fraternity of Music* - established to promote the understanding and appreciation of music through education, performance, and endeavoring to be positive leaders and examples in a strong fraternal spirit.

National Greek Association:

There is currently one national sorority recognized by Alderson Broaddus University.

- *Sigma Alpha Iota Sorority* - a women's national organization, who have a desire and appreciation for musical growth, to increase the interest in the art of music throughout the campus and community, to support the music department in its endeavors, to encourage academic integrity from its members, and to give back to the community and campus with service and monetary contributions.

Athletics, Intramurals, and Recreation

Alderson Broaddus University provides a well-rounded athletic program, including instruction in physical education, intercollegiate athletics and intramural sports. AB is a member of the Great Midwest Athletic Conference (GMAC), and the National Collegiate Athletic Association Division II. AB competes with members of the GMAC and other nearby colleges in men's and women's soccer, baseball, men's and women's cross country, men's and women's basketball, men's and women's volleyball, softball, football, men's and women's lacrosse, men's and women's track and field, and women's tennis.

The intramural sports program promotes physical fitness, good sportsmanship, and self-reliance. The primary purpose of the intramural program is to provide each student on the AB campus with an opportunity to participate in athletic and recreational activities. Some of the athletic activities of the program include flag football, volleyball, basketball, softball, table tennis, dodgeball, and bowling.

Band and Choirs

There are many opportunities provided for students to participate in musical productions and exercise their talents in this area. All groups are auditioned with the exception of those noted below. Some of the active groups are: "The West Virginians" -a semi-professional, traveling music group which studies and presents sacred and secular choral works, Concert Choir, Concert Band, Brass Choir, Jazz Band, Chapel Choir (open to all students), Handbell Choir, Woodwind Ensemble, Chamber Ensemble, and Men's and Women's Quartets.

Organization Rules and Regulations

Chartering of Student Organizations

Before an organization may carry on program activities it must first be officially chartered. An organization is chartered when the following conditions have been met:

1. Interested students discuss their plans for a new organization with the Student Activities Coordinator. An application for a new student organization is secured from the Student Activities Coordinator. The application includes the name of the proposed organization, statement of purpose, listing of potential members, name of other organizations with which the proposed organization wishes to affiliate, names(s) of faculty who agree to serve as advisor, and the name and address of the student completing the form. If the organization is related to an academic department, the Student Activities Coordinator requests a letter of opinion from the department chairperson. The completed application is submitted to the Student Activities Coordinator accompanied by the proposed constitution and bylaws.

If the new organization is a social sorority or fraternity, the Student Activities Coordinator will submit the request to the University President's cabinet for dispensation.

2. After satisfactory completion of the above step, the application, constitution, and bylaws are submitted to the Committee on Student Affairs. If approved, the request is then channeled to the Office of Student Affairs for completing the necessary steps to obtain a charter and formal recognition.

3. All organizations must abide by the following policies and procedures:
 - a. Place its constitution on file in the Office of Student Affairs.
 - b. Complete memberships update form once a semester no later than September 15th and February 15th, and submit to the Student Activities Coordinator.
 - c. Submit all proposed changes of constitution to the Committee on Student Affairs for approval.

If the organization has incurred debts, members shall assume liability for such obligations. Advisors are likewise responsible for financial obligations if he/she has given consent to the transaction.

Probation Status

Any organization that fails to carry out its stated functions or fails to follow all organization policies will be placed on suspension for one academic semester. If an organization is on suspension for two consecutive semesters, and is still not able to meet all requirements, the organization will be placed on Inactive Status.

Inactive Status

Any organization which fails to carry out its stated functions or fails to submit its annual report will be considered defunct and must be re-chartered before resuming activity. Action to declare an organization defunct may be initiated by either the Committee on Student Affairs or the Student Activities Coordinator. If an organization elects to dissolve, the faculty advisor shall submit a written statement of such action to the Student Activities Coordinator giving reasons for the discontinuance.

A defunct, inactive, or unchartered student organization cannot schedule activities or use University facilities. Activities of any organization which violate University policy may result in the loss of the organization's charter.

Requirements for Student Organization Officers

A student must be enrolled in a full time course of study to be eligible to hold office in a student organization. The student is required to have a 2.0 cumulative grade point average. Membership is not open to students on disciplinary probation.

Faculty Advisor

Each organization will have an advisor who shall be a member of the University staff or faculty. The advisor shall be responsible for:

- Attending meetings of the organization
- Assisting the organization in developing programs and projects
- Insuring that the organization's operations are consistent with University policy
- Assisting the organization in the proper handling of organizational funds
- Advisors must fill out an end of the year advisor report.

Organization Membership

Any organization which drops below an active membership of eight (8) full members will be placed on charter probation for the following academic year. During this probationary period, the organization will be given the opportunity to increase its membership. At the conclusion of this probationary period, the membership status of the organization will be reviewed. If the organization has not reached an active membership of eight (8) by the conclusion of the period of charter probation, the charter of the organization will be revoked, the organization will disband, its treasury will be dispersed as per its constitution, and any tenancy with the University will be declared available to other organizations.

Non-University-sponsored Activities

The University assumes no responsibility for chartered organizations in their off-campus events or behavior unless the activity is expressly authorized and supervised by the University.

Responsibility for Organizational Discipline

Organizations are responsible for all conduct and activity of their members and authorized persons within the confines of their organizational space.

Financial Responsibility

Organizations, groups, and/or individuals sponsoring any activity are financially responsible for any damage incurred to the facilities or other University property during or as a result of the activity.

Advertising

On campus advertising by individuals and/or groups that refers to or promotes the use of alcohol or use of illegal controlled substances is prohibited. Banners placed on campus buildings, rooftops, etc. MUST be placed by Facilities personnel. Proposed signs and banners to be placed on campus buildings should be communicated to Facilities by the group advisor. (Please see "Sign Posting Policy" page 65)

Scheduling of Social Events

In order to avoid conflicts, any event scheduled for Hamer Campus Center must be cleared through the Office of Student Affairs. This must be done at least 48 hours before the event is to occur. Scheduled events are on a first-come, first-served basis.

Social gatherings sponsored by student organizations should have advisors present. The advisor(s) are expected to attend the entire program to address any problems regarding University policy occurring during a program and to handle any emergency which may arise.

Group events occurring in and around the residence halls must be approved by the Resident Director of the Hall 24 hours prior to the occurrence of the event, may not begin until 10:00 a.m., and must cease by 11:00 p.m. Sunday through Thursday and by 1:00 a.m. Friday and Saturday. (See "Quiet Hours" page 34)

Fundraising

All organizations which are comprised primarily of students, such as athletic organizations, chartered student organizations, and departmental organizations are required to comply with the following guidelines regarding fundraising activities held on or off the University campus:

1. Obtain a fundraising form from the Advancement Office, 3rd Floor of Burbick Hall, or Office of Student Affairs, Hamer Campus Center.
2. After completing the form, obtain signatures from both the Advancement Office Coordinator and the Student Government Association Vice-President.
3. Return form to the Advancement Office for processing and filing.

Once the request is approved, including verification that the dates in question are available, the event may proceed. Examples of cases in which approval may not be granted include scheduling conflicts, activity inconsistent with the mission and/or policies of the University, interference with Advancement Office or SGA activities.

SAFARi

A SAFARi (Student Activity Fee Allotment Request) can be submitted by an organization or student group to receive SGA funding for a specific purpose. In the past, SAFARis have helped fund student activities such as mission trips, trips to professional development workshops, and student banquets, among other things. There is a specific SAFARi form that is available in the Office of Student Affairs and through SGA.

Decorations

All decorations and materials used in decorating must meet the standards set up by the Fire Marshal and the Office of Student Affairs. Organizations using University facilities for activities are responsible for cleaning these facilities immediately following the activity. Failure to do so may result in organizational restrictions or judicial sanctions.

Greek Organizations

Anyone wishing to pledge a fraternity or sorority must hold a 2.0 GPA or 2.2 (Sigma Alpha Iota). Presidents must turn in names to the Office of Student Affairs prior to bids being sent out. Greek organizations must hold pledging meeting immediately following accepting bid meeting.

Hazing Policy

Hazing is defined as any action taken or situation created, whether on or off University premises, which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation, or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by Alderson Broaddus University. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, tattooing, paddling, forced/coerced calisthenics, exposure to the elements, activities which require the use of or consumption of alcohol or drugs, or the forced/coerced consumption of any food, liquid or other substance, or any other physical activity which could adversely affect the physical health and safety of the individual, and includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, the creation of excessive fatigue, forced/coerced exclusion from social contact, forced/coerced conduct which could result in extreme embarrassment, or any other forced/coerced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

In addition, the term includes late work sessions intended to interfere with scholastic activities and any other activities which are inconsistent with fraternal law, ritual or policy or with the regulations and policies of Alderson Broaddus University.

For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into an affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be forced/coerced activity, the willingness of an individual to participate in such activity notwithstanding.

Alderson Broaddus University's Policy Prohibiting Discrimination and Harassment

Alderson Broaddus University is committed to providing and maintaining a learning and working environment that is free from any form of illegal discrimination or harassment in accordance with federal, state and local law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Americans with Disabilities Amendments Act, the Age Discrimination in Employment Act, the West Virginia Human Rights Act, and their implementing regulations. Specifically, the University prohibits discrimination or harassment on the basis of sex, age, race, color, national origin, ancestry, blindness, disability, religion, veteran status or any other characteristic protected by federal, state and local law.

Such discrimination or harassment will not be tolerated from anyone, including faculty members, staff members, students, visitors, contractors, vendors or any other individuals providing services to the University. Any student or employee of the University who has a complaint of discrimination or harassment prohibited by this policy should use the complaint procedure set forth on page 45.

Definitions

Unlawful Discrimination – Unlawful discrimination includes treating an individual differently than another individual with respect to the terms and conditions of employment or education on the basis of the individual's gender, age, race, color, national origin, ancestry, blindness, disability, religion, veteran status or any other characteristic protected by federal, state and local law.

Harassment – Harassment includes any type of unwelcome conduct, whether written, verbal or physical, that has the effect of creating a hostile, intimidating or offensive environment based upon a person's gender, age, race, color, national origin, ancestry, blindness, disability, religion, veteran status or any other characteristic protected by federal, state and local law.

Sexual Harassment – Sexual harassment is defined as sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive work or educational environment. This includes any form of sexual violence or misconduct.

Sexual Misconduct – May include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, threat of sexual assault, sexual violence, domestic violence, dating violence and stalking.

Sexual Violence – Physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Domestic Violence – Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, a person similarly situated under domestic or family violence law, anyone else protected under domestic or family violence law, or someone with who the abuser has a child, has an existing dating engagement relationship, or has had a former dating or engagement relationship.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking – Defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person (1) in reasonable fear of his or her safety or the safety of others; or (2) to suffer substantial emotional distress.

Complainant – The individual who was allegedly subject to unlawful discrimination or harassment.

Respondent – The individual who is accused of subjecting the Complainant to unlawful discrimination or harassment.

Confidentiality

In order to comply with Federal Education Rights and Privacy Act (FERPA), Title IX, other state and federal laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the investigation process is not open to the general public. Accordingly, documents prepared during the investigation may not be publicly disclosed, except, as may be authorized/required by law or per the terms of these procedures and/or if necessary to provide for the defense of the University.

The Title IX/AA/EEO Coordinator attempts to balance the needs of the parties for privacy with the institutional responsibility of ensuring a safe educational environment and workplace. Confidentiality is an aspiration, but is not

always possible or appropriate. An individual's request regarding the confidentiality of reports of discrimination, or harassment including but not limited to sex offenses will be considered in the dual contexts of the institution's need to conduct a thorough investigation and ensure a working and learning environment that is free from discrimination, harassment or sexual misconduct and rights of the accused to be informed of the allegations and their source. Some disclosure may be necessary to ensure a complete and fair investigation and to insure that the institution meets its obligation under Title IX. The institution may be limited in response and investigation if confidentiality is requested.

