Welcome to WVU’s Residential Communities

On behalf of the Office of Residential Education, I would like to welcome you to West Virginia University’s residential communities. Some of the most memorable moments in your college life will take place in the residence halls. It is a time when you will learn how to adapt and grow. Our goal is to help make your residence hall experience welcoming and to help make a positive contribution to your college experience.

Residents will have the opportunity to attend programs, become members of a diverse community, and learn more about themselves and others. Living in the residence halls can provide a wonderful opportunity for residents to learn how to live with people who have different interests and come from different cultures. Our residence hall staff is eager to assist you in adjusting to this new community.

I am very proud of the residence hall staff members who work to create an enriched living/learning environment. The staff is dedicated to facilitating learning that goes beyond the realm of the classroom. The residence hall staff works together to help you get through your first year successfully. If you have problems or questions of any kind, do not hesitate to ask for assistance.

Each residence hall has many activities for you to take advantage of. You can participate in various residence hall trips and other residence hall programming opportunities. You should not be bored; there are residence hall events planned every week so check with your RA to find out how you can get involved.

The programs we provide in the residence halls will make your college experience exciting. We want you to get involved so that you can be successful. At WVU, students are our number-one priority. Our goal is to provide you with the tools needed to make your first year at WVU a success.

We expect you to be a positive, productive member of the residence hall community. You can do this by respecting the rights of others and by working to grow as an individual. Part of this growth means accepting responsibility, making good decisions, practicing good citizenship, and developing a tolerance for the values of others. This guidebook outlines the policies and procedures governing your residency. These policies and procedures have been designed to safeguard and protect you, as well as ensure an environment conducive to academic success. We want your living experience in the residence halls to be a rewarding and enriching experience.

—Trish Cendana, Ed.D, Interim Executive Director of Housing and Residential Education
WVU Residence Halls and Staff

Residential Education Office:
Downtown — 304-293-4901
Evansdale — 304-293-4686

Arnold Hall and Apartments: arnold.housing.wvu.edu
Main Desk — 304-293-2840
Residence Hall Coordinator (RHC) — 304-293-3068

Boreman Hall (North and South): boreman.housing.wvu.edu
Main Desk — 304-293-2010
Residence Hall Coordinator (RHC) — 304-293-5803

Dadisman Hall and Stalnaker Hall: dadismanstalnaker.housing.wvu.edu
Main Desk — 304-293-4601
Residence Hall Coordinator (RHC) — 304-293-7225

Evansdale Residential Complex (ERC):
   Bennett Tower: bennett.housing.wvu.edu
   Main Desk — 304-293-2813
   Residence Hall Coordinator (RHC) — 304-293-5037
   Braxton Tower: braxton.housing.wvu.edu
   Main Desk — 304-293-2814
   Residence Hall Coordinator (RHC) — 304-293-6948
   Brooke Tower: brooke.housing.wvu.edu
   Main Desk — 304-293-2814
   Residence Hall Coordinator (RHC) — 304-293-7212
   Lyon Tower: lyon.housing.wvu.edu
   Main Desk — 304-293-2813
   Residence Hall Coordinator (RHC) — 304-293-9185

Honors Hall: honors.wvu.edu/honorshall/
   honorshallhome
   Main Desk — 304-293-1800
   Residence Hall Coordinator (RHC) — 304-293-4835

International House: internationalhouse.wvu.edu
   Boreman Main Desk — 304-293-2010
   Residence Hall Coordinator — 304-293-7991

Lincoln Hall: lincoln.housing.wvu.edu
   Main Desk — 304-293-6170
   Residence Hall Coordinator (RHC) — 304-293-8115

Summit Hall: summit.housing.wvu.edu
   Main Desk — 304-293-3123
   Residence Hall Coordinator (RHC) — 304-293-9782

University Park Hall: http://housing.wvu.edu/resi-
   dence_halls/residence_halls/universitypark
   Main Desk - 304-293-7275
   Residence Hall Coordinators (RHCs):
Staff

Each Residential Learning Community is staffed by professional and student staff members as follows:

Main Desk

The main desk of each building is the central point of information for residents. Although the services at the main desk vary slightly from hall to hall, most desks handle guest registration, instructions on how to use the online work order (repair) request system, equipment check-out, temporary key dispersal, postings on upcoming events, information directories, certain deliveries to students, and the names of staff members on duty. Each desk is staffed by a full-time employee from 8:00 a.m.–4:00 p.m., Monday–Friday. After 4:00 p.m. weekdays and on the weekends, RAs, Night Staff, or Community Assistants will staff each desk.

Note: Some of the main desk phone numbers are not active during the summer months. Please call the Residential Education Office at 304-293-4686 or 304-293-4901 if you have questions during this time.

Living-Learning Communities (LLCs)/Resident Faculty Leaders (RFLs)

Resident Faculty Leaders (RFLs) and Living-Learning Community Leaders at West Virginia University (WVU) are experienced University professionals who work with first year and undergraduate students to help them achieve their academic and personal goals. Some of these individuals live in (or near) the residence halls and they interact with students frequently. They also help coordinate social activities to support the student's successful transition from high school to college and from home to campus. The programs offered often include upper-class students, faculty, staff, researchers, administrators, and Morgantown community members from a number of backgrounds to expose students to the broad variety of opportunities and perspectives on a large land-grant campus. These individuals help students explore the vast array of opportunities on campus to help students grow academically and personally.

Residence Hall Coordinators (RHCs)

The Residence Hall Coordinator (RHC) is a full-time, professional Residential Education staff member who oversees the daily operations of the residence hall. They also supervise the Resident Assistants and Wellness Coordinators. They assume responsibility for making sure residential needs are met. They make sure that your residence hall maintains a safe community by upholding residence hall policies and procedures. In addition to handling daily operations, RHCs are trained in safety and security, student development, student conduct, and emergency procedures. The RHC is here to help ensure that your residence hall experience is positive and enriching.
Resident Assistants (RAs)

Your Resident Assistants (RAs) will most likely be one of the first people you will meet in your new home. RAs are student staff members who have been carefully selected and specially trained to help you and your floor-mates learn more about the University and how to adjust during your first year. RAs are not police officers or parents. They serve as valuable resources. They are part of a staff that is well informed about the University and cares about you! If you have questions or concerns about your residence hall or if you just want to talk, try speaking with your RA first. Since your RA is a full-time student, you may occasionally find that she/he is difficult to reach during the daytime hours. Should you need assistance and no one is available, stop by or call your Main Desk. The Main Desk is staffed 24 hours a day. Desk staff will be able to assist you.

Wellness Coordinators (WCs)

Wellness Coordinators are staff members who provide students with educational and engaging wellness experiences designed to encourage a healthy lifestyle. They also serve as support and have been specially trained to help you in various situations.

Night Staff

The Night Staff assist the live-in staff by securing the residence halls and responding to policy violations and emergency situations. You will see them checking identification, staffing the Main Desk, and circulating in and around the residence halls between midnight and 8:00 a.m.

University Police

304-293-COPS (2677)

The WVU Police Department employs state-certified police officers who provide 24/7 law enforcement service to the University community.
Your University Housing Contract

The room and board contract is more than just a piece of paper; it is a legally binding agreement. While enrolled at WVU, the contract is in effect until the end of the academic year (May 7, 2016). Returning your room key and/or moving out does not cancel your housing contract.

Your University housing contract obligates you to follow all of the rules in both the Eyes & 'Eers and the Student Conduct Code, in addition to any other University policies. If a student is held responsible for violating any of these policies and is removed from the residence halls, the student is still responsible for paying room and board fees for the entire academic year.