Complaint Procedure

Any suspected incidents of discrimination or harassment should be immediately reported in writing to the University's Title IX Coordinator. If the complaint involves the Title IX Coordinator or the person raising the complaint does not feel comfortable addressing it to the Title IX Coordinator, the complaint should be reported in writing to the Vice President for Business and Finance. Any questions out Title IX compliance should be directed to the Title IX Coordinator.

If a Complainant fears for his or her safety on campus, they should notify the Title IX Coordinator. The Title IX Coordinator will assess the necessity of any interim remedies or accommodations to protect the safety of the Complainant or the community, including changing class schedules or living arrangements, or more serious measures such as interim suspensions or no-contact orders.

Informal Resolution

Alderson Broaddus University allows informal resolution options when the parties desire to resolve the situation cooperatively, or when inappropriate behavior does not rise to the level of violation of University policy as determined by the Title IX Coordinator but nonetheless is adversely affecting the workplace or educational environment. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of an investigation.

Informal resolution includes, but is not limited to, options such as referral to another campus office or program, mediation, separation of parties, referral of the parties to counseling programs, or conducting targeted educational and training programs. Situations that are resolved through informal resolution are usually subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the Title IX Coordinator to help the parties achieve informal resolution will be documented. Allegations of sexual misconduct cannot be resolved through the informal resolution process.

Investigation

If informal resolution is unsuccessful or if the Complainant opts not to participate in informal resolution, the Title IX Coordinator or the Vice President for Business and Finance shall conduct a prompt, thorough and impartial investigation into the complaint allegations. The investigation shall include interviewing the Complainant, the Respondent and any witnesses who are likely to have knowledge regarding the allegations. The investigator shall also review any documents or other tangible forms of evidence relating to the complaint allegations. Both the Complainant and Respondent may present any witnesses or other forms of evidence to be considered by the investigator. This investigation shall be completed within 60 business days of receiving the complaint, unless extenuating circumstances exist which make this timeframe unreasonable. In the event of such extenuating circumstances, to be determined in the sole discretion of the investigator, the Complainant and Respondent shall be informed in writing of the need for an extension of time to complete the investigation, not to exceed an additional 10 business days. Upon the conclusion of the investigation, the investigator shall issue a written determination stating that either the information gathered through the investigation does indicate that it is more likely than not that discrimination, harassment, or other inappropriate misconduct occurred OR that the information gathered through the investigation does not indicate that discrimination, harassment, or other inappropriate misconduct occurred. A copy of this determination shall be provided to both the Complainant and the Respondent within the same 24-hour period.

If the Coordinator determines that there was a violation of the University's Policy Prohibiting Discrimination and Harassment, the investigator shall make a recommendation to the Provost/Executive Vice President of Academic Affairs for appropriate corrective and disciplinary action to be taken, with the exception of discrimination cases

involving third-party companies which the Coordinator will make a recommendation to the President of the University. The Provost/Executive Vice President of Academic Affairs shall decide the appropriate corrective and disciplinary action to be taken within five business days of receipt of the recommendation from the Title IX Coordinator. Refer to the Student Handbook for a list of possible sanctions.

Retaliation

There will be no retaliation against any individual who makes a good faith report of discrimination or harassment or participates in or cooperates with any investigation of alleged discrimination or harassment.

Appeal

If either the Complainant or Respondent objects to the findings of the investigator, he/she may file a written appeal to the Vice President of Business and Finance or the Title IX Coordinator, whichever did not oversee the complaint. After receiving the written appeal, the Vice President of Business or the Title IX Coordinator shall convene a Hearing Committee comprised of the following persons: Vice President of Business and Finance or Title IX Coordinator, Hearing Committee Chairperson; two faculty members to be appointed annually by the University President to serve on the Hearing Committee; and two staff members to be selected by the University President. The Hearing Committee Chairperson shall schedule a hearing on the appeal within ten business days of receiving the written appeal. At the hearing, both parties will be given an opportunity to make an opening statement, present witnesses, submit documents or other forms of tangible evidence and make a closing statement. Within five business days of the conclusion of the hearing, the Hearing Committee shall submit a written determination to the University President reflecting the Committee's determination that either the evidence presented does indicate that discrimination, harassment, or other inappropriate misconduct occurred, that the evidence presented does not indicate that discrimination, harassment, or other inappropriate misconduct occurred, or that the sanctions imposed were disproportionate to the scope of the discrimination. If the Hearing Committee determines that there was a violation of the University's Policy Prohibiting Discrimination and Harassment, the Committee shall make a recommendation to the University President for appropriate corrective and disciplinary action to be taken. The University President shall make the final decision as to the appropriate corrective and disciplinary action to be taken, if any. Both parties will receive written notification of the Hearing Committee's decision within the same 24-hour period.

Where a violation of this policy is found, the University will take necessary action to prevent further discrimination and/or harassment.

Reviewed and Approved by EIIA
Euphemia Thomopoulos
September 15, 2014

Complaint Procedure

Any suspected incidents of discrimination or harassment should be immediately reported in writing to the University's Title IX Coordinator. If the complaint involves the Title IX Coordinator or the person raising the complaint does not feel comfortable addressing it to the Title IX Coordinator, the complaint should be reported in writing to the Vice President for Business and Finance.

Informal Resolution

Alderson Broadus University allows informal resolution options when the parties desire to resolve the situation cooperatively, or when inappropriate behavior does not rise to the level of violation of University policy as determined by the Title IX Coordinator but nonetheless is adversely affecting the workplace or educational environment. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of an investigation.

Informal resolution includes, but is not limited to, options such as referral to another campus office or program, mediation, separation of parties, referral of the parties to counseling programs, or conducting targeted educational and training programs. Situations that are resolved through informal resolution are usually subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the Title IX Coordinator

to help the parties achieve informal resolution will be documented.

Investigation

If informal resolution is unsuccessful or if the Complainant opts not to participate in informal resolution, the Title IX Coordinator or the Vice President for Business and Finance shall conduct a prompt, thorough and impartial investigation into the complaint allegations. The investigation shall include interviewing the Complainant, the Respondent and any witnesses who are likely to have knowledge regarding the allegations. The investigator shall also review any documents or other tangible forms of evidence relating to the complaint allegations. The Complainant may present any witnesses or other forms of evidence to be considered by the investigator. This investigation shall be completed within 60 business days of receiving the complaint, unless extenuating circumstances exist which make this timeframe unreasonable. In the event of such extenuating circumstances, to be determined in the sole discretion of the investigator, the Complainant and Respondent shall be informed in writing of the need for an extension of time to complete the investigation, not to exceed an additional 10 business days. Upon the conclusion of the investigation, the investigator shall issue a written determination stating that either the information gathered through the investigation does indicate that discrimination, harassment, or other inappropriate misconduct occurred OR that the information gathered through the investigation does not indicate that discrimination, harassment, or other inappropriate misconduct occurred. A copy of this determination shall be provided to both the Complainant and the Respondent.

If the Coordinator determines that there was a violation of the University's Policy Prohibiting Discrimination and Harassment, the investigator shall make a recommendation to the Provost/Executive Vice President of Academic Affairs for appropriate corrective and disciplinary action to be taken, with the exception of discrimination cases involving third-party companies which the Coordinator will make a recommendation to the President of the University. The Provost/Executive Vice President of Academic Affairs shall decide the appropriate corrective and disciplinary action to be taken within five business days of receipt of the recommendation from the Title IX Coordinator.

Retaliation

There will be no retaliation against any individual who makes a good faith report of discrimination or harassment or participates in or cooperates with any investigation of alleged discrimination or harassment.

Appeal

If either the Complainant or Respondent objects to the findings of the investigator, he/she may file a written appeal to the Vice President of Business and Finance or the Title IX Coordinator, whichever did not oversee the complaint. After receiving the written appeal, the Vice President of Business or the Title IX Coordinator shall convene a Hearing Committee comprised of the following persons: Vice President of Business and Finance or Title IX Coordinator, Hearing Committee Chairperson; two faculty members to be appointed annually by the University President to serve on the Hearing Committee; and two staff members to be selected by the University President. The Hearing Committee Chairperson shall schedule a hearing on the appeal within ten business days of receiving the written appeal. At the hearing, both parties will be given an opportunity to make an opening statement, present witnesses, submit documents or other forms of tangible evidence and make a closing statement. Within five business days of the conclusion of the hearing, the Hearing Committee shall submit a written determination to the University President reflecting the Committee's determination that either the evidence presented does indicate that discrimination, harassment, or other inappropriate misconduct occurred, that the evidence presented does not indicate that discrimination, harassment, or other inappropriate misconduct occurred, or that the sanctions imposed were disproportionate to the scope of the discrimination. If the Hearing Committee determines that there was a violation of the University's Policy Prohibiting Discrimination and Harassment, the Committee shall make a recommendation to the University President for appropriate corrective and disciplinary action to be taken. The University President shall make the final decision as to the appropriate corrective and disciplinary action to be taken, if any.

Where a violation of this policy is found, the University will take necessary action to prevent further discrimination and/or harassment.

Sexual Misconduct Policy

Sexual misconduct is unacceptable and will not be tolerated at Alderson Broaddus University. Accordingly, Alderson Broaddus University urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality cannot be guaranteed, but will be maintained to the greatest extent possible.

All members of the Alderson Broaddus University community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers and independent contractors, are subject to this policy.

Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by local authorities may also occur.

Sexual Misconduct Policy

For purposes of this policy, “sexual misconduct” is defined as any attempted or actual act of non-consensual or forcible sexual touching at the expense of another such as inducing fear, shame, or mental suffering. This would include, but is not limited to, fondling, kissing, groping, attempted intercourse (whether oral, anal, or genital), penetration or attempted penetration with a digit or any other object. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age.

Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, threat of sexual assault, sexual violence, domestic violence, dating violence and stalking. Below are additional definitions.

Sexual Violence – Physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion, domestic violence, dating violence, and stalking.

Domestic Violence – Abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, a person similarly situated under domestic or family violence law, anyone else protected under domestic or family violence law, or someone with who the abuser has a child, has an existing dating engagement relationship, or has had a former dating or engagement relationship.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking – Defined as behavior in which a person repeatedly engages in conduct directed at a specific person that places that person (1) in reasonable fear of his or her safety or the safety of others; or (2) to suffer substantial emotional distress.

Consent - Silence does not in and of itself constitutes consent. “Consent” requires speech or conduct indicating a freely given, un-coerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to or during a specific sexual act by either person.

To be valid, the person giving consent must be physically and mentally able to:

- understand the circumstances and implication of the sexual act;
- make a reasoned decision concerning the sexual act; and
- communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person's ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person's mental or physical impairment of which the other person is aware or should reasonably have been aware, unconsciousness, and fear or coercion. Victims of sexual misconduct should not be discouraged from coming forward due to illicit drug use or alcohol consumption. The University's first priority in these cases is to investigate and resolve complaints.

This policy does not address acts of sexual harassment, which may also be considered sexual misconduct, but are dealt with in a separate, but related, policy titled "Alderson Broaddus University's Policy Prohibiting Discrimination and Harassment" (page 45) in the Faculty-Staff Handbook and the Student Handbook.

Background Checks

This policy defines background checks as, but not limited to, the following:

1. A search for sex-related offenses in an individual's counties of residence for the past seven years;
2. A search of the state registry of sex offenders; and
3. A database search for criminal activity in the individual's states of residence for the past seven years.

See the "Disclosure regarding Background Investigations that complies with Federal and State Laws" in the Faculty-Staff Handbook.

Alderson Broaddus University performs pre-employment background checks on all new employees as a condition of employment.

Alderson Broaddus University performs background checks on adjunct faculty as soon as possible after they have been appointed and before they commence working.

Background checks are not required on current employees with the exception of those employees changing positions. For current employees changing positions, including those filling interim positions, a background check is only required when the new position increases the impact of the perceptible risk factor (contact with protected persons). If an employee experiences a position change within the same or greater perceptible risk factor, a new background check needs to be conducted if it has been five or more years since the last background check.

Alderson Broaddus University performs background checks on all camp counselors and program leaders prior to their performing the duties or participating in the activity qualifying them for this requirement.

All third-party users of campus facilities, including summer camps, are responsible by contract for complying with these background check standards in regards to their employees, volunteers and subcontractors.

All third-party contractors and vendors working on campus are responsible by contract for complying with these background check standards in regards to their employees, volunteers and subcontractors.

Definitions

Camp Counselors and Program Leaders

This policy defines Camp Counselors and Program Leaders as those students, faculty, staff and volunteers who in the course and scope of their employment or service to Alderson Broaddus University conduct activities at or on behalf of Alderson Broaddus University and come in contact with protected persons.

Protected Persons

This policy defines Protected Persons to include minors, developmentally disabled individuals, regardless of age, and vulnerable individuals, regardless of age. Vulnerable individuals include those who are mentally incapacitated, whether temporarily or permanently, for any cause including, but not limited to, intoxication, drugs, or mentally incompetence.

Minors

A person aged 17 and younger.

Confidentiality of Information

Alderson Broaddus University will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy. However, confidentiality cannot be guaranteed. The degree to which confidentiality can be protected depends upon Alderson Broaddus University's duty to respond to the information reported and the professional role of the person being consulted, under FERPA, Title IX, and other state and federal laws.

Confidentiality is an aspiration, but is not always possible or appropriate.

Further, information may need to be provided to an accused individual to afford that person an opportunity to meaningfully respond. The University official being consulted should make these limits clear before the disclosure of any facts.

If a student is involved, the case will be heard by the Title IX Coordinator, unless there is a conflict with the Title IX Coordinator, in which the case will be heard by the VP of Business & Finance. If a faculty/staff member is involved, the case will be heard by the VP of Business & Finance, unless there is a conflict, in which the case will be heard by Title IX Coordinator.

As required by law, all disclosures to any Alderson Broaddus University employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information. Further information regarding disclosure can be found on page 13.

Training

A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges.

1. Sexual misconduct prevention training is required for members of the Alderson Broaddus University campus community according to the following schedule:
2. New faculty and staff, within six months of hire;
3. All faculty and staff - annually.
4. Camp counselors and program leaders prior to their performing the duties participating in the qualifying activity.
5. All individuals who participate in a sexual misconduct investigation or resolution.
6. New Students – annually.
7. Current Students – annually.
8. Campus Safety – biennially.

Options Following an Act of Sexual Misconduct

A member of Alderson Broaddus University's community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy is urged to make a formal report to the police. Additionally, or alternatively, a complaint should be immediately reported in writing to the University's Title IX Coordinator. If the complaint involves the Title IX Coordinator or the person raising the complaint does not feel comfortable addressing it to the Title IX Coordinator, the complaint should be reported in writing to the Vice President for Business and Finance.

Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off-campus. Victims should use the resources listed in this policy to assist them in accessing the full range of services available.

Resources for Persons affected by the Sexual Conduct Policy

On-Campus

- Director of Counseling Services
- Campus Chaplain
- Chief Student Affairs Officer
- Residence Directors and other Residence Life Staff
- Campus Safety
- Title IX Coordinator
- Student Conduct Coordinator

*Director of Counseling Services and Campus Chaplain can maintain confidentiality.

Off-Campus

- Broaddus Hospital, Davis Memorial, or United Hospital Center, Emergency Departments
- Police Department
- FRIS (West Virginia Foundation for Rape Information and Services)
- Women's Aid in Crisis (WAIC)
- 24 Hour Crisis Lines
 - WAIC - 1-800-339-1185
 - National Sexual Assault Hotline – 1-800-656-HOPE
 - National Domestic Violence Hotline - 1-800-799-7233 | 1-800-787-3224 (TTY)

Medical Treatment

A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible. The following medical options near or on the campus are available:

- For life-threatening conditions, call 911
- Student Health Services at Myers Clinic
- Broaddus Hospital, Davis Memorial or United Hospital Center, Emergency Departments
- Medical-Legal Evidence Collection

A person who is the victim of sexual misconduct is encouraged to request collection of medical-legal evidence during evaluation at an emergency department. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. The victim can collect evidence at the time of incident without deciding whether to file official police report.

Obtaining Information, Support, and Counseling

A person who is the victim of sexual misconduct is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies, both on and off-campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities. **These services are available to members of the campus community regardless of whether a formal report of sexual misconduct is made.**

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct, or is a third-party.

The degree to which confidentiality can be protected depends upon whether Alderson Broaddus University can maintain confidentiality while conducting a thorough investigation and the professional role of the person consulted. . The scope of confidentiality should be addressed by that professional person before specific facts are disclosed. On-Campus Services are available via the Director of Counseling Services

Formally Reporting an Act of Sexual Misconduct

See reporting policy under the Harassment and Discrimination Policy.

Policy Enforcement**Disciplinary Action**

All reported allegations of sexual misconduct will be reviewed and properly investigated pursuant to the complaint procedure contained in the University's Policy Prohibiting Discrimination and Harassment. For third parties and vendors, the University President will decide appropriate action to be taken, including, but not limited to, removal from campus, cancellation of contract or any other means necessary to address the behavior.

Non-Retaliation

Alderson Broaddus University prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Alderson Broaddus University also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by this policy.

Improper Conduct during an Investigation

Any member of Alderson Broaddus University's community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract or any other means necessary to address the behavior.

Institutional Responses**Public Information**

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to the Director of Communication and Marketing. Failure to comply with this requirement may be subject to possible sanctions including, but not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination.

Public Notification of Incidents

As required by law, Alderson Broaddus University collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, Alderson Broaddus University also alerts the campus community to incidents and trends of immediate concern.

*See also the University's Policy Prohibiting Discrimination and Harassment (page 45)

Reviewed and Approved by EIA
Euphemia Thomopoulos
September 15, 2014

Computing and Networking Resources Acceptable Use Policy

The Alderson Broaddus University Acceptable Use Policy (AUP) promotes the efficient, ethical, and lawful use of Alderson Broaddus University's computing and networking resources. The University's computing systems, networks and associated facilities are intended to support the University's mission and to enhance the learning environment. Alderson Broaddus University's policy regarding the appropriate use of University computing and networking facilities and the ethics of personal behavior apply to the use of all forms of electronic communication and access.

Email is the University's official form of communication. Students are expected to check their email daily.

Rights and Responsibilities

Faculty, staff, and students may use University-owned computing equipment for instructional, research, or

administrative purposes. Access to and use of Alderson Broaddus University computer facilities, campus telephone and data networks, electronically stored data, software, and the internet shall comply with all federal and West Virginia state laws as well as the rules and regulations of the University. Misuse of these computer facilities, networks, software, and the internet are violations of law and may be charged as such. By using Alderson Broaddus University's computing facilities, resources, networks, and the internet, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy.

Computers and networks can provide access to resources on and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. The University's computers and networks are a shared resource, for use by all faculty, staff and students. ***Any computer or network use that inhibits or interferes with the use of this shared resource by others is prohibited.*** The University will routinely scan access logs, collect and analyze traffic data, and monitor network utilization to ensure reasonable use. Violations will result in immediate loss of computer and/or network privileges.

Students and employees may have rights of access to information about themselves contained in computer files stored in University-owned systems, as specified in federal and state laws. In addition, system administrators may access user files stored on University-owned systems as required to protect the integrity of the computer systems. Following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Students and employees shall be responsible for the backup and security of all user-created files. The Office of Information Technology (OIT) will regularly backup all files stored on designated file servers allowing for recovery of most lost or damaged files. However, the University will not be responsible for any user-created files that are unrecoverable.

It is a violation of this policy to:

- Intentionally and without authorization, access, alter, interfere with the operation of, damage or destroy all or part of any computer, computer system, computer network, computer software, computer program, or computer database.
- Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database.
- Willfully exceed the limits of authorization and damage, modify, alter, destroy, copy, disclose, or take possession of a computer, computer system, computer network or any other University computing facility.
- Willfully, fraudulently and without authorization gain or attempt to gain access to any computer, computer system, computer network, or to any software, program, documentation, data or property contained in any computer, computer system or computer network.
- Use another person's name, password, identifying code or personal identification to access a computer system, network, or to send electronic mail.

University Provided Computer Resources

The following guidelines apply to anyone using computing resources provided by the University, including but not limited to computer labs, campus network, and Internet access:

- Loading of third-party software on any University owned computer system is subject to authorization by the OIT
- The transfer of copyrighted materials to or from any system, or via the University network without the express consent of the owner of the copyrighted material may be a violation of Federal Law, and is classified as a felony under State Law.
- University developed or commercially obtained network resources may not be re-transmitted outside of the University. Examples include newsgroups and Library databases such as ProQuest.

- It is the responsibility of each individual to protect his/her login and password for any computer related account. The account holder is responsible for all activities to and from his/her account. The account holder may not share his/her account with anyone else and should never disclose his/her password to anyone for any reason.
- Any attempt to circumvent system security, uncover security loopholes, guess other passwords or access codes, or in any way gain unauthorized access to local or network resources is strictly forbidden and violation is grounds for immediate expulsion from the University.
- Under no circumstances will any individual be permitted to use their network connection or computing privileges for commercial purposes. You may not advertise any commercial products. Any commercial use of University facilities is explicitly prohibited by the University and is grounds for the loss of network privileges.
- Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Displaying obscene, lewd, or sexually harassing images or text (those without serious literary, artistic, political, or scientific value) in a public computer facility or location that can be in view of others is forbidden. Access to sexually explicit and other materials will be limited to no greater degree than access to print and visual materials found in most academic library collections.
- Interfering with, interrupting, or obstructing the ability of authorized users to use the University's computer or networking systems is prohibited.
- Networking equipment such as routers, switches, wireless access points, etc., or any computers serving as such devices may not be connected to the network without the explicit permission of OIT.

Private Computers Connected to the University Network

The following guidelines apply to anyone connecting their private computer to the University network.

- You, the owner of the computer, are responsible for compliance with all of the guidelines in the AUP as well as the behavior of all users on your computer, and all network traffic to and from your computer, whether or not you knowingly generate the traffic.
- A private computer connected to the network may not be used to provide access to the network for others who are not authorized to access the University systems. The private computer may not be used as a router or bridge between the University network and external networks, such as those of an Internet Service Provider.
- Should the networking staff of the University have any reason to believe that a private computer connected to the University network is using network resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken by the appropriate authorities.
- Any residential student, with an authorized network account may use their Residence Hall connection for scholarly purposes, for official University business, and for personal use, so long as the usage: (1) does not violate any law or this policy, (2) does not involve extraordinarily high utilization of University resources, or substantially interfere with the performance of the University network, and (3) does not result in commercial gain or profit.
- Due to the possibility of a breach in the University's computer network security, students and employees are not permitted to connect a computer to the University's network and an external Internet Service Provider **AT THE SAME TIME**. Students who prefer to use an external ISP must notify OIT prior to connecting their computer to the external ISP network.
- Users are responsible for the security and integrity of their systems. In cases where a computer is compromised, it is recommended that the system be either shut down or be removed from the campus network as soon as possible in order to localize any potential damage and to stop the attack from spreading. **If you suspect electronic intrusion or hacking of your system and would like assistance contact OIT immediately.**
- The following types of servers should never be connected to the University network: DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses. In addition, computers or devices providing web, FTP or other services designed to share files and/or content may be connected to the University network only with the permission of OIT.