Room Assignments

The MyHousing portal is a user-friendly housing tool that students use to select their own room and even create a personal profile for selection of a roommate. Shortly after you have paid your housing deposit, an e-mail will be sent directly to you at your MIX account from the WVU Housing Assignments Office informing you of your priority period for room selection. In February, MyHousing will begin to open to all freshman/transfer students to select their rooms by logging on to https://myhousing.wvu.edu/student. You can use your MIX User ID and password to log in, select from available rooms, and invite a roommate. All room assignment information made through the MyHousing portal will be delivered electronically by e-mail to your MIX account. Students can also view their room assignments and roommate information. Once on the application, you will log in using your MIX ID, then click the "Complete Application" tab, from there, you will scroll down and see your roommate/suitemate's name and be able to view their profile and send them messages.
Your Room and Roommate

Living with someone you may barely know will be one of your most important learning experiences at college.

The person you will be living with can be the source of your most memorable experiences and someone with whom to grow. Living in close quarters with others can be a challenging and revealing experience. You are exposed not only to new personalities, attitudes, and lifestyles, but also to a host of unfamiliar frustrations. Roommates do not have to be best friends, but they should have a good working relationship and be open-minded enough to accept each other. In order to reduce friction and disappointing surprises, you will, with the help of your RA, complete an agreement of your expectations of one another.

Roommate Agreements

Your RA has roommate agreements that they will go over with you and your roommate(s) after you arrive on campus. These agreements allow you and your roommates to set some ground rules so your living experience is more enjoyable. If you are a late sleeper, and your roommate is an early riser, there may be some conflict. One of you may keep the other up late, and one of you may get the other up too early. The roommate agreement allows you to head off this potential problem by having you and your roommate(s) set rules about how late you’re going to stay up (or what you will do to keep from waking your roommate(s) up in the morning). It allows you to come to a mutually satisfying decision together.

The Art of Compromise

The only way you can begin to work out your differences is by letting your roommate(s) know that there are differences to be worked out.

It is much more effective if you sit down and have a conversation with your roommate(s) about the situation. You and your roommate(s) should have already talked (or will talk soon) together with your RA and negotiated a roommate agreement. Use this agreement to help solve any problems that you have with your roommate(s).

Think about what you want to say beforehand. If you’re bothered by things that your roommate has done or is doing, be prepared to give specific examples of what you wish were different. (It is much more effective to say, “I would rather that you not leave your dirty laundry all over the room,” than to say, “You’re a slob.”) Many times people are unaware that they are bothering you.

Room Changes

Talk about possible solutions and allow some time to work through specific issues. If you followed these steps and you still want to move, contact your RHC, who can initiate the room change process. Due to the need for the Assignments Office to check room occupancy at the beginning and end of each semester, room change requests are generally
not approved during the first and last couple of weeks of each semester.

If you wish to change your room, contact your RHC, who will assist you with the proper procedures. Please note that room changes are not made on the basis of race, age, disability, veteran status, religion, sexual orientation, color, or national origin. If you are having difficulties with your roommate that cannot be resolved, it is important that you speak with a Residential Education staff member for assistance. All room changes must be approved by your RHC. Switching rooms without approval is prohibited.

Residential Education reserves the right to initiate administrative moves made in the best interest of the student and building operations. Roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, or halls.

Vacation Periods
What should I do to prepare?

Before you leave for vacations, turn off all electrical appliances (excluding refrigerators), close and lock all windows, store valuables in your closet, remove all perishables from your room, empty your trash, and lock your room door. You must vacate your room according to the dates and times listed on the back cover of this handbook. For security reasons, no one is allowed access to rooms when the halls are closed. Please consult the main desk in your hall for further information regarding these arrangements.

Checkout Procedures

When you vacate your room for any reason (end of the year, room change, etc.), contact your main desk. The condition of your room will be checked against the room condition report that you completed when you checked in. This procedure is for your protection. Room occupants will be billed for rooms and/or furnishings that have sustained damages or are excessively dirty. If you withdraw from the University prior to the end of the academic year, room and board charges are based on the date your key is returned and your belongings are moved from the room. Remember, returning your room keys and/or moving out does not cancel your housing contract. Your contract is a legally binding agreement until the end of the academic year while you are enrolled.
Packing Your Bags

Things to Definitely Bring
• Rainwear and umbrella
• Room decorations
• Bathrobe, shower shoes, shower bucket, towels, and washcloths
• Two sets of linens (mattresses are 36" x 80"), blankets and pillow
• Fan (in buildings without air conditioning)
• Headphones
• Surge protectors
• School supplies and a backpack

Things You May Want to Bring
• Mini Refrigerator (10 amps, maximum size of 3.2 cubic feet)*
• Throw pillows for your bed
• Computer with security cable and lock
• Coffee mugs, plastic cups
• Extra lamp and stackable crates
• Portable electronic devices
• Coffeemaker (with lighted on/off indicator)
• Flashlight
• Moving cart/dolly to make move-in easier
• Television

*Note: Refrigerators and microwave/refrigerator combination units may be rented from the Melvin Group during New Student Orientation or you may call toll free 1-800-525-7307.

Not-Permitted Items
For health and safety reasons the following items are not permitted in student rooms. Failure to comply with these restrictions will result in the item being confiscated and will be considered a student conduct/disciplinary matter.
• Free weights over 20 pounds total
• Electric devices such as hot plate, cup heater, toasters and ovens, popcorn popper, air conditioners, dehumidifiers, electric grills, portable heaters, sandwich makers, crock pots, etc.
• Alcohol, drugs, paraphernalia, and empty alcohol containers
• Microwaves (See note below)*
• Any open-flame object (e.g., candles or incense) and candle warmers
• Subwoofers, drums and amplified instruments (e.g., electric guitars)
• Weapons (see Community Standards of Conduct)
• Fireworks
• Gasoline, lighter fluid, charcoal grills or any combustible, explosive, or flammable material
• Pets of any kind, except for fish in a tank (no more than ten gallons)
• Halogen lamps
• Waterbeds
• Supplies used to stack or loft beds
• Paintball, BB, or pellet guns
• Wireless routers (routers are permitted if the wireless feature is disabled—see ResNet policies at resnet.wvu.edu)
• Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted)
• Motor bikes, Segways, etc.
• Any item hung outside the window

This list is not comprehensive. Residential Education reserves the right to ask students to remove items that are considered unsafe or disruptive. If residence includes a kitchen area in the apartment, appliances are permitted.
Furnishings/Decorating Your Room

Since most students share a room, it is best to discuss decorating plans with your roommate before packing many large or nonessential items. You should receive the name and address of your roommate along with your room assignment — this information is available by accessing MyHousing.

Room furnishings differ somewhat in various halls. All rooms include study desks, dressers, drapes, desk lamps, wastebaskets, twin beds with extra-long mattresses (36 x 80 inches), and one cable and data connection per room. International House does not have cable access but cable is available in the main lounge. WVU leased housing may offer different services.

You are encouraged to express your individuality and creativity when personalizing your room. However, please keep in mind that all modifications to your room must comply with maintenance and safety standards.

- Furniture may be rearranged but cannot be stacked or lofted.
- When hanging things on the walls, use poster putty or adhesive strips rather than tape, nails, or tacks. In University-owned housing, heavier items can be hung using hooks available from your Facilities Manager’s office.
- Sheets and other materials considered fire hazards cannot be hung from the ceilings or placed in doorways.
- Furnishings from lounges and other public areas cannot be placed in rooms.
- Screens cannot be removed from the windows for any reason.

Room Condition Report

When you check into your residence hall, you will be given a handout with instructions to complete an online room condition report. It is important that you complete this online form thoroughly. It is used to assess any damages that occur in your room during the year. It is important that you review this form for accuracy and completeness. Do not begin personalizing your room until you have reviewed this form. Your completion of the room condition report indicates that you fully agree with the condition of your room as stated. You should also review this form when moving out of your room or if you should change rooms during the year. Remember, you will be held responsible for keeping your room and room furnishings in good condition and will be assessed charges for any missing furnishings and/or damages.

Because the University does not accept liability for damage or theft of personal property, we recommend that you either carry your own personal property insurance or determine if property loss is covered by your parents’ homeowner’s policy. It is a good idea to put proper identification on all your valuables. Call the University Police
Department (304-293-2677) and ask for information on “Operation ID.”

**Damage Billing**
Your residence hall is your home away from home. While you make our halls home, we expect you to cooperate with housekeeping and maintenance personnel by keeping your residence hall clean and well-maintained. When the halls are damaged or the furnishings stolen, your home is also damaged. When this occurs, we make every effort to determine who is responsible for the damage and/or theft. Damage to University property may result in a student conduct meeting.

**Guidelines for Damage Billing**
These are the charges to repair any damages to your room and the furniture in your room if it was damaged while in your care. Student Conduct fines are independent of these charges. These charges are subject to change.

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed</td>
<td>$270</td>
</tr>
<tr>
<td>Bunk bed pins</td>
<td>$5</td>
</tr>
<tr>
<td>Chest of drawers</td>
<td>$300</td>
</tr>
<tr>
<td>Data/cable connection</td>
<td>$60</td>
</tr>
<tr>
<td>Desk</td>
<td>$300</td>
</tr>
<tr>
<td>Desk chair, padded</td>
<td>$125</td>
</tr>
<tr>
<td>Desk chair, unpadded</td>
<td>$100</td>
</tr>
<tr>
<td>Desk lamp</td>
<td>$30</td>
</tr>
<tr>
<td>Lock change, (door key)</td>
<td>$50</td>
</tr>
<tr>
<td>Lock change, (mailbox)</td>
<td>$25</td>
</tr>
<tr>
<td>Mattress (36 x 96)</td>
<td>$120</td>
</tr>
<tr>
<td>Mirror</td>
<td>$100</td>
</tr>
<tr>
<td>Phone jack</td>
<td>$60</td>
</tr>
<tr>
<td>Removing public area furniture</td>
<td>$50</td>
</tr>
<tr>
<td>Smoke detector</td>
<td>$50</td>
</tr>
<tr>
<td>Screen (replace frame and screen)</td>
<td>$50</td>
</tr>
<tr>
<td>Screen (re-screen only)</td>
<td>$25</td>
</tr>
<tr>
<td>Telephone</td>
<td>$30</td>
</tr>
<tr>
<td>Window</td>
<td>$50</td>
</tr>
<tr>
<td>Window curtain (pair)</td>
<td>$70</td>
</tr>
<tr>
<td>Waste can</td>
<td>$20</td>
</tr>
</tbody>
</table>

**Labor costs**
- Painting and plastering: $30 per hour/supplies included
- Cleanup/custodial: $20 per hour/supplies included
- Miscellaneous: $20 per hour/plus supplies

**Health and Safety Room Inspections**
The Housing Facilities Office makes periodic, unannounced checks of all residence hall rooms. A residence hall staff member who is responsible for identifying health, safety, and maintenance problems
performs the inspections. As a member of the hall community, you share the responsibility to maintain a healthy and safe living environment by adhering to the established standards. With your cooperation, we can ensure that your home for the next nine months is a safe and pleasant place to live.

**Maintenance Request**

Maintenance and Housekeeping staffs work together to keep the residence halls safe and clean. In the event something needs to be repaired, you can get assistance by submitting a work request online at [fsd.wvu.edu](http://fsd.wvu.edu). If an emergency exists (floods, power outages, safety hazards, etc.), please call the Main Desk.

**Keys**

You will receive your room keys when you check into your hall. You are expected to keep your room door locked and your key with you at all times. If you lose your room key or are locked out of your room, you can sign out a temporary key at your front desk with a picture ID. Temporary keys must be returned within 72 hours. If you do not return your key within 72 hours, you will be charged for a lock change. You may request an earlier or immediate lock change. If you lose your mailbox key, please report this to your front desk. A replacement will be made as soon as possible. There is a fee of $50 for a room door lock change and a $25 fee for a mailbox lock change. More than four temporary key checkouts will result in a $25 service fee.

At the end of the year, or when you move from a residence hall room, the keys that were issued to you must be returned or you will be charged the cost of a lock change. Keep in mind that these policies are designed to ensure that your room is safe and secure. If you find yourself locked out of your room, go to the Main Desk in your building and request assistance. Custodians and maintenance staff are not allowed to unlock your door.

**Room Care**

Your room should be kept in a condition that does not create a health or safety hazard. This means that paper, clothing, food, and trash are not to be strewn throughout your room. This will help avoid the creation of a fire hazard, growing mildew, and/or the attraction of bugs. Periodically, residence hall staff members conduct room checks and document any safety concerns and policy violations. In halls that have private or suite bathrooms, these bathrooms are cleaned on a regular basis by custodial personnel. To help the staff keep these areas clean, all personal items must be removed to facilitate the cleaning process.

You and your roommate are responsible for making sure your room is a clean and safe living environment. The custodial staff maintains common areas. All residents, however, are expected to do their part in keeping these areas uncluttered, safe, and clean. Trash should not be left in the halls or bathrooms for someone else to clean up. You can help
by picking up after yourself and by promptly reporting any damages or maintenance requests to your Main Desk.

Community Standards of Conduct

As in any group setting, residence halls have rules and regulations that establish the standards and rights of membership. When members of residence hall communities choose to violate policies, residence halls become unpleasant places in which to live.

The residential student conduct process has jurisdiction over all residence halls and their surrounding properties. In addition to its contribution to the academic mission of the University, the student conduct process is also designed to support community standards while allowing students to make decisions in line with their individual lifestyles and value systems. Although policies and processes may appear and feel restrictive, there is no intent to deprive students of the opportunity to make independent decisions. Nevertheless, policies have been established in accordance with other University regulations, local, state, and federal laws, and input from previous residents. Overall, the policies set in place have proven to be in the best interest of the residence hall community at large.

The residence hall policies of West Virginia University are designed to protect the individual within an environment that promotes personal and academic success. The following policies, procedures, and guidelines for student behavior are designed to enhance your living and learning environment. Violations of any rule or regulation will lead to student conduct administrative action. Where such action is necessary, residence hall students may also face civil liability or criminal prosecution. Students are responsible for becoming familiar with and acting upon their rights and responsibilities. Students’ rights and responsibilities are published within the Eyes & ’Eers and the West Virginia University Student Conduct Code.

Matters of safety and security are of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone within the larger community. Students are expected to forego personal convenience in the interest of community safety.

In accordance with the housing contract Residential Education reserves the right to inspect all areas of a student’s room if there is information that indicates University policies are being violated or if the condition of the room is thought to present a health and safety concern. Residential Education reserves the right to initiate administrative moves made in the best interest of the residential community. Also, roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, and/or residence halls.