- The University will not be responsible for any damage to private computers, including hardware systems, software systems, files, and/or data that may result from connecting to the University Network
- In addition to all the guidelines contained in the AUP, users of the Residence Hall Network must comply with the following regulations:
 - Use of a connection shall be limited to one computer at a time. Insuring proper use of the connection shall be the sole responsibility of the student to whom the connection has been assigned.
 - Software which allows “sniffing” of network packets is explicitly prohibited.
 - The student is responsible for defense against any and all viruses which may be propagated via the network, and it is recommended that an anti-virus program be loaded for protection. Problems with network connections should be reported immediately to OIT

Cooperative Use

The Alderson Broaddus University computing environment is a shared resource. As such, all users of the University computer and network resources are urged to follow some basic guidelines to help enhance the work and learning of all who are a part of the University community.

- Users should refrain from overuse of information storage space, printing facilities, processing capacity, and/or bandwidth
- Users should refrain from overuse of interactive network utilities (video conferencing, gaming, etc.)
- Users should refrain from use of sounds and visuals, or any other activity, which might be disruptive to others
- Users should refrain from use of any computing resource in an irresponsible manner

Legal and Ethical Use

It is important that members of the University community be aware of the intellectual rights involved in the unauthorized use and copying of computer software. Alderson Broaddus University endorses the following statement of Software and Intellectual Rights that was developed through EDUCAUSE, a non-profit consortium of Universities and universities committed to the use and management of information technology in higher education.

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.”

“Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Computer facilities and files owned by others should be used or accessed only with the owner’s permission. Viewing or using another person’s computer files, programs or data without authorized permission is unethical behavior and will not be tolerated. Such behavior, if used for personal gain, is plagiarism. Ethical standards apply even when the material appears to be legally unprotected. Improper use of copyrighted material may be illegal. The unauthorized copying of any software that is licensed or protected by copyright is theft.

Illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing and other means of sharing and distribution are STRICTLY PROHIBITED.

A list of acceptable legal sites for downloading and using content is maintained by EDUCAUSE at <http://www.educause.edu/legalcontent>.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Electronic Communications

The University provides e-mail (Gmail) and other communication tools through its learning management system (LMS). Users should note that e-mail systems are not private secure communications. As such, e-mail users cannot expect privacy. By using the University LMS, each user acknowledges:

- The use of the LMS and electronic mail is a privilege not a right. The LMS is for University communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes chain letters, pyramids, and other messages of a similar nature; the use of vulgar, obscene or sexually explicit language and messages; sending harassing or threatening material; sending derogatory, defamatory or sexual or other harassment via electronic mail; or the use of the electronic mail for discriminatory communication of any kind; or the use of e-mail for commercial or political purposes; or the use of e-mail in conjunction with or as part of any criminal activity.
- Under the Electronic Communications Privacy Act, tampering with electronic mail, interfering with or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.
- E-mail messages and other electronic communications should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Spamming is strictly forbidden.

Waiver of Rights

All users that access AB University computing resources, waives any right to privacy and consents to access and disclosure by authorized University personnel of any electronic files, email, or any other transmissions created, stored, or transported using University computing resources. The University reserves the right to monitor and, if necessary, disclose the contents on a need-to-know basis of any electronic transmission, file, or communication for the purposes of troubleshooting, preventing system misuse, assuring compliance with policies, and complying with legal and regulatory requests for information. Users should recognize that under some circumstances, as a result of investigations, subpoenas or lawsuits, the University might be required by law to disclose the contents of electronic communications.

Disclaimer

The University may adopt further rules and regulations to implement this policy provided that no such rules or regulations shall be inconsistent with policy set forth above.

Reporting Violations of Computer Use Regulations

Violations of these regulations should be reported immediately to the Director of Information Technology Services, ext. 6225. The University will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

Disciplinary Action

Violations of these regulations will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the University, or legal action.

Campus Safety and Security Policies and Procedures

Alderson Broaddus University is concerned about the safety and security of all members of the University community and all visitors to the campus. Therefore, the following safety and security policies and procedures have been adopted by the University.

Campus Safety

A campus safety force is in operation for the welfare and benefit of students, faculty, staff and guests. Students and employees are required to cooperate with Campus Safety Officers and to report crimes and other emergencies to safety personnel.

Safety personnel are on duty 24 hours a day, 365 days a year, and are available to assist students, employees and guests. Safety personnel are not authorized to make arrests but have the right to detain. Their responsibilities include enforcement of traffic and parking regulations, enforcement of University policies and behavioral expectations, investigation of crimes on campus and the making of rounds and inspection of the campus for safety and maintenance concerns. Safety personnel cooperate with local and state law enforcement agencies and have access to direct and immediate communication with these agencies. Each Resident Director or the Resident Assistant on duty in each Residence Hall also has direct and immediate communication with both University safety personnel. Local law enforcement officers patrol the campus.

Campus Crime Log

The Campus Safety Office of Alderson Broaddus University will maintain a written daily crime log which records any incident that occurs on campus, in a non-campus building on property owned or controlled by the University, or on public property within the campus, or immediately adjacent to and accessible from the campus. This Campus Crime Log will include the nature, date, time and general location of each incident, and the disposition of the complaint, if known. The Campus Safety Office will make an entry or an addition to an entry to the log within two business days of the report of the information to the Campus Safety Office, unless that entry is prohibited by law.

Alderson Broaddus University will make the Campus Crime Log for the most recent 60-day period open to public inspection during normal business hours, and will make any portion of the Campus Crime Log older than 60 days available for public inspection within two business days of a request for public inspection. The Director of Campus Safety is responsible for the Campus Crime Log and should be contacted to view the log. No copies of the log are permitted.

Emergency Response Team

Alderson Broaddus University has appointed an Emergency Response Team, consisting of the Provost/Executive Vice President for Academic Affairs, Chief Student Affairs Officer, the Director of Counseling Services, Director of Residence Life, the Director of Marketing and Communication, Director of Facilities, Director of Institutional Technology, as well as one faculty representative. It is the responsibility of the Emergency Response Team to periodically review and revise, if necessary, campus security policies and emergency response procedures. This review will also include an evaluation of campus lighting and campus buildings and grounds so as to increase the likelihood of crime prevention.

If a murder, rape, robbery, aggravated assault, burglary, arson, manslaughter, motor vehicle theft or violent crime directed against an individual because of race, gender, religion, ethnicity, sexual orientation or disability is reported to have occurred on campus, in or on non-campus buildings or property owned or controlled by the University, or on public property adjacent to a facility used by the University, Alderson Broaddus University will issue a timely report of such an occurrence to the campus community for the purpose of aiding in the prevention of similar occurrences.

Such a report may withhold information that would jeopardize a criminal investigation or the safety of an individual, cause a suspect to flee or evade detection or result in destruction of evidence. However, this information may be released two days after these reasons for non-release no longer apply.

The campus community is defined, in this instance, as all students enrolled for at least one course for credit, all full-time and part-time employees of the University, and other persons who may have an interest in or benefit from such a report; e.g. parents of enrolled students. It shall be the responsibility of the Emergency Response Team to issue such reports and to determine the most appropriate means for the dissemination of the report, based upon the likelihood of the incident posing an immediate threat to others. If the Emergency Response Team determines that the most appropriate means for the dissemination of the report involves a press release to campus and local press, radio, TV, and other media, the Director of Marketing and Communications will coordinate the release of the information to the media through legal counsel. Issues and information discussed by the Emergency Response Team are confidential and should not be disclosed to others.

Release of Information

The names of victims of violent crimes or non-violent sexual offenses, and the name of witnesses to violent crimes or non-violent sexual offenses will only be disclosed with the written consent of the victim(s) and/or witness(es).

As noted above, the University will withhold information that would jeopardize a criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in destruction of evidence. However, this information may be released two days after the reasons for non-release no longer apply.

Crime Prevention and Sex-Offense Programs

Alderson Broaddus University provides programs designed to inform students and employees about campus safety procedures and practices, about crime prevention, and to encourage students and employees to be responsible for their own safety and the safety of others. In addition, Alderson Broaddus University provides education programs designed to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Such programs are provided at least once each semester through orientation programs, residence hall education programs, safety awareness programs, and employee training programs. Finally, security, crime prevention, and sex-offense information is provided through both student and employee handbooks.

Safety and Security Considerations Used in the Construction and Maintenance of Campus Facilities

The concern of the University for the safety and security of all students, employees, and guests of the University is considered in all renovation and new construction on campus. This concern extends, but is not limited to, such matters as the placement of shrubbery, campus lighting, the security of doors and windows, fire alarm systems, and fire escape routes. In addition, maintenance problems that might affect the safety and security of students, employees and guests are given the highest priority for correction. Such maintenance matters include, but are not limited to, lock and key replacement, the installation and maintenance of door security alarms, and the maintenance of fire alarm systems and extinguishing mechanisms.

Reporting Criminal Actions and Other Emergencies

Students and employees that are a witness to an incident are required to report any crimes or other emergencies. Those who may be the victim of a crime are strongly encouraged to report a crime and of other emergencies are encouraged to voluntarily and on a confidential basis, promptly report such occurrences to Campus Safety Officers, the Philippi Police Department, the Director of Residence Life, the Resident Director of their Residence Hall, the Resident Assistant on duty in their Residence Hall, or the Chief Student Affairs Officer. It is the responsibilities of the persons receiving such a report to, in turn, notify their immediate supervisor who will then report the incident to the Campus Safety Office.

Off-Campus Criminal Activity

Alderson Broaddus University assumes no responsibility for off-campus events sponsored by student organizations or for the behavior of individual students off-campus unless the activity is expressly authorized by the University and supervised by official University personnel. Students are encouraged to report criminal activity which occurs at off-campus events which are not expressly authorized and/or supervised by the University to local law enforcement agencies.

Missing Student Notification

While college life allows a large amount of freedom, members of the Alderson Broaddus University community are encouraged to report any and all unusual behavior of individuals. Specifically, federal law requires that a report be made if any student, staff, or faculty member knows of any student who has been missing from on-campus housing for 24 hours.

For purposes of this policy, an on-campus resident may be considered a “missing person” if the resident’s absence is different to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. If a student has been missing for 24-hours from on-campus housing, a missing student report must be made by calling the Office of Student Affairs or Campus Safety.

Once a report of a missing student is received, efforts to contact the student by known means of communication will be attempted. If the attempts are successful, the contact will be noted and the student will not be considered missing. If the attempts are unsuccessful, the person(s) listed as the missing student’s emergency contact will be contacted. If the student reported missing is under 18 years of age and not emancipated, custodial parents will be contacted immediately after initial communication attempts to contact the student are deemed unsuccessful, regardless of who is listed as the emergency contact person.

In all cases where the institution has determined a student is missing, local law enforcement will be notified.

Bomb Threats

A law was passed by the West Virginia Legislature in January 1969 making it a misdemeanor to convey or impart (or cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, bridges, etc. A student violating this law is subject to state prosecution as well as University disciplinary action in any case involving University buildings, facilities or at University sponsored activities.

Weapons

The use or possession of knives, firearms (including CO2 and spring-propelled weapons), explosives, explosive substances, or other weapons (as defined by the West Virginia Code, Section 61-7-2; Section 61-7-2 can be found through the following link, <http://www.legis.state.wv.us/wvcode/code.cfm?chap=61&art=7>), fireworks, flammable liquids, bows and arrows or CO2 and spring-propelled weapons is prohibited on all University property and University sponsored activities. Any person carrying or possessing a firearm or other deadly weapon on the premises of the University or at a University-sponsored activity, even if licensed to possess such a firearm or other deadly weapon, who refuses to temporarily relinquish possession of such firearm or other deadly weapon, upon being requested to do so, or to leave such premises or activity while in possession of such firearm or other deadly weapon, shall be prosecuted according to the provisions of West Virginia Code Section 61-7-14. The same procedure is to be followed for bows and arrows and for CO2 and spring-propelled weapons.

The storage of any weapon as defined above is not allowed to be stored in a person’s vehicle which is on University property.

Any item not listed above but used with intent to cause bodily harm or used to intimidate another person is considered a weapon. An item which may directly construct a deadly weapon is also prohibited on campus or at campus sponsored activity.