The residential student conduct process is designed to be educational and encourage responsible behaviors. It is expected
that residents/students and their guests do not allow themselves to be present for situations that may potentially disrupt the larger residential community. If you or your guest(s) are present for policy violations, or violations occur in your assigned room, you will typically be held responsible for the violations, and appropriate behavioral plans will be imposed. It is expected that students will immediately separate themselves from policy violations, and report violations to appropriate staff members. If information supports that students or their guests are aware of a policy violation(s) and fail to report the incident and immediately separate themselves from the situation, students will most likely be found responsible for the alleged policy violation(s) and the minimum behavioral plans outlined in this section will be imposed.

**Heightened Security**

For your safety during certain events or time periods (i.e., sporting events, FallFest, emergencies, etc.) the residence halls will be placed under increased security measures. During this heightened security, visitors will not be permitted in the building, all exterior doors will be locked, and all residents must enter through the main door and present their Mountaineer Cards (Student Identification Card) for admittance.

**The Process**

**Documentation**

Residential Education staff members are required to document any event that occurs in University housing. Usually, an event is recorded as an “information report.” An information report is an account of an event or situation by the person who has the earliest and most direct involvement with the incident. Allegations of policy violations originating from an information report are considered alleged pending completion of the student conduct process. Any member of the residence hall and University communities can confront and record any behavior that is inconsistent with community standards. Any complaint should be directed to the Residence Hall Coordinator if the alleged misconduct occurred in or around a residence hall. When behavior is recorded, the student conduct process is set in motion.

**Process**

All student conduct procedures are designed to minimize disruption to the residential learning communities. The residence hall student conduct process is as follows:

- A formal complaint (usually through an information report) is submitted.
- A student conduct administrator or board (person or person(s) assigned to resolve a student conduct matter) is assigned to
consider allegations against a student. The conduct administrator or board will be assigned according to the severity of the situation and previous student conduct history.

- A notice of allegations and a notice of the time, date, and location of the student conduct meeting generally will be sent at least two days prior to a student conduct meeting.
- An outcome letter including any imposed behavioral plans will be sent after the student conduct meeting.
- If a student requests an appeal, the appeal must be requested within two days after receipt of the outcome letter. Contact your Residence Hall Coordinator, or the Office of Residential Education for more information regarding the appeal process.
- The appeal will be granted, modified, or denied and an appeal response letter will be sent to the resident. While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residential community or to preserve property.

Student Conduct Meetings

When a policy violation has occurred, students have a right to a student conduct meeting. During the meeting, the student has the opportunity to present their case regarding the situation and alleged policy violation(s). The Residential Student Conduct Board, a Residence Hall Coordinator, or other University staff member will conduct a student conduct meeting. During the meeting, all relevant information, witnesses, and evidence should be presented to the student conduct administrator or board. The technical rules of evidence applicable to civil and criminal cases shall not apply. The student conduct administrator or board has authority to limit the number of witnesses. Student conduct decisions are based on a preponderance of the evidence, i.e., the allegations more likely than not occurred as charged.

Note: In certain circumstances, a student may be removed from the residence halls before a student conduct meeting has been held or following a student conduct meeting where removal was imposed and an appeal is pending. An interim removal may be imposed to ensure the health, safety, or well-being of members of the residential community or to preserve property.

Residential Student Conduct Boards

The Residential Student Conduct Board exists to provide the opportunity to students to be involved as leaders in their residential setting. The Residential Student Conduct Board also offers students accused of violating residence hall policies an opportunity to have their
behavior evaluated by their peers (when appropriate), by having the alleged policy violations addressed as close to the source as possible. The Residential Student Conduct Board is comprised of students selected from each residence hall and a nonvoting advisor. Students who serve on the board are appointed each semester and meet on an as-needed basis. The Residential Student Conduct Board will usually hear cases in which a student has allegedly infringed upon the rights of the residence hall community at large. However, a board may also hear cases in which a student has previously been placed on probation or offenses that are deemed appropriate for a board to hear. A quorum of three or five students must be present to render a student conduct decision. All members of the Residential Student Conduct Board have an equal vote, and decisions will be based on a majority vote.

Your Rights and Responsibilities

All student conduct processes and procedures shall be fair and reasonable keeping with the fundamental concept of due process, along with the rights to privacy and protection against discrimination guaranteed to all West Virginia University students. If you are accused of violating a residence hall policy, you will also have the rights listed in the Eyes & 'Eers outlined below.

Rights of the Accused

• The right to be informed of your rights, policies, and student conduct procedures as outlined herein.
• The right to a timely notice of a student conduct meeting, including notice of allegations.
• The right to confidential proceedings.
• The right to a copy of all documents (i.e., the information report). Copies of these reports can only be obtained from the Residential Education Office and may take up to one business day to process.
• The right to be presumed not responsible for violating a policy until found responsible by a preponderance of the evidence (a standard of “more likely than not”).
• The right to an advisor for the purpose of consultation, but not to speak on your behalf or to participate directly in the student conduct meeting except as permitted by the student conduct administrator or board. It is the student’s responsibility to identify and find their own advisor. Schedule changes will not be made to accommodate an advisor’s schedule, and information pertaining to the case will only be communicated to the accused student.
• The right to present and examine information supporting or refuting the allegations. The student conduct administrator or board may determine the number of witnesses.
• The right to remain silent or to not attend a student conduct meeting. If you choose to exercise this right, a student conduct meeting will still be conducted. Evidence in support of the allegations will be presented and considered, and a decision will be
made based on that information.
• The right to receive a decision after a student conduct meeting.
• The right to request an appeal to a finding of responsible and/or
  the behavioral plan imposed. The request for an appeal must be
  submitted within two days after receipt of the outcome letter.

Rights of the Victim

In some situations, not only does a student’s conduct violate
residence hall policy, but also victimizes another member of the
University community. Examples of these situations include theft,
damage to personal property, intimidation, harassment, physical and/
or sexual offenses, sexual harassment, and behaviors that endanger
personal safety. The University community includes but is not limited to
students, staff, faculty, parents, campus neighbors, campus visitors, and
any agency that is engaged in a legitimate business transaction with the
University (e.g., vendors). When someone is identified as a victim, the
student conduct process affords them certain rights.

When a complaint is filed against a student, it is important to
remember that the student is being charged with violating a specific
University or housing policy; therefore, the University is ultimately
responsible for determining what allegations are appropriate, and
the appropriate student conduct administrator or board. If a victim
withdraws the complaint, the University may still proceed with the case.

Victims are entitled to the following rights:
• The right to have the student conduct process explained in full.
• The right to submit an account of the alleged incident.
• The right to be informed of the date, time, and location of the
  meeting and to request a delay of the student conduct meeting for
  extenuating circumstances.
• The right to be present during the student conduct meeting.
  Victims are not permitted to be present during the private
deliberations of the student conduct administrator or board.
• The right to have an advisor present throughout the student
  conduct process, including the student conduct meeting, although
  the advisor may not speak on behalf of the victim.
• The right to be called upon as a witness.
• The right to decline to be a witness. The exercise of this right will
  not be regarded as a statement of support of the accused.

Appeals

Students are entitled to request an appeal for each incident; however,
requests should not be submitted just because a student does not agree
with the decision of the student conduct administrator. Requests for an
appeal must be made within two days of receipt of the outcome letter.
An appeal is limited to a review of the proceedings before the student
dconduct administrator or board and any evidence that first became
available after the student conduct meeting. An accused student shall
not be at risk of more consequences simply by exercising his/her right to
an appellate review.

While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residence hall community or to preserve property.

A student’s request for an appeal will generally be granted if at least one of the following conditions is met:

1. New information that was unavailable at the student conduct meeting can be presented that would change the outcome of the case.
2. Established procedures were not followed and these errors affected the outcome of the case.
3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Reviewer may:

1. Uphold or modify the original decision;
2. Uphold or modify the behavioral plan(s); and/or
3. Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

Confidentiality of Records

In order to protect your rights as a resident and University student, the Residential Education Office will maintain records of any student conduct administrative action(s). Access to these records is restricted to the student and will only be released in accordance with the Family Educational Rights and Privacy Act (FERPA). Please note that letters or phone calls may be sent/made to parents or legal guardians within established FERPA guidelines. For more information regarding FERPA please visit ferpa.wvu.edu.
Behavioral Plans

When determining appropriate behavioral plans, the student conduct administrator or board will consider the following: willingness to accept responsibility for one’s behavior, previous student conduct history, and severity of the incident.

Behavioral Items Defined

Notice of Policy Violation/Written Warning—Given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. (It is not imposed for a specific length of time, but further misconduct may lead to other consequences.)

Behavioral Contract — A document that stipulates specific behavioral expectations and consequences for failure to adhere to those expectations.

Community Service — Mandated service assignments.

Fines — Fines will be imposed for failing to complete assigned behavioral items. Any fines imposed will be assessed to your WVU student account. Fines not paid may result in a hold being placed on the student’s account, preventing him or her from registering for classes.

Restitution — Compensation for loss, damage, etc., which may include monetary or property replacement.

Referral — A consequence which may require coordination with the counseling center, WELLWVU Student Assistance Program (alcohol and drug referrals, online educational activities, assessments, and individual or group sessions); University Student Conduct Office; Diversity, Equity and Inclusion Office; or other appropriate offices or University resources.

Suspension of Privileges — A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, (computer) network access, etc.

Residence Hall Probation — A resident is not considered in good standing within the residence hall program. Any further violation may result in additional consequences. Residence hall probation will be imposed, minimally, until the end of the academic year.

Deferred Removal — Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all University-supervised housing. Students will not be eligible to return to the residence halls in subsequent academic years. Deferred removal will be imposed, minimally, until the end of the academic year.

Parental Notification — Notification of a policy violation, student
conduct meeting outcome (i.e., finding of responsibility), behavioral plan, etc., to a parent, guardian, or other designated contact in compliance with the Family Educational Rights and Privacy Act (FERPA).

**Reflection or Educational Exercise** — An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Other educational exercises may be required such as researching a specific topic, designing and/or presenting community awareness programs, hall presentations, bulletin boards, or making restitution for damages through restorative work. The student conduct meeting administrator will review assignments to determine if the student has successfully met the educational goals of the assignment.

**Residence Hall Reassignment** — A mandatory change of room assignment within University-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious action including residence hall removal.

**Residence Hall Removal** — Removal from the University residence hall community for conduct which is a serious violation of residence hall rules or regulations. Removal may also result from less serious but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. Separation may range from the remainder of a given semester (regardless of the days remaining) to permanent removal. The housing contract states, “If a student moves from a residence hall for any reason other than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 100 percent of the food service portion of the contract for the remainder of the academic year.”

**Discretionary Behavioral Items** — Other behavioral items may be imposed to achieve specific educational outcomes.

**Recommendation for Other University Behavioral Plans** — Students who commit serious and/or chronic violations of the residence hall policies will be referred to the West Virginia University Student Conduct Office for further action.

*Note: Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from West Virginia University at the time the behavioral item is due (i.e., the student withdraws from West Virginia University or University housing prior to the behavioral item deadline).*
Description of Residence Hall Policies and Typical Behavioral Plans

The behavioral plans listed below represent the behavioral plans typically imposed if a student is found responsible for violating a particular residential policy as defined below. Depending on the severity of the offense, and/or a student’s previous conduct involvement, the student conduct administrator or board may impose additional behavioral plans. Behavioral plans are imposed at the discretion of the student conduct meeting administrator and will be done so in a manner consistent with the policy violation(s), potential or realized disruption to any individual, and potential or realized disruption to the larger residential community. In conjunction with the residential student conduct process, students may also be referred to the West Virginia University Student Conduct Office.

Note: During the last two weeks of each semester community service requirements will be doubled.

Alcohol Possession/Use

Alcohol is not allowed on any residence hall property even if you are 21 years of age or older. The physical presence of alcoholic beverages in your assigned residence hall room, or being present for such a violation any place on residence hall property (or adjacent properties) constitutes possession/use under this definition. This may include the presence of alcohol containers to include but not limited to beer cans, liquor and/or wine bottles, etc., as this supports alcohol was used or possessed on residence hall property. It is expected that students immediately separate themselves from any policy violations involving alcohol, and report violations to appropriate staff members. Typical behavioral plans include:

- **First violation**: Residence hall probation; 10 hours community service; alcohol referral; reflection or educational exercise.
- **Second violation**: Deferred removal; 15 hours community service hours; alcohol referral; reflection or educational exercise.
- **Third violation**: Residence hall removal.

Alcohol Paraphernalia

Paraphernalia used to consume, prepare, or store alcohol including but not limited to beer bongs, funnels, etc., are also prohibited. Typical behavioral plans include:

- **First violation**: Notice of policy violation/written warning.
- **Second violation**: Residence hall probation; 5 hours community service; alcohol referral.
- **Third violation**: Deferred removal; 10 hours community service;
alcohol referral.

• **Fourth violation:** Residence hall removal.

### Alcohol or Drug-Related Behavior

Residents and their guests may be held responsible for behaviors related to the consumption of alcohol or illicit drug use regardless of where the alcohol or drugs are consumed. This includes but is not limited to underage consumption of alcohol, public intoxication, and any behaviors that disrupt the residential community. Typical behavioral plans include:

• **First violation:** Residence hall probation; 10 hours of community service; alcohol/drug referral; reflection or educational exercise.

• **Second violation:** Deferred removal; 15 hours of community service; alcohol/drug referral; reflection or educational exercise.

• **Third violation:** Residence hall removal.

### Computer Use Policies

WVU has established guidelines regarding computer use. Violations of these policies are prohibited. All computer users must be aware of the following policies and ethical standards for computer use. For additional information please refer to [www.resnet.wvu.edu](http://www.resnet.wvu.edu).

Only currently enrolled students in good standing or other authorized users may use computer resources at WVU. Computer resources are to be used only for authorized purposes, such as instructional use related to classes. Electronic game playing is prohibited in residence hall computer labs. The computers are for academic purposes. The University supports federal copyright laws prohibiting the copying of licensed software.

Misuse of computer, software, or computer networks including hacking and port scanning in the residence halls is prohibited. Typical behavioral plans include:

• **First violation:** Loss of network access for two weeks.

• **Second violation:** Loss of network access for the semester.

• **Third violation:** Loss of network access and other discretionary behavioral plans.

### Dishonesty/False Allegations

Presentation of false information to Residential Education Staff or other University employees in the performance of their duties, or during student conduct meetings, is prohibited. Students violating this policy may receive behavioral plans at the discretion of the student conduct meeting administrator.