Fire Drills

Fire drills are held periodically during each semester. Fire Marshal regulations require student and employee participation. Tampering with fire equipment and the sounding of false alarms are prohibited by state law and by University rules and regulations. Students and employees should evacuate the building immediately upon hearing the alarm. Students who fail to evacuate are subject to the disciplinary policies of the University.

Parking and Traffic Policies

Alderson Broaddus University is pleased to extend to students, faculty, staff, and guests parking facilities on its campus. For safety and convenience, strict compliance with these rules and regulations are required. The Department of Campus Safety is directly in charge of all campus parking and traffic.

ABU shall not be held liable for any damage to motor vehicles parked on the campus. All parking and traffic rules apply to students, employees, and visitors.

Eligibility

All students are eligible to have a car on campus. However, in order to assure concentration on the academic aspects of college life, FRESHMEN ARE DISCOURAGED from having motor vehicles on campus or in any nearby location. Due to the shortage of available parking spaces on campus, freshmen who reside on campus will only be able to park in designated areas. Please note that having a vehicle on campus is not a right and therefore it is within the jurisdiction of the Chief Student Affairs Officer to prohibit the use of a motor vehicle by any student who proves irresponsible in the observance of University regulations.

Motor Vehicle Regulations

Responsibility:

- The registered owner per University records will be responsible for all citations incurred against a vehicle, even if another person is operating it.
- Violators are responsible for each citation issued. Filing an appeal on one citation does not automatically shield the violator from any later citations received for the same type of offense. All citations will be kept on record even if the monetary charge from the citation has been successfully appealed.
- Alderson Broaddus University shall not be held liable for any damage to motor vehicles parked or operated on the Alderson Broaddus University Campus.

General Parking and Traffic Regulations:

1. All faculty, staff, and students who operate or park a motor vehicle on the Alderson Broaddus University campus must register their vehicle with the University.
2. Any vehicle registered with the University by a faculty or a staff member or a student must be legally registered to them or a member of their immediate family by their home state.
3. Regulations regarding designated parking areas will be in force between 7:00 a.m. - 7:00 p.m., Monday – Friday except for special events. All other parking and traffic regulations including handicapped parking spaces, visitor parking spaces, fire lanes, and other no parking areas which are enforced seven days a week, 24-hours a day.
4. All registered vehicles must have the parking permit tag clearly displayed.
5. Student parking permits are valid for a one-year period from the start of school in the fall until the start of school the following fall. Faculty and staff permits are valid as long as the faculty or staff member is employed with the University. Students, faculty, and staff are required to park in the location designated by their parking permit.
6. Vehicles should not be parked such that they are pointed against the flow of traffic.
7. Vehicles should only be parked in clearly marked parking spaces.
8. Pedestrians have the right of way in all crosswalks.
9. The speed limit on campus is 15MPH.

10. All traffic laws and standard rules of the road for the City of Philippi, Barbour County, and the state of West Virginia must be observed at all times on University campus property. Philippi City Police Officers, Barbour County Sheriff Deputies or West Virginia State Troopers may cite violators of these laws and rules.
11. The responsibility of finding a legal parking space rests with the vehicle operator. A lack of space where a person would like to park is NOT a valid defense for violation of any parking regulation.

Vehicle Registration

1. A vehicle registration fee of \$100.00 is added to all student accounts during the fall and the spring semester of each school year that the student registers for classes.
2. The vehicle registration fee is for one vehicle.
3. It is the responsibility of the student to register their vehicle, receive a registration tag, and to properly display the tag.
4. Students who do not operate/park a vehicle on campus need to complete a vehicle registration fee waiver form at the Business Office in order to have this fee removed.
5. Students who fail to register their vehicle within the first week of their first semester each year will be charged a \$250.00 fee. Upon notification, the student will have 2 business days to register the vehicle and have the \$250.00 charge removed from his or her account. Failure to register will result in the charge remaining on the student's account as well as the owner of the vehicle being subject to additional judicial sanctions.
6. Vehicles can be registered at the Office of Campus Safety between the hours of 8:00 a.m. - 4:00 p.m., Monday – Friday or during the specified times during Orientation.
7. Individuals registering a vehicle with the University must have a valid State vehicle registration and license.

Registration Tag Location

The registration tag is to be placed on the left side of the back of the rear view mirror. If your vehicle is designed in such a way that the registration sticker is not visible in this location, please contact the Director of Campus Safety for further instruction.

Motorcycles, Motorbikes, and Bicycles:

All Motor Vehicle Regulations and penalties apply to motorcycles and motorbikes. Motorcycles and motorbikes may only be parked in the areas designated for vehicle parking. Bicycles must be parked in areas not impeding pedestrian and vehicular traffic flow. Bicycles must follow all Moving Regulations as vehicles on campus roadways. Bicycles may be driven safely and responsibly on campus sidewalks.

Visitor Parking:

Visitor parking is available around Burbick Hall and at the Erickson Alumni Center. Visitors must go the Office of Admissions and pick up a visitor registration pass.

Replacement Permits:

The Department of Campus Safety will issue a replacement tag for current University-registered vehicles at the cost of a registration tag provided that a major portion of the old sticker is returned to the Department of Campus Safety at the time of the new registration.

Snow Removal:

In order to facilitate snow removal during the winter months, or other heavy snow times, parking is not permitted between midnight and 7:00 a.m. in the Faculty/Staff lots, or in the Commuter lots. The University is not responsible financially or otherwise for any damage to a vehicle that remained in any of the specified lots by snow removal.

Violations of Regulations:

Violations of any of the stated parking or moving regulations can cause the offender to be cited. The citation can result in monetary fines, disciplinary action, suspension of campus driving or parking privileges and/or other sanctions. Monetary fines should be paid at the Business Office, Burbick Hall.

All monetary fines for each violation unless otherwise specified in the *parking violation section*, will be in the amount of \$25.00. Monetary fines for students, if unpaid, will be posted to the student's account with the Business Office at the end of each month.

Vehicles that are parked illegally or not according to the University policies are subject to towing or booting. THE UNIVERSITY RESERVES THE RIGHT TO TOW OR BOOT VEHICLES WITHOUT ADDITIONAL NOTICE AT THE OWNER'S EXPENSE.

Parking Regulation Violations

The following practices are prohibited on campus and are subject to the minimum citations:

- Parking at yellow curb- \$25.00
- Parking in NO Parking area- \$25.00
- Parking on or over a line separating spaces- \$25.00
- Parking in wrong parking area- \$25.00
- Parking on lawns, sidewalks or driveways (exception allowed temporarily to Facilities' or Campus Safety vehicles while transferring heavy or large items)- \$50.00
- Backing or pulling through a parking space such that the vehicle would be pointed against traffic flow- \$25.00
- Parking in spaces designated for handicapped drivers if not so authorized.- \$100.00
- Parking in fire lane.- \$75.00
- Parking in manner that impedes traffic flow.- \$100.00
- Parking in a reserved space- \$75.00

Moving Regulation Violations

The following moving regulations are prohibited and are subject to the minimum citation:

- Moving wrong way on one-way streets.- \$50.00
- Driving on lawn or sidewalks - \$50.00 (exception allowed temporarily to Facilities vehicles while transferring heavy or large items and the Office of Admissions; only designated University vehicles may be driven on sidewalks).
- Driving in any manner that could be deemed reckless, inattentive or dangerous.- \$50.00

Appeals

Any person who feels that a parking citation was unjust may file a written appeal with the Director of Campus Safety. Appeals may only be filed within five (5) business days of the issue of the citation. The decision of the Director of Campus Safety will be final.

Disciplinary Policies and Procedures of Alderson Broaddus University

I. Rationale for Discipline

By applying for and accepting admission to or employment by Alderson Broaddus University, members of the Alderson Broaddus community voluntarily make a decision to become a part of a living and learning community which exists in a covenant relationship.

To maintain such a system, each member of the University community accepts responsibility for personal actions and adheres to the general regulations of the University as well as to municipal, state and federal laws. When individuals or organizations fail to accept these responsibilities, the University will confront such behavior and impose sanctions. The primary purpose of the imposition of discipline at Alderson Broaddus is to protect the campus community and its standards while educating the student on how their actions affect themselves and their community..

II. Administrative Authority

The Board of Trustees is the policy making body for Alderson Broaddus University and it possesses, by legal charter, ultimate authority for the institution. The trustees have entrusted the President of the University with the responsibility to supervise disciplinary functions. The President, in turn, has designated various persons to maintain and to supervise the judicial process.

III. Code Definitions

Student refers to a person enrolled on either a full or a part-time basis or auditing courses at the institution.

Distribution is the sale or the exchange of goods with or without benefit of personal profit.

Institution and *University* refers to Alderson Broaddus University.

Organization is a number of persons who have organized with University requirements for charter or organizing activity has been authorized or supervised by the University.

Reckless is conduct which one should reasonably be expected to know to constitute a substantial risk of harm to persons or to property, or which would otherwise be likely to result in interference with normal University activities.

University premise refers to buildings or grounds owned, leased or operated by the University.

Weapon is any object or substance designed to inflict a wound, cause injury or incapacitate. Examples of weapons include, but are not limited to, bows and arrows, all firearms, pellet guns, knives with blades three and a half inches or longer in length, Tasers, stun guns, and chemicals such as mace.

University sponsored activity is any activity, on or off-campus, which is expressly authorized or supervised by the University. The University assumes no responsibility for off-campus events or behavior unless the activity is expressly authorized and supervised by the University.

Will and *shall* are terms used in the imperative sense.

Coercion is the practice of persuading someone to do something by using force or threats with words or actions by the complainant, respondent or by third parties.

Intimidation is to compel or deter by threatening words or actions by complainant, respondent or by third parties.

Social Media refers to websites and applications that enable users to create and share content or to participate in social networking. This includes, but is not limited to, Facebook, MySpace, Twitter, LinkedIn, Tumblr, and Instagram,

Conference refers to the first official meeting with a Judicial officer

Hearing refers to the official proceedings where the judicial officer hears all evidence from respondent and/or complainant and reaches a decision of responsible or not responsible.

IV. Social Responsibility

All individuals and/or organizations which are a part of the Alderson Broaddus University community are expected to speak and act with respect for the human dignity of others, both in the classroom and outside of it and in social, recreational and academic activities either on-campus or off-campus.

Alderson Broaddus University will not tolerate any act or communication causing emotional stress specifically addressed to individuals or groups intended to harass, intimidate or humiliate an individual or group because of race, religion, creed, gender, age, ethnicity, national origin, physical disability, gender expression, or sexual orientation. Such acts or communications include (but are not limited to) verbal abuse, physical gestures, or digital, communication causing reasonable apprehension of harm. Attempts to coerce or intimidate, and interfere with a person's basic rights are also a form of harassment.

Alderson Broaddus University is also committed to the moral and legal principle that every member the community enjoys academic freedom and the constitutional right to free speech. As members of the Alderson Broaddus community, students, faculty and staff share the responsibility to ensure that the rights of all are protected. Respect for these rights requires a tolerance for expressions of opinions that differ from one's own or that might be found abhorrent. (See "Notice of Non-Discrimination" page 1)

Alderson Broaddus University values every University member's right to free speech and right to free expression. However, the value of free expression is undermined by acts of racial, gender or other forms of bias-related behavior that harasses, intimidates or humiliates members of the community or creates a hostile or offensive campus environment. Free speech and expression will always be allowed, however, there are consequences that accompany any free speech or expression that infringes upon the rights of others.