### Disruption and/or Noise

Behavior that unreasonably obstructs, disrupts, or interferes with another person’s free exercise of academic or residential activity is not permitted. This includes conduct that is loud, indecent, or disorderly,
or behaviors that may be construed as a nuisance and thereby disrupt the residential community. This may also include odors created by not maintaining a hygienic environment. Courtesy hours are in effect 24 hours a day. Therefore, any disruptive behavior, regardless of when it occurs (to include times outside established quiet hours), will be treated as a violation of the Disruption and/or Noise policy. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

**Quiet Hours**
- Sunday through Thursday: 9:00 p.m.–8:00 a.m.
- Friday through Saturday: 11:00 p.m.–Noon

*Note:* Twenty-four-hour quiet hours will be in effect for the last week of classes and during finals week each semester. Twenty-four-hour quiet hours begin before the last week of classes and continue through finals week. If sound amplification equipment is involved, items producing the sound may be removed. *Violations occurring during 24-hour quiet hours will result in a minimum of 10 hours of community service.*

**Drugs (Controlled Substances)**

Students may not possess, use, or distribute controlled substances on residence hall property or adjacent properties. Students may not use any prescribed drug in a manner inconsistent with the prescription, nor may a student distribute drugs to others. Students may not intentionally or recklessly inhale or ingest substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one’s mental state, or use products in a manner inconsistent with their intended and lawful use. Typical behavioral plans include:

- **First violation:** Residence hall probation; 10 hours community service; drug referral; reflection or educational exercise.
- **Second violation:** Deferred removal; 15 hours community service hours; drug referral; reflection or educational exercise.
- **Third violation:** Residence hall removal.

Distribution or intent to distribute controlled substances will result in removal from University housing.

Possession or use of narcotics, depressants, stimulants, or hallucinogens may result in removal from the residence halls, and the student will be referred to the West Virginia University Student Conduct Office. Similarly, possession of 15 grams or more of cannabis products (i.e., marijuana) may result in removal from residence halls on first offense, and the student will be referred to the West Virginia University Student Conduct Office.

**Drug Paraphernalia**

Possession of drug paraphernalia is prohibited on residence hall property. This includes but is not limited to bongs, pipes, hookahs,
water pipes, or any items modified or adapted so that it can be used to consume/use illegal substances. Typical behavioral plans include:

- **First violation:** Residence hall probation; 5 hours of community service; reflection or educational exercise.
- **Second violation:** Deferred removal; 10 hours community service; reflection or educational exercise; drug referral.
- **Third violation:** Residence hall removal.

**Elevator Misconduct**

Elevators should only be used for their intended purpose — transportation from floor to floor. Any misuse or tampering with the normal operation of elevators is prohibited.

**Explosive Devices or Dangerous Materials**

Residents may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or use dangerous chemicals, fireworks, or any other dangerous materials. Violations of this policy will result in removal from University housing and a referral to the West Virginia University Student Conduct Office.

**Failure to Comply/Uncooperative Behavior**

Residents and their guests may not interfere or be uncooperative with residence hall staff or other University officials in the performance of their duties and/or disregard a reasonable request of any University official. This includes but is not limited to utilizing abusive or combative language, intentionally hiding, or refusing to provide proper identification when requested by a residence hall staff member or other University official. Typical behavioral plans include:

- **First violation:** Residence hall probation; reflection or educational exercise; 5 hours community service.
- **Second violation:** Deferred removal; reflection or educational exercise; 10 hours community service.
- **Third violation:** Residence hall reassignment or removal; reflection or educational exercise; 10 hours community service.

**Failure to Honor Student Behavioral Plan**

Failure to complete an assigned student conduct behavioral plan will result in fines. Failure to complete assigned community service, reflection or educational exercises, or failure to complete a mandated alcohol/drug class or assignment, assessment, and/or any other referral will result in additional consequences and/or residence hall fines. Fines vary based on the type of referral and service costs associated with the referral. Typical fines associated with specific referrals are listed below:

- **Failure to complete Quin Curtis Center Calmer Program:**
  - $300 fine.

- **Failure to complete community service hours:**
  - $20 fine for each uncompleted hour.
Failure to complete reflection or educational exercise:
• $100 fine.

Failure to complete alcohol or drug referral:
• Educational Session and/or Alcohol Innerview—$50 fine.
• Student Assistance Program assessment and BASICS group session(s)—$150 fine.
• AlcoholEdu for sanctions—$150 fine.
• Drug referral (assessment and two individual or group counseling sessions)—$150 fine.
• Student Assistance Program Assessment and individual counseling sessions—$400 fine.

Note: Not all referrals may be listed above. Fine amounts will be dependent upon the type of referral and service costs associated with the referral.

Failure to Provide Student Identification (i.e., Mountaineer Card) at Building Entrances
For safety and security purposes, residents are required to provide their student identification card at building entrances. Typical behavioral plans include:

• First violation: Notice of policy violation.
• Second violation: Notice of policy violation.
• Third violation: 3 hours community service.
• Subsequent violations: 5 hours community service.

False Alarms
Residents and guests may not falsely report a fire or any other emergency, including bomb threats or serious injury; pull or tamper with a fire alarm pull station when no fire is present; cause a smoke detector to activate when no fire is present; cause a sprinkler to activate when no fire is present; engage the stop button or activate an elevator alarm when there is no emergency, or exit an alarmed exit door and/or allow another person to enter or exit through an alarmed door. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Note: Falsely reporting an emergency will typically result in residence hall removal and a referral to the West Virginia University Conduct Office for further action.

Firearms or Other Weapons
Possession, storage, use, or manufacturing of firearms and weapons is strictly prohibited. These items include but are not limited to knives, bows, arrows, ammunition, guns, BB guns, slingshots, nunchakus, stun guns, paintball guns, and launching devices such as potato guns, or any items modified or adapted so that they may be used as a weapon. You
may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or fireworks. Items of this nature will be confiscated, and other appropriate behavioral plans may be imposed. Depending of the severity of the violation, the resident may be removed from University housing and referred to the West Virginia University Student Conduct Office.

**Littering**

Residents and their guests may not dispose of trash, food, cigarette butts, etc., anywhere other than designated areas, or "spit" on personal or public property. This includes disposing of personal trash in areas or receptacles not intended for such use. This may also include excessive room trash and not returning dining hall items such as trays, plates, cups, utensils, etc., to designated areas (e.g., conveyer belt) after meals. Typical behavioral plans include:

- **First Violation**: Residence hall probation; 5 hours of community service; reflection or educational exercise.
- **Second Violation**: Deferred removal; 10 hours of community service; reflection or educational exercise.
- **Third Violation**: Residence hall removal.

**Misuse of Student Identification Card and Keys**

Duplication, lending, borrowing, misrepresentation, or misuse of the student identification card, or possession of another student’s identification card is not permitted. Unauthorized duplication, lending, use, or borrowing of room or building entry keys is not permitted. Typical behavioral plans include:

- **First violation**: Residence hall probation; 5 hours community service; reflection or educational exercise.
- **Second violation**: Deferred removal; 10 hours community service; reflection or educational exercise.
- **Third violation**: Residence hall removal.

**Misuse of University Property**

Residents and guests may not misuse or remove property or furniture. This includes possessing common area furniture, signs, etc., in student rooms. This also includes but is not limited to taking items or possessing items in one’s room such as trays, plates, cups, utensils, etc., from dining facilities. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

**Pets**

Pets are not permitted with the exception of fish (limited to one ten-gallon tank per room). Failure to maintain a safe and secure environment for the community and pet is prohibited. Residential Education reserves the right to remove any pet from University housing. Typical behavioral plans include removal of the pet and other discretionary behavioral items.
Safety and Security (Room Safety, Fire Safety, and Decorating Room)

• Rooms, and other residence hall property, should be kept in condition that does not create a health and safety hazard. Residents and guests may not devise any unsafe situation in which a member of the residential community can be injured. Residents may not affix or suspend any tapestries in such a way that it creates a health or safety hazard.