V. Prohibited Conduct

The following conduct is viewed as potentially damaging to the Alderson Broaddus community and is subject to disciplinary action

1. *Alcohol Consumption:* Use of alcoholic beverages on University premises or at University-sponsored events is prohibited.
2. *Alcohol Possession:* Anyone in the presence or the possession and/or use of alcoholic beverages on campus premises or at University-sponsored activities will be held accountable in the same manner as the possessor and/or user of the alcohol.
3. *Attempt to Commit Prohibited Acts:* Any attempt to commit acts prohibited by this code shall be punished to the same extent as completed violations.
4. *Bicycles & Motorcycles:* Bicycles and motorcycles are not permitted inside the Residence Halls. Students bringing such vehicles to campus should be prepared to leave them outside. The University, though seeking to provide security for all student property, is not responsible for loss or theft.
5. *Candles & Open Flames:* The burning of any object is forbidden within the Residence Halls. This includes candles, incense, tobacco products, etc.
6. *Disorderly Conduct:* Premeditated, violent, and/or life endangering disruption of normal University or University sponsored activities, including, but not limited to, studying, teaching, research, and University administration. No student shall act in a manner which can reasonably be expected to disturb the academic pursuit or infringe upon the privacy, rights, privileges, health, or safety of other persons.
7. *Disregard for Individual Rights:* Acting in ways which are morally and/or intellectually degrading or injurious to any person, or which hold a person against his or her will. Intentionally or substantially interfering with the freedom of expression of others on University premises or at University sponsored activities.
8. *Disregard for Property of Others:* Intentionally or recklessly destroying or misusing University property or the property of others on University premises or at University-sponsored activities.
9. *Distribution of Alcohol:* Providing alcohol to others.
 - a. *Distributing to an underage person:* Providing alcohol to others under the age of 21, but over the age of 18.
 - b. *Distribution to a minor:* Providing alcohol to others ages 17 and under.
10. *Drugs:* The unauthorized use or possession of any controlled substance or illegal drug defined by state law or federal code or drug paraphernalia on University premises or at University-sponsored activities; the unauthorized distribution of any controlled substance or illegal drug defined by state law or federal code on University premises or at University sponsored activities. Anyone in the presence of the possession and/or use of controlled substances on campus premises or at University sponsored activities will be held accountable in the same manner as the possessor and/or user of the controlled substance.
11. *Failure to Comply:* Failure to comply with the directions of University officials, including residence hall staff or any other administrator, faculty person, or student acting in an official capacity. This also includes verbal abuse of any University official acting in an official capacity.
12. *Falsification of University Records:* Unauthorized alteration or use of any University document.
13. *Firearms or Weapons:* Unauthorized use, possession, or storage of any weapon on University premises or at a University-sponsored activity.
14. *Fire Hazards:* Unauthorized use or possession of incendiary devices, such as: fireworks, candles with wicks, etc. on University premises or at the University sponsored activities.
15. *Forgery/Misrepresentation:* Forgery or intentionally furnishing false information to the University.
16. *Games & Hall Sports:* Games which include the throwing, hitting, or kicking of objects (example: darts, balls, etc.) are strictly prohibited within the Residential Halls. Students are encouraged to engage in such activities in outdoor venues or in the Coliseum when appropriate.
17. *Harassment:* Engaging in conduct including, but not limited to, any gesture, written, verbal, or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on web-sites or social media), whether it be a single incident or series of incidents, that occurs on or off the University's campus, through use of the University facilities, or at any function sponsored by the University or any University-related organization; that is so severe or pervasive and objectively offensive that substantially disrupts or interferes with the orderly operation of the University or the rights of any student or other member of the University community.
18. *Hazing:* Hazing behavior, which is specifically prohibited and potentially dangerous. (See "Hazing Policy" page 44)
19. *Interference with Emergency Personnel:* Intentionally and/or recklessly interfering with fire, police or Emergency Services.

20. *Misuse of Social Media:* Any use of social media sites to harass, stalk, or cause any disruption to the normal functions of the University.
21. *Pets:* Because of health factors, pets are not permitted in the Residence Halls with the exception of fish in a 15 gallon or smaller tank. Absolutely no cats or dogs will be permitted in the residence halls. Students with unauthorized pets will be given 24 hours to remove the animal and are responsible for any damage the animal caused to University or other students' property. Students with unauthorized pets will also be billed to have the room professionally cleaned.
22. *Physical Harm:* Intentionally or recklessly causing physical harm to any person on University premises or at University- sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
23. *Public Alarm:* Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion or other emergency on University premises or at University sponsored activities; intentionally or recklessly misusing or damaging fire safety equipment.
24. *Repeated or Aggravated Violations:* Repeated or aggravated violations of any section or sections of this code may result in suspension or expulsion.
25. *Roof Access:* Students are not permitted on any roof on campus at any time.
26. *Selling Alcohol:* Providing alcohol to others in exchange for money, goods, or services.
27. *Sexual Assault:* Sexual assault, including, but not limited to, any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Also see the "Sexual Misconduct Policy" (page 47).
28. *Sexual Misconduct:* See Sexual Misconduct Policy (page 47).
29. *Solicitation:* Solicitation in the residence halls is permitted ONLY with the written approval of the Director of Residence Life or the Chief Student Affairs Officer
30. *Stalking:* A course of conduct by a student directed at a specific person which is sufficiently severe or pervasive and objectively offensive that a reasonable member of the University community would fear for his/her safety or the safety of a member of that person's family or household or for the security of his/her residence and personal property. The course of conduct may include: repeatedly following the person, invading the person's privacy, vandalizing property, cyber-stalking, and similar acts that threaten, intimidate or create fear of injury or death of self or members of that person's family or household or fear of harm to that person's property.
31. *Theft:* Theft of property or of services on University premises or at University-sponsored activities; Knowing possession of stolen property on University premises or at University-sponsored activities. Students shall respect the property of the University, its guests, and all members of the University community.
32. *Trespassing:* Unauthorized presence on University property or in University buildings.
33. *Unauthorized Entry or Use of Facilities:* Unauthorized presence in or use of University premises, facilities, computer system, or services.
34. *Weightlifting Equipment:* The use or possession of weight-lifting equipment weighing in excess of 25 lbs. within the residence halls is prohibited. Facilities for weightlifting activities are available in the Hamer Campus Center and the Coliseum Fitness Center
35. *Violating Disciplinary Sanction:* Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.

VI. Additional Policies and Procedures

Photography Policy

Alderson Broaddus University and its representatives occasionally take photographs in public spaces on campus or at school sponsored events for the University's use in print and electronic publications. This policy serves as public notice of the University's intent to do so. It also serves as your permission for the University to use such images for these purposes. Unless a written statement to the contrary is filed with the Office of Marketing and Communications, all students give implicit permission and authorization to Alderson Broaddus University to use any still photograph of themselves that is taken or is authorized by an Alderson Broaddus University staff member for instructional or promotional purposes. By granting permission, students release any and all claims for damages for libel, slander, or invasion of right of privacy.

Campus Identification Policy

All students are required to have their University ID card on them at all times. Failure to produce University ID may result in judicial action.

Sign Posting Policy

Alderson Broaddus University offers posting areas throughout the campus to promote events and programs of student organizations, University academic and administrative offices, and off-campus groups. This policy provides guidelines, procedures and the approval process for the posting of signs, flyers, posters, banners and other promotional items on campus.

1. All campus organizations, University administrative offices, academic offices, students and off-campus groups may post on campus if the approval process is followed.
2. No later than 72 hours prior to an event, all signs to be posted on campus by student organizations, students or off-campus groups must be stamped in the Office of Student Affairs. Exception: Academic and administrative offices, co-curricular groups (e.g., Debate Team, AB Music and Theater events, etc.) and AB athletic teams DO NOT need to have flyers approved/stamped since they are affiliated directly with University departments.
3. All postings in residence halls must be done by the Residence Hall Director or RA staff of each building following approval from the Office of Student Affairs. Please note: No solicitation will be permitted in the residence halls by off-campus groups.
4. All signs must be placed on bulletin boards if provided for this purpose in the campus building. If no bulletin board is provided, care must be taken so that the surface on which signs and posters are placed is not damaged. When a bulletin board is not available, only masking tape (preferably painter's tape) can be used on non-glass surfaces and only scotch tape is permitted for posting on glass surfaces. A list of approved hanging locations can be obtained in the Office of Student Affairs.
5. No signs can be placed on glass doors, dry wall, telephone or light poles, trees or vehicles. Signs must be hung in a neat and orderly fashion and should not interfere with other campus postings.
6. All signs or other promotional materials must be removed by the sponsor within 24 hours following an event. Continual violation of this policy may result in loss of permission to post signs on campus in the future.
7. Any banners hung on campus are also subject to the approval process. Additionally, the Office of Facilities (ext. 6247) must approve and place the banner on campus buildings, rooftops, etc.
8. On campus advertising that refers to, promotes or implies the use of alcohol, tobacco or other controlled substances is strictly prohibited.
9. The wording or images on signs is to be in good taste. Obscene or defamatory signs or signs creating a "hostile environment" in violation of state or federal human rights statutes or the educational mission of the University are prohibited.

Transportation

Students are responsible for securing their own transportation to and from campus. A rideshare board is available in the Hamer Campus Center for students to find parties willing to assist. Students are also encouraged to use additional methods of communication (ex. Facebook, email, etc.) to connect with other students.

Should a student be unable to find a ride when needed, he/she should contact the Office of Student Affairs for assistance for arranging transportation within two (2) business days of intended departure from or return to campus. If it is determined that there is no available ride share for the day/time of the departure of the student, reasonable assistance in arranging transportation at the expense of the student may be provided.

VII. Consequences/Sanctions

One or more of the following consequences may be imposed for violations of disciplinary regulations by individuals and/or organizations:

Charter Revocation: Charter Revocation is the permanent separation of an organization from the University

community. The organization will disband, its treasury will be dispersed as per its constitution, and any tenancy with the University will be declared available to other organizations. A copy of the notice of charter revocation will be sent to the President of the organization and the appropriate University personnel.

Unpaid Service Hours: A student may be assigned to work a specific number of hours at the University with facilities, housekeeping, food services, or a community agency. These work hours will normally be required to be completed within a specific time frame and will be monitored by a supervisor. The supervisor will confirm with the judicial officer when the hours have been successfully completed.

Disciplinary Expulsion: Disciplinary Expulsion is permanent dismissal of the student from the University. The student will also be barred from University premises for a period to be specified at the time the sanction is imposed. A copy of the notice of expulsion will be sent to the individual, to the appropriate University personnel, and to his or her parents or guardians (of all students).

Disciplinary Probation: Disciplinary probation is a specified period of evaluation sometimes involving imposition of conditions or restrictions such as loss of privileges or eligibility to represent the University in extracurricular activities. The probationary period will be determined by the judicial officer. A copy of the notice of disciplinary probation will be sent to the individual, to the appropriate University personnel and to the parents or guardians of all students.

Disciplinary Suspension: Disciplinary suspension is the separation of the student from the University for a specific period of time. During the suspension, the student will not attend classes, will not participate in any University sponsored activities and will be barred from the University premises. Students will NOT be permitted to make up academic work which they miss during the period of the suspension. A copy of the suspension notice will be sent to the individual, to the appropriate University personnel and to the parents or guardians of all students.

Interim Suspension: See policy on Interim Suspension (page 68).

Short-term Suspension: Short-term suspension is for a period of five days, which may include weekends and holidays at the discretion of the Chief Student Affairs Officer. The returning student shall remain on probation for one calendar year from the date the incident occurred.

Long-term Suspension: Long-term suspension is for a period to be determined by the Chief Student Affairs Officer, but not less than the remainder of the semester in which the sanction is imposed. A student receiving long-term suspension as a sanction must apply for re-admission to the University by making written application to the Chief Student Affairs Officer. If re-admitted, the returning student shall remain on probation for one calendar year from the date on which the student re- enters the University.

Organizational Closure: Organizational closure is the suspension of an organization for one calendar year from the date of the Committee of Student Affairs hearing. Organizations may not conduct business, accrue new members, participate in campus wide activities or represent the University during this time. A copy of the notice of organizational closure will be sent to the President of the organization and the appropriate University personnel.