• Items not permitted in the residence halls and guidelines for personalizing and decorating your room are listed on page nine. Students possessing or using items not permitted, or not following the appropriate guidelines for decorating their rooms, will be required to remove the item (the item may also be confiscated) and/or may receive other discretionary behavioral plans (i.e. community service, reflection or educational exercise, etc.).

• Residents and their guests may not intentionally or unintentionally cause smoke or fires. Use or possession of an open flame (i.e. burning candles, burning incense, etc.) or open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas is not permitted. Cooking in residence hall rooms not equipped for such use is also prohibited.

• Tampering with (intentionally or unintentionally) fire hoses, sprinklers, fire extinguishers, or other safety equipment to include but not limited to smoke detectors, exit signs, and pull stations, may result in removal from University housing.

• Students and their guests must immediately evacuate upon activation of the residence hall fire safety system (i.e. smoke detectors, fire alarm, etc.). Failure to evacuate will typically result in ten hours of community service and other discretionary behavioral items.

• Window screens are not to be removed under any condition due to danger to life and property. Dropping, throwing, or allowing solid or liquid objects to go out a window or off a balcony or fire escape is prohibited. Residents may not tamper with, manipulate (i.e. removing bolts or screws), or remove window screens and/or safety screens.

• Residents and their guests may not obstruct or prop (penny shut, glue, or jam) a door so as to prohibit entrance and/or exit from a residence hall room or other area.

Behavioral plans for these violations will be at the discretion of the student conduct meeting administrator.

Smoking and Tobacco Use

The use of tobacco products in any form is not permitted on University properties and adjacent properties (Board of Governors Policy
Additionally, students who leave cigarette butts, or other tobacco products or parts of those products (i.e., chewing tobacco waste, etc.) will be charged with littering. The use of electronic smoking devices (i.e., electronic cigarettes, vaporizers, heat liquids, etc.) is also not permitted on residence hall property. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

**Solicitation**

The sale of services or products, or the seeking of funds, signatures, merchandise, or supplies is not permitted in the residence halls. Residents and guests may not attempt to urge, incite, request, or advise a person or persons to adopt an idea or purchase merchandise, or services for personal profit or organizational gain. Receiving business offers or goods in residence halls for business purposes of any nature is not permitted. Distribution of flyers, coupons, brochures, etc., is prohibited.

**Theft**

Theft of any nature is not permitted in the residence halls. This includes but is not limited to attempted or actual theft or possession of stolen goods, borrowing items without permission, and unauthorized use of residence hall television cable system. Violations of this policy may result in removal from University housing and be referred to the West Virginia University Student Conduct Office.

**Unauthorized Entry or Presence**

Students and their guests may not enter any residence property without permission. This includes but is not limited to occupying any restricted, locked, or closed residence hall facility (including roofs and housekeeper’s closets, offices, dining halls, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students and their guests may not enter a community restroom of the opposite sex, enter a residence hall through a residence hall window, enter another room via a shared bathroom, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door. Students and their guests are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall property after having been evicted or restricted from a residence hall, or allow access to others who have been restricted from a residence hall. University Police will be contacted for reported or suspected cases of trespassing. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

**University Policy and Federal, State, and Local Laws**

Violations of any University policy, federal, state, or local law are not permitted. This includes violations of the Campus Student Conduct
Code, which includes and defines prohibited conduct such as harassment, impermissible burning, riotous behavior and hooliganism, endangerment, indecent exposure or obscene conduct, and intrusion of privacy, and matters of discrimination, sexual and domestic misconduct, stalking, and retaliation as defined in West Virginia University Board of Governors Policy 44. Please refer to studentlife.wvu.edu/office_of_student_conduct for the Campus Student Conduct Code and http://bog.wvu.edu/policies for the Board of Governors’ Policies.

Vandalism

Vandalism includes but is not limited to public urination, willful, wanton, or reckless damage to University premises or property, or the property of a member or guest of the University community. Defacing of bulletin boards, posted materials, or any other University property is also prohibited and will be treated as vandalism. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

Visitation

In order to provide safe and secure residence halls, visitors are required to register their presence and photo ID upon request. Visitation is a privilege, not a right. Residential Education reserves the right to refuse, restrict, and/or revoke visitation privileges. Failure to register a guest or be registered as a guest, attempting to give access to a person not properly registered, or failure to be with an assigned host is prohibited regardless of the date or time the violation occurs (i.e., regardless of whether the alleged violation occurs before or after formal guest registration begins). There are two types of visitation: visitation by residents from within your hall and visitation by nonresidents. When a resident (host or hostess) registers a visitor, he or she assumes full responsibility for the visitor’s behavior and well-being and must accompany the guest at all times. Therefore any violation committed by a guest will be the responsibility of the host. Each resident is only permitted to register two guests at one time. You should consult with your roommate(s) prior to registering a guest. Please keep in mind that we want to make our halls as secure as possible 24 hours a day. The policy exists for the safety of you and your fellow residents.

Visitors will not be permitted to register or enter a residence hall if one or more of the following conditions apply:

- The visitor does not have a photo ID;
- The visitor is a minor (under 18 years of age) and the host has not received the approval of the Residence Hall Coordinator at least 48 hours in advance. Visitors under the age of 17 will not be permitted to be registered as an overnight visitors;
- The visitor is suspected to be under the influence of alcohol or other drugs or the visitor was involved in a violation of other residence hall policy;
- The visitor attempted previously to enter the residence hall without authorization;
• The roommate(s) of the host or hostess is opposed to having the visitor in the room; and
• The guest has already stayed overnight two consecutive nights in the residence hall or complex.

This list is not all-inclusive. Residential Education reserves the right to deny visitation privileges if it believes such action is in the best interest of the residential community.

Visitation by Residents from within Your Hall
Visitation within your assigned residence hall is allowed 24 hours a day with consent of roommate(s). Should a resident of the same residence hall intend to stay in another resident’s room overnight, normal procedures should be followed to register that guest as an overnight visitor as outlined below.

Visitation by Nonresidents
• Guests must be registered by midnight. If the guest is not arriving until after midnight, the host may preregister the guest before midnight and check the guest in after midnight;
• A guest must present a valid photo ID;
• A guest must remain with the host or hostess at all times while on residence hall property; and
• Beginning at 9:00 p.m., ID(s) and guest passes will be checked before entrance is allowed into any residence hall. All nonresident guests must be registered if they are staying past 9:00 p.m. regardless of what time the guest arrives.

Note: For your safety during certain events or time periods (i.e., sporting events, FallFest, emergencies, etc.) the residence halls will be placed under increased security measures. During this heightened security, visitors will not be permitted in the building, all exterior doors will be locked, and all residents must enter through the main door and present their Mountaineer Cards for admittance. Typical behavioral plans include:

• First violation: Notice of policy violation.
• Second violation: Notice of policy violation; reflection or educational exercise; 5 hours community service.
• Third violation: Residence hall probation; reflection or educational exercise; 10 hours community service.
• Fourth violation: Deferred removal; loss of visitation privileges; reflection or educational exercise; 10 hours community service.
• Fifth violation: Residence hall removal.
**Playing it Safe**

You and other residents will enter and leave your hall many times each day. With all of this coming and going, you must take steps to protect yourself and your property. It is your responsibility to read and understand the safety and security precautions described in this section. As you read this section, and throughout the next year, keep in mind that these policies and procedures were developed with your personal safety in mind. When you choose to disregard the common sense precautions we have outlined, not only do you jeopardize your own safety, you also threaten the safety of other residents. Questions about safety and security may be addressed to your RA, WC, RHC, or Facilities Manager.