Organizational Restriction: Organizational restriction is a specified period of evaluation during which the organization will forfeit the right to accrue new members. The period of organizational restriction will be one year from the date of the Committee on Student Affairs hearing. The notice of organizational restriction will be sent to the President of the organization and the appropriate University personnel.

Restitution: The student or organization will be required to make payment to the University or to the other persons, groups or organizations for damages incurred as a result of a violation of University disciplinary procedures and policies.

Mandated Counseling: A student may be referred to Counseling Center for a counseling evaluation with prior arrangement of the Counseling Center or be required to participate in a psycho-educational group.

Educational Project: A developmental sanction requiring attendance or participation in a prearranged class, program, or activity designed to prevent or deal with high risk behavior.

Warning: A warning relating to a disciplinary offense is a written rebuke given to the offending student stating that his or her conduct falls below the acceptable standard required of all within the University.

Parental Notification: A letter describing the violation and sanctions imposed.

Other Consequences: Other consequences may be imposed instead of or in addition to those specified heretofore. For example, students may be subject to dismissal from University housing for violations that occur in Residence Halls, students may be asked to write a research paper on a particular topic or students may be subject to the loss or reduction of University-funded financial aid. These examples are intended to be suggestive but do not encompass a complete list of possible sanctions.

VIII. Doctrine of Fairness Standards

Individuals subject to expulsion, suspension, or disciplinary removal from University housing will be accorded a hearing before the Chief Student Affairs Officer or a Presidential designee. If found responsible, students will have the right to appeal to the Committee on Student Affairs. Individuals subject to less severe sanctions will be referred to a disciplinary conference as set forth in the Disciplinary Procedures (page 61) section. The focus of inquiry shall be directed to establish the responsibility of those accused of violating disciplinary procedures and policies.

Any charge(s) against organizations will be dealt with by the Committee on Student Affairs. Except in the case of organizations, all charges will be dealt with on an individual basis.

IX. Violations of Law and Disciplinary Regulations

Students may be accountable both to civil authorities and to the University for acts which constitute violations of law and of this code. The University will not substitute its penalties for those appropriate to civil law. Local authorities will hold students responsible in all ways that apply to all citizens. Penalties imposed by civil authorities, however, will not exempt students from University discipline for the same offenses. Students who have committed a felony or repeated misdemeanors will be subject to discipline through the University judicial process. Disciplinary action at the University is independent of any civil or criminal proceedings and will normally proceed in the course of civil and criminal actions and will not be subject to challenge or reduction on the grounds that civil charges involving the same offense have not been filed, have been dismissed, have been reduced or are still in process.

X. Interim Suspension

The Chief Student Affairs Officer or a Presidential designee may impose interim suspension to become immediately effective and without prior notice whenever there is evidence that the continued presence of the student on University premises or at a University-sponsored activity constitutes a substantial threat to him/her, to others or to the stability and continuance of normal University functions. A student suspended on an interim basis will be given the opportunity to receive a hearing before the Chief Student Affairs Officer or Presidential designee within five (5) business days from the effective date of the interim suspension. The University reserves the right to request a continuance for investigative purposes. The hearing shall then be held on the following issues only:

- A. The reliability of the information concerning the student's conduct, including the matter of his/her identity;
- B. Whether the conduct and the surrounding circumstances reasonably indicate that the continued presence of the student at the University poses a substantial threat to himself, to others, or to the stability and continuance of normal University functions or to the basic ideals and standards the University seeks to maintain.

XI. Disciplinary Procedures

Violations by the student of the Disciplinary Procedures and Policies at Alderson Broaddus University are acted upon by the Chief Student Affairs Officer, or other officials designated by the President of the University. The University operates under the evidentiary standard of preponderance of evidence.

All infractions which may result in suspension, expulsion, or removal from campus housing will be heard by the Chief Student Affairs Officer.

The Chief Student Affairs Officer or the Presidential designee will carefully review each case on the basis of its individual characteristics. When the Chief Student Affairs Officer or Presidential designee has evidence indicating that a student has violated disciplinary procedures and deems disciplinary action to be appropriate, he/she will promptly institute disciplinary proceedings as follows:

Within five (5) business days of receiving an incident report he/she will notify the student, in writing or electronic communication, of the nature of the charge(s) against him/her. The disciplinary officer will, at the same time, summon the student to a conference. Students who come before the Chief Student Affairs Officer or a Presidential designee will be notified in writing with sufficient particularity and in sufficient time to prepare for the conference concerning the charge. Under no circumstances will the student be confronted for the first time at the conference with new or additional charges. If new or additional charges are obtained, the Chief of Student Affairs or the Presidential designee will continue the hearing until the student is notified of such charges, with the continuance not to exceed forty eight (48) hours.

- A. A student can request a full hearing procedure in the initial conference with the judicial officer.
- B. If within forty eight (48) hours of written notification the student fails to schedule a conference or keep that conference, he/she will be considered responsible of the charge and disciplined accordingly.
- C. In cases in which the responsibility of the student is not established, the case will be dismissed. Responsibility may be established through a hearing as set forth earlier or the parties may agree to settle the issue in an informal proceeding.
- D. In cases in which the student admits responsibility and/or the disciplinary officers and the student agree that the matter can be resolved, including the imposition of discipline, the matter will be terminated at that time. The disciplinary officer and the student will both sign a statement attesting to the acceptance of this disposition. No further appeal from this decision is possible.

Dismissed cases are cases in which there is not enough evidence to determine responsibility on the part of the student. Dismissed does not amount to a finding of not responsible.

A student accused of an infraction of disciplinary procedures and policies has the right to be assisted at any conference by counsel of his/her choice. The counsel must be a member of the University community and may not be a lawyer. The counsel may not participate in the hearing. The counsel may sit in the hearing, but cannot address the judicial officer(s). If the student is unable to obtain counsel and requests counsel, one will be assigned by the Chief Student Affairs Officer.

The Chief Student Affairs Officer or Presidential designee may require the counsel to demonstrate, before the conference begins, knowledge of their role followed in the hearing.

If there is intimidation of any witness, member of the conference body, or other persons by the accused or any other person(s) for or against the accused, the person(s) guilty of such intimidation will be removed from the proceedings and may face judicial action. If the Chief Student Affairs Officer desires to appear against any student, the case must be heard by a Presidential designee. In any case where intimidation or harassment is suspected, the primary hearing will be postponed while the intimidation or harassment charges are investigated and brought to a hearing.

Burden of Proof

The burden of proof rests upon the one bringing the charge(s) against the student.

Conduct of the Conference

The authority bringing the charge(s) against the student will open the conference by detailing the basis of the charge(s) and presenting the evidence against the student. The student will then be given the opportunity to present evidence on his/her behalf, including the testimony of witnesses. In no case will statements or affidavits against the student be considered unless the student is given time and opportunity to rebut.

Findings

The findings of fact and the decision will be based solely on the conference record. Evidence improperly collected under coercion or harassment will not be admitted to the proceedings. The Chief Student Affairs Officer or Presidential designee must take reasonable steps to safeguard against improper disclosure of privileged or uncommonly personal material being entered into evidence.

XII. Appeals

- A. Any disciplinary action resulting in suspension, expulsion, or removal from campus housing may be appealed to the Committee on Student Affairs.
- B. The following are acceptable grounds for appeal:
 - a. Insufficient evidence to determine responsibility
 - b. Prejudicial error
 - c. Excessive Sanctions
 - d. Substantial violation of hearing procedures
 - e. Violation of procedural Doctrine of Fairness standards.
- C. Appeals of all sanctions imposed by judicial officer are permitted. Requests for appeals must be submitted in writing to the Chief Student Affairs Officer within five (5) business days from the date on which the student was notified of the decision by the Student Conduct Coordinator. This request must include:
 - the name of the Student Conduct Coordinator who made the original decision
 - the specific infraction(s) with which the student was charged
 - the sanction which was imposed
 - reasons for appeal which are limited to insufficient evidence to determine responsibility, prejudicial error, penalty in excess of that specified, substantial violation of hearing procedures or violation of procedural Doctrine of Fairness Standards.

The appellate person or body may at his/her/their option:

- Determine that there is insufficient basis for appeal
- Affirm the original decision
- Re-hear the case and affirm the original decision, but reduce the sanction
- Re-hear the case and dismiss the charges

The decision of the appellate person or body is final and will communicate the findings in writing or electronic communication to the appropriate bodies.

- D. Requests for appeals must be submitted in writing to the Chief Student Affairs Officer within five (5) business days from the date the letter was written notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final.
- E. Based upon the request for appeal and other evidence submitted by the parties, the appellate person or body will initially determine whether or not there is a basis for an appeal according to the criteria listed in Part B above.
- F. A decision for expulsion requires administrative review and approval by the President of the University and may be altered, deferred or suspended by that officer. The imposition of sanctions will normally be deferred during the pendency of appeal proceedings.

XIII. Appeal Proceedings

Counsel

A student accused of an infraction of disciplinary procedures and policies has the right to be assisted at any hearing by counsel of his/her choice. The counsel must be a member of the University community and may not be a lawyer. The counsel may speak for the accused and may conduct cross examination. If the student is unable to obtain counsel and requests one, counsel will be assigned by the Chief Student Affairs Officer. The Chief Student Affairs Officer or Presidential designee may require the counsel to demonstrate, before the hearing begins, knowledge of the procedures to be followed in the hearing.

Record

Hearing proceedings will be tape recorded in their entirety. Deliberations of the judicial bodies are separate from the hearing and will not be recorded. The recording will be made available to the student at his/her request but may not be removed from the Office of Student Affairs. Results of the disciplinary conference will not be entered in the student's official transcript. The result of the hearing will be available only to authorized personnel of the University or other authorized institutions upon proper request. Custody of the disciplinary records will be maintained by the Chief Student Affairs Officer. Provisions will be made for the periodic, routine destruction of non-current disciplinary records. Disciplinary records will be kept for a minimum of seven years after the students' graduation or withdrawal from the University.

XIV. Committee on Student Affairs**Purpose**

1. The committee functions in an advisory capacity to Student Affairs staff and is involved in the development and support of Student Affairs policies in the implementation of programs designed to achieve the desired goals, and in the regular review and evaluation of Student Affairs policies.
2. Acts as a hearing body regarding alleged violations of the disciplinary policies and procedures of the University by student organizations.
3. Hears, upon request of a student, the Director or designee, a case involving the suspension expulsion, or removal from campus housing.
4. Reviews and approves/disapproves requests for Student Organization charters.

Membership

The Committee on Student Affairs is composed of:

Four (4) faculty members, four (4) staff or administrative persons, and four (4) students from across campus, as appointed by the Chief of Student Affairs, President, or presidential designee.

Channels of Communication and/or Accountability

Committee of Student Affairs reports on programs and/or recommendations to the SGA, faculty-staff, or to the President's Cabinet as appropriate.

Disinterestedness

Any member of the committee who serves as a witness, brings charges against the student, or has a demonstrable interest in the case will dismiss themselves from that particular hearing. A vacancy resulting from such action will be filled by the appropriate alternate.

Alcohol and Drug Policy Handbook

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Alderson-Broaddus University Special Notice to Students and Employees

The following information must be provided annually to each student and employee under the auspices of the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). This information is a summary of more complete documents concerning student conduct in general and alcohol and drug abuse in particular. For more detailed information, contact the Office of Student Affairs or the Counseling Center.

The alcohol and drug policy will be reviewed annually to determine effectiveness, to implement any needed changes, and to ensure sanctions are consistently enforced.

Philosophy

Alderson Broaddus University is concerned with both the welfare of the University community and the academic and personal development of each student. The University strives to create a healthy environment where the illegal and/or improper use of alcohol and drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the University community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community's learning environment and the academic, physical, spiritual, and emotional well-being of its students.

The Regulation

Briefly stated, Alderson-Broaddus University as an entity supports the laws and regulations of the United States, the State of West Virginia, Barbour County, and the City of Philippi. Each student and employee as a responsible member of the college community is expected to do the same. As a part of these laws and regulations, the unlawful possession, use, or distribution of alcohol, illicit drugs, or any other controlled substance on campus or as a part of any University related employment or activity is prohibited.

Alcohol Policy

The use or possession of alcoholic beverages on campus or at University-sponsored activities is strictly prohibited. “Keggers” or other forms of parties serving alcoholic beverages are forbidden on campus or at University-sponsored activities. Anyone in the presence of the possession and/or use of alcoholic beverages on campus or at University sponsored activities will be held accountable in the same manner as the possessor and/or user of the alcohol. (See “*Disciplinary Procedures and Policies*” Page 61).

Drug Policy

Use or possession of any controlled substance or of illegal drugs and drug paraphernalia is strictly prohibited. Students found to be involved in possession, use, distribution, or transportation of illegal drugs or paraphernalia, on or off campus, will be subject to disciplinary action which may include dismissal or immediate suspension from the University. Anyone in the presence of the possession and/or use of controlled substances on campus or at University sponsored activities will be held accountable in the same manner as the possessor and/or user of the controlled substance. The University Counselor and University Chaplain are available to discuss in confidence matters concerning drug use.

Alcohol Policy Violations

Violation of the University alcohol policy will result in the following possible consequences for students or organizations. The possible consequences and sanctions can be found on page 66. The judicial official has the right to alter these sanctions.

Drug Policy Violations

Violation of the University drug policy may result in one of the consequences found on page 66 for students or organizations based on the offense.

Federal, State, and Local Laws Related to Alcohol, Controlled Substances, and Other Drugs Federal Law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs (“controlled substances”) Controlled Substances Act 21 U.S.C. Sections 841, 843 [b], 844, 845, 846 (1988). The next page lists Federal Trafficking Penalties. (CSA stands for Controlled Substance Act Schedule).

State of West Virginia Laws Regarding the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

Alcohol Violations

Misrepresentation of age or illegally attempting to purchase non-intoxicating beer and wine or alcoholic liquor under the age of 21.	Misdemeanor	Maximum penalty - imprisonment in county jail for up to 72hr and fine up to \$50.
Persons not related by blood marriage furnishing non- intoxicating beer, wine, or alcoholic liquor to a person under 21.	Misdemeanor	Maximum penalty - imprisonment in county jail for up to 10 days and fine up to \$100.
A Person Who: 1. Appears in a public place in an intoxicated condition.	Misdemeanor	For violation of 1, up to 60 days in jail and a fine up to \$100 (Option of alcohol education or counseling may apply.)
2. Drinks alcoholic liquor in a public place.	Misdemeanor	Up to 60 days confinement in jail and a fine of \$1,000.
3. Drinks alcoholic liquor in a motor vehicle.	Misdemeanor	Up to 60 days confinement in jail and a fine of \$1,000.
4. Tenders an alcoholic drink to another person in a public place.	Misdemeanor	Up to 60 days confinement in jail and a fine of \$1,000.
5. Possesses alcoholic liquor in an amount in excess of one gallon in a container not having the commissioner’s stamp or seal.	Misdemeanor	Confinement in jail for up to 12 months and a fine of \$500.

Controlled Substances/Drug Violations

Except as authorized by law, it is unlawful for a person to manufacture, create, deliver or possess with intent to deliver controlled substances. (See below for the references to controlled substances.)

West Virginia Code Sections 60 A-2-204, 206, 208, 210, and 212 provides Schedule I, II, III, IV, and V of Controlled Substances as referred to hereafter. In reviewing offenses involving these Schedules of Controlled Substances you may refer to the type drug in each schedule by looking up that section of the West Virginia Code.

Substances and the penalties for various offenses are as follows:

1. Offense involving Schedule I or Schedule II controlled substance which is a narcotic.	Felony	MAXIMUM PENALTY: Imprisonment in the penitentiary for 1 to 15 years and a fine of \$25,000.
2. Offense involving Schedule I or Schedule II controlled substance which is not a narcotic above in Schedules I, II, III.	Felony	Imprisonment in the penitentiary for 1 to 5 years and a fine of \$15,000.
3. Offense involving Schedule IV substance.	Felony	Imprisonment in the penitentiary for 1 to 3 years and a fine of \$10,000.
4. Offense involving Schedule V substance.	Misdemeanor	Confinement in county jail for 6 months to a year and a fine of \$5,000.
5. Offense involving possession of a controlled substance without valid prescription.	Misdemeanor	Confined in county jail not less than 90 days, not more than 6 months and a fine of \$1,000.
6. Offense involving an imitation controlled substance.	Misdemeanor	Imprisonment in the county jail for 6 months to a year and a fine of \$5,000.
7. Where a person 18 years or older commits any offense outlined in 1 through 4 above by distributing a narcotic to a person under 18 years of age and at least three years his junior.	Misdemeanor	Fine same as 1 through 4, but may be subject to a term of imprisonment up to twice that authorized by 1 through 4 above.
8. Any person convicted of second or subsequent offense, except for those in 7 above.	Misdemeanor	May be imprisoned for a term up to twice that otherwise authorized and fined an amount up to twice that otherwise authorized or both.

Vehicular Offenses

1. Any person driving a vehicle in West Virginia while under the influence of alcohol, a controlled substance, any other drug, or any other combination of the above.

A. Commits an act forbidden by law which results in the death of another.	Felony	Imprisonment in the penitentiary for 1 to 3 years and a fine of \$3,000.
B. Commits an act forbidden by law which results in bodily injury to another.	Misdemeanor	Imprisonment in the county jail for up to one year and a fine of \$1,000.
C. Driving under the influence as in 1 above with no deaths or injury resulting.	Misdemeanor	Imprisonment in the county jail for up to 6 months and a fine of \$500.

2. Anyone younger than 18 years of age found driving under the influence of alcohol is subject to the same penalties as an adult if their blood alcohol level is greater than 0.02% by weight.

Health Risks Associated with Alcohol/Illicit Drug Abuse

Alcohol

Alcohol abuse is a primary concern on college campuses. Alcohol abuse significantly impacts the abuser and those around her/him in the campus community. Violence, relationship violence, date and acquaintance rape, and other crimes all increase significantly when alcohol is involved. The dangers of drinking and driving are well documented. Poor academic performance/academic failure can be another outcome of alcohol abuse.

Alcohol abuse influences the individual's decision-making, and may lead to participation in risky behaviors such as casual sexual encounters and the increased exposure to STDs and HIV/AIDS. Beyond these immediate outcomes of alcohol abuse are the problems that develop if alcohol abuse becomes a pattern of behavior. Alcohol can become a crutch that one looks to in order to deal with problems and that in fact makes life more problematic.

Denial is a key aspect of alcohol abuse/dependence as an individual continues to drink in spite of problems in relationships, with school, with jobs, with the law that others would identify readily as related to the alcohol abuse. One's judgment and decision-making are significantly impaired to the point that the individual may be willing to give up relationships, school, etc. and blame them rather than the alcohol for their problems.

As alcohol abuse continues, physical problems begin to come into play. The person begins to have black-outs or periods of time in which they can't remember what they've done. They can develop gastrointestinal problems, hypertension and problems with learning and memory. Long-term effects of heavy alcohol consumption can lead to permanent problems with vital organs, including the liver and the brain. Attempts to stop drinking can lead to withdrawal symptoms, tremors and seizures. Withdrawal from alcohol can cause death.

Pregnant women who drink can have babies born with fetal alcohol syndrome, with permanent physical abnormalities and mental retardation.

Children of alcoholic parents are more likely to develop alcoholism.

Alcohol abuse and alcohol dependence have far-reaching consequences for the abuser and all those who come in contact with her/him. *It is the most common of preventable illnesses that kill individuals. Most importantly it is a **treatable** disease.*

Marijuana

Of significance health-wise is information gained recently about the effect that even short term marijuana use can have on learning and memory. Brain development continues until age 18-25. Use of marijuana negatively impacts this critical neurological development.

Women who smoke marijuana during pregnancy can have babies with neurological deficits at birth and problems that can affect learning and attention as these children start school.

Marijuana contains 50 to 70 percent more carcinogenic hydrocarbons than tobacco smoke, so has the potential to cause various cancers.

For information on commonly abused drugs, see the chart following:

Drugs of Abuse/Uses and Effects

From Commonly Abused Drugs --- National Institute on Drug Abuse

Substance	Intoxication Effects/Potential Health Consequences
Marijuana	euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections, impaired memory and learning; increased heart rate, anxiety, panic attacks, tolerance, addiction
Stimulants	increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heartbeat, reduced appetite, weight loss, heart failure, nervousness, insomnia; also for amphetamine, cocaine, and nicotine.
a. Amphetamine	rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis
b. Cocaine	increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks
c. Nicotine	additional effects attributable to tobacco exposure: adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer; tolerance, addiction.
Hallucinogens	altered states of perception and feeling; nausea; flashbacks, increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors, persistent mental disorders
LSD	altered states of perception and feeling; nausea; flashbacks, increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors, persistent mental disorders
Depressants	reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion, impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death; also in benzodiazepines, GHB, and rohypnol
a. benzodiazepines	sedation, drowsiness/dizziness
b. Rohypnol	visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects
c. GHB	drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death
Narcotics	(heroin, morphine, opium, codeine, Meperidine, methadone, oxycodone (OxyContin), Hydrocodone (Vicodin) pain relief, euphoria, drowsiness/nausea, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death
PCP	increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting

Anabolic steroids	no intoxication effects/hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne
Inhalants	stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination, wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death

Assistance Programs

If you are concerned that you or a friend might have an alcohol or drug problem, the offices of the Counseling Center in 231 Burbick Hall is available for initial dialogue and assistance in defining the extent of any problem. (See other off-campus resources below.) If a substance abuse problem is determined to exist, referral may be made to local substance abuse treatment services, or the student will be assisted, if they prefer, to receive follow up with a counseling or treatment program closer to home. The Counselor will assist students to obtain needed services. Listed below are local resources for alcohol/drug treatment, as well as phone numbers for local hotlines and support groups.

Resources for Alcohol/Drug Treatment

Emergency Resources Broadus Hospital ER --- Phone: 304-457-1760

Acute care/Assessment/Referral

United Hospital Center ER --- Phone: 304-624-1978

Acute care/Assessment/Referral

Outpatient Services --- On-Campus

Chad Hostetler LPC, Director of Counseling Services

231 Burbick Hall

Phone: 304-457-6213

Alcohol/Drug Assessment and Referral; Limited Addictions Counseling

No cost to A-B students

Outpatient Services --- Off-Campus *Appalachian Community Health* Phone: 304-636-3232

DUI Evaluations/Individual and Family Therapy

Barbour County Health Department

Phone: 304-457-1670

23 Wabash Avenue

Philippi, WV 26416

Addictions Counseling and Referral

Crimson Counseling

Phone: 304-622-4786

443 W. Pike Street Clarksburg, WV 26301 www.crimsoncounseling.com

Christian counseling focus; addictions counseling including gambling addiction; individual therapy

Phoenix Associates

Phone: 304-622-6404

Quiet Dell, WV Individual Therapy

United Summit Center

Phone: 304-623-5661

Clarksburg, WV 26301 (next to United Hospital Center)

Individual and group therapy; DUI services; longer term recovery groups; Intensive outpatient afternoon and evening program; adolescent program.

Valley Health Care

Grafton 304-265-3947

Fairmont 304-366-7174

Morgantown 304-296-1731

Kingwood 304-329-1059

Addictions Hotlines

AA 1-800-333-5051

Alanon-Alateen 1-800-425-2666

NA 1-800-766-4422

Calling these numbers will put you in touch with someone who can tell you about local meetings/dates.

Gamblers Anonymous (Lost Creek)

Phone: 304-234-9799

Lost Creek, WV (I-79, exit 110)

Lost Creek Seventh Day Baptist Church

Meetings held on Tuesdays, 7 p.m.