Residential Education makes every effort to ensure that your living environment is safe and secure. Our efforts, however, cannot be successful unless you work with us. Become acquainted with the people on your floor or entry. Learn the names of everyone so that you know who lives with you. If you notice someone who does not belong on your floor, notify the Main Desk.

To help protect your property we ask that you:

• Cooperate with staff by making sure that all exterior doors remain locked and not propped open.

• Keep your door locked when you leave the room for any amount of time—even if you are just going to the shower or down the hall.

• Report suspicious activity or anyone who appears to have no legitimate reason for being in the residence halls to an RA, WC, the Main Desk, or the University Police Department (304-293-COPS).

Please take time to view additional campus safety resources at [police.wvu.edu](http://police.wvu.edu) and sign up for the emergency text alert system, WVU Alert, at [emergency.wvu.edu/alert](http://emergency.wvu.edu/alert).
Student Involvement

Hall Council

Hall Council provides an opportunity for students to be involved in making decisions about life in their residence hall. If you want to be involved in your community and meet new people, you should plan to join the team of hardworking, fun-loving residents. As a Hall Council representative, you can get involved in planning floor and hall-wide events, and you can provide input and suggestions on community policies and residence hall services.

Hall Council representatives are selected during the first three weeks of classes. Meetings are held throughout the semester and are open to all residents. Hall Council can be a very rewarding experience. For more information about elections and about the specific duties of each officer, contact your RA, WC, RHC, or RFL.

Residence Hall Association (RHA)

The Residence Hall Association is the central student governing organization for all residence halls. Every residence hall student is a member of RHA. The purpose of RHA is to sponsor residence hall activities, to hear concerns brought forth by residents, and to work with Residential Education to address student needs in the halls. RHA funds programs and plans campuswide activities throughout the year.

Anyone can get involved in RHA by attending weekly meetings. Students and student groups are always welcome. You may want to serve as your hall’s voting representative, or you may want to attend the meetings as an active member.

National Residence Hall Honorary (NRHH)

The Mountaineer Chapter of the National Residence Hall Honorary, or NRHH, is a nationally-recognized honorary closely associated with the Residence Hall Association. It is comprised of the top-achieving one percent of students that have lived in the residence halls for at least two semesters and that have exemplified leadership and involvement on campus. NRHH members uphold the Four Pillars of Leadership, Recognition, Scholastics, and Service. Most notably, however, they vote upon and disseminate monthly awards — called “OTMs” or “Of The Months” — for everything ranging from outstanding programs to extraordinary students and staff members. You may receive an OTM from them, yourself!
Residence Hall Services

Residence Hall Network Services

West Virginia University recognizes that technology is an integral part of students’ lives and academic pursuits. Our student residents can easily connect to West Virginia University’s residence hall network, which provides access to the Internet and the University’s technology resources. An additional wireless network is available in all residence halls. For more information, including our acceptable use policy, minimum hardware and software requirements, wireless hotspots, and security tips, please visit the ResNet website at www.resnet.wvu.edu or call 304-293-4444. For information regarding computer service and repair, anti-virus software, computer purchasing, etc., please visit the Computer and Technology Support Center website at tsc.wvu.edu.

Residential Dining
diningservices.wvu.edu

WVU Dining Services is one of the largest university food service departments in the country, serving the varied tastes, appetites, and food preferences of thousands of University students and guests from over 90 countries. Dining Services is committed to providing balanced, nutritious meals in a pleasant and welcoming atmosphere and educating students about nutrition and the benefits of a healthy lifestyle.

Laundry Facilities
wvucard.wvu.edu

Laundry facilities are available in each residence hall. For your convenience, you may place funds for laundry in the Mountie Bountie debit plan. You may either pre-pay during the summer to use this service or, during the school year, use the Add Value Centers to add money to your card. You may also deposit funds electronically by visiting https://mymountaineercard.wvu.edu and logging on with your MyID username and password. Each time you activate a washer or dryer using your card, the value will be deducted. Each load costs $1.25 to wash and $1.25 to dry with your Mountaineer Card. These rates are subject to change.

Study Areas

Study areas equipped with tables and chairs are available in each residence hall. These facilities provide a quiet study area for all residents. So that everyone may benefit from these study areas, we request that you do not remove any furniture.

Mail

US mail is delivered directly to each residence hall Monday through Friday. Campus mail is collected from and distributed to all University buildings, including residence halls, postage-free. You will receive your mail without delay if it follows this template:
Name
Room number and building
West Virginia University
Morgantown, WV 26506 (or 26505)

Zip Codes:
Arnold Hall 26506-7908
Bennett Tower 26506-7901
Boreman Hall 26506-7907
Braxton Tower 26506-7903
Brooke Tower 26506-7904
Dadisman Hall 26506-7905
Lincoln Hall 26506-7900
Lyon Tower 26506-7902
Stalnaker Hall 26056-7906
University Park Hall 26505

Arnold Apartments
Replace “West Virginia University” with: 345 Prospect Street, use nine-digit zip code below:
#1-4 26505-5670
#401-414 26505-5671
#501-514 26505-5672
#601-616 26505-5673
#701-716 26505-5674
#801-816 26505-5675
#901-916 26505-5676

Honors Hall
Replace “West Virginia University” with: 250 Second Street. Zip code is 26505-7401.

International House
Replace “West Virginia University” with: 544 Spruce Street. Zip code is 26505-5013.

Summit Hall
Replace “West Virginia University” with: 211 Grant Avenue. Zip code is 26505-4933.
Welcome Week & First-Year Academy

We are happy that you have chosen West Virginia University as your home for the next four years or more. To help incoming students start the semester off right, we invite freshmen and transfer students to Welcome Week and First-Year Academy activities August 14–21, 2015.

Many events are mandatory, so please continue to check back for updates and to explore additional events as they are added throughout the summer.

welcomeweek.wvu.edu
Residence Hall Calendar

Move-In/Opening
Beginning Friday, August 14, 2015, students may move into University housing. Specific move in times will be provided at New Student Orientation.

Welcome Week
Friday, August 14, 2015 at 4:30 p.m. – Friday evening August 21, 2015.

Fall Break
Monday, October 12 and Tuesday, October 13, 2015
Note: Classes are in recess. University administrative offices and University housing will be open.

Thanksgiving Recess
University housing closes – Friday, November 20, 2015 at 7:00 p.m.
University housing reopens – Sunday, November 29, 2015 at noon.

Preparation Day for Final Exams
Wednesday, December 9, 2015
Note: University administrative offices and University housing will be open.

Fall Semester Closing
University housing closes – Thursday, December 17, 2015 at 12:00 p.m. (noon)

Spring Semester Opening
University housing opens – Saturday, January 9, 2016 at 12:00 p.m. (noon)

Spring Recess
University housing closes – Friday, March 18, 2016 at 7:00 p.m.
University housing reopens – Sunday, March 27, 2016 at 12:00 p.m. (noon).

Move Out/Closing
University housing closes – Saturday, May 7, 2016 at 5:00 p.m.

Note: All students are expected to vacate their rooms within 24 hours of their last exam OR by the times and dates indicated above (whichever comes first).