

# **S**ALEM

U N I V E R S I T Y



**STUDENT HANDBOOK 2024-2025**

**223 WEST MAIN STREET**

**SALEM, WV 26426**

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**WWW.SALEMU.EDU**

## CONTENTS

Welcome .....	ii
Introduction.....	7
Learning Resources .....	8
Buildings & Facilities.....	10
Consumer Information .....	12
Student Support Services .....	13
Student Affairs.....	14
Residence Life.....	17
Campus Safety and Security .....	18
Title IX and Sexual Misconduct Policy .....	24
Title VI Non-Discrimination Policy and Procedures.....	33
Academic Policies, Procedures & Practices .....	36
Complaints and Grievances.....	43
Student Code of Conduct.....	44
Brief Telephone Directory.....	50
Emergency Phone Numbers.....	51

## WELCOME

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### LETTER FROM THE PRESIDENT

Welcome to Salem University for our 2024/25 Academic Year! We are so excited to you joining the Salem community of students, faculty, staff and alumni. For returning students, welcome back. We have a lot of exciting changes we are making to improve your student experience at Salem University

This *Student Handbook* is a guide for your journey in and out of the classroom. You will find valuable information throughout the handbook including resources available as well as policies and procedures which will help ensure your success while at Salem.

I strongly encourage you to take advantage of the numerous resources and opportunities we have made available. Your experience will be richer the more opportunities you avail yourself of. Join a student group, attend a Career Access webinar or stream an athletic event, The relationships which you will make with students, faculty, staff, alumni and community members can be long and lasting, extending well beyond the time you spend in college.

Focus on both your academic life and the experiences outside of the classroom. I am a firm believer in the philosophy of “bloom where you are planted”. The more effort you place in joining student organizations or getting out of your comfort zone through meeting new people and trying new experiences, the better your time at Salem will be.

Please do not hesitate to contact me if you need anything during your time at Salem. You can reach me at [paul.weber@salem.edu](mailto:paul.weber@salem.edu) or call 304-326-1123.

Sincerely,



Paul Weber  
President & CEO, Salem University

## CAMPUS MAP



N.B. Fort New Salem is listed only as a geographical reference point. It is not owned by Salem.

## ACADEMIC CALENDAR

## ACADEMIC CALENDAR (4-week course cycle)

2024		2025	
<b>January</b>		<b>January</b>	
1	New Year's Day observed (campus closed)	1	New Year's Day observed (campus closed)
15	Martin Luther King, Jr. Day (campus closed)	6	First Day back from Winter Break
28	Dec/January 8-week classes end	20	Martin Luther King, Jr. Day (campus closed)
29	February 8-week classes start	<b>February</b>	
<b>February</b>		2	Dec/January 8-week Classes end
<b>March</b>		3	February 8-week classes begin
24	Feb/March 8-week classes end	<b>March</b>	
25-29	Spring break (no classes)	30	February/March 8-week classes end
<b>April</b>		25-29	Spring Break (no classes)
1	April 8-week classes start	<b>April</b>	
19	Graduation	7	April 8-week classes start
<b>May</b>		25	Graduation
26	Apr/May 8-week classes end	<b>May</b>	
27	Memorial Day (campus closed)	26	Memorial Day (campus closed)
28	June 8-week classes Start	<b>June</b>	
<b>June</b>		1	April/May classes end
19	Juneteenth	2	June classes begin
20	West Virginia Day	19	Juneteenth
23	June classes end	20	West Virginia Day
24-28	Summer break (no classes)	24-28	Summer Break (no classes)
<b>July</b>		<b>July</b>	
4	Independence Day (campus closed)	4	Independence Day (campus closed)
28	June/July classes end	<b>August</b>	
29	August 8-week classes Begin	3	June/July 8-week classes end
<b>August</b>		4	August classes begin
26-30	Summer break (no classes)	<b>September</b>	
<b>September</b>		1	Labor Day (campus closed)
2	Labor Day (campus closed)	17	Constitution Day
17	Constitution Day	28	Aug./September 8-week classes end
29	September classes end	29	October 8-week classes start
30	October classes start	<b>October</b>	
<b>October</b>		27	November 8-week classes start
<b>November</b>		<b>November</b>	
11	Veteran's Day	11	Veteran's Day
24	October 8-week classes end	23	October/November 8-week classes end
25	December classes start	24	December classes start
28-29	Thanksgiving holiday (campus closed)	27-28	Thanksgiving holiday (campus closed)
<b>December</b>		<b>December</b>	
23-31	Winter break (no classes)	22-31	Winter break (no classes)
25-26	Christmas holiday (campus closed)	25-26	Christmas holiday (campus closed)
28	Salem was founded in 1888	28	Salem was founded in 1888

Salem has 3 full semesters (trimesters) per year: SEP-DEC, JAN-APR, and MAY-AUG. Students may start any month.

## ACADEMIC CALENDAR (8-week course cycle)

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<b>2024</b>		<b>2025</b>	
<b>January</b>		<b>January</b>	
1	New Year's Day observed (campus closed)	1	New Year's Day observed (campus closed)
15	Martin Luther King, Jr. Day (campus closed)	6	First Day back from Winter Break
28	Dec/January 8-week classes end	20	Martin Luther King, Jr. Day (campus closed)
29	February 8-week classes start	<b>February</b>	
<b>February</b>		2	Dec/January 8-week Classes end
<b>March</b>		3	February 8-week classes begin
24	Feb/March 8-week classes end	<b>March</b>	
25-29	Spring break (no classes)	30	February/March 8-week classes end
<b>April</b>		25-29	Spring Break (no classes)
1	April 8-week classes start	<b>April</b>	
19	Graduation	7	April 8-week classes start
<b>May</b>		25	Graduation
26	Apr/May 8-week classes end	<b>May</b>	
27	Memorial Day (campus closed)	26	Memorial Day (campus closed)
28	June 8-week classes Start	<b>June</b>	
<b>June</b>		1	April/May classes end
19	Juneteenth	2	June classes begin
20	West Virginia Day	19	Juneteenth
23	June classes end	20	West Virginia Day
24-28	Summer break (no classes)	24-28	Summer Break (no classes)
<b>July</b>		<b>July</b>	
4	Independence Day (campus closed)	4	Independence Day (campus closed)
28	June/July classes end	<b>August</b>	
29	August 8-week classes Begin	3	June/July 8-week classes end
<b>August</b>		4	August classes begin
26-30	Summer break (no classes)	<b>September</b>	
<b>September</b>		1	Labor Day (campus closed)
2	Labor Day (campus closed)	17	Constitution Day
17	Constitution Day	28	Aug./September 8-week classes end
29	September classes end	29	October 8-week classes start
30	October classes start	<b>October</b>	
<b>October</b>		27	November 8-week classes start
<b>November</b>		<b>November</b>	
11	Veteran's Day	11	Veteran's Day
24	October 8-week classes end	23	October/November 8-week classes end
25	December classes start	24	December classes start
28-29	Thanksgiving holiday (campus closed)	27-28	Thanksgiving holiday (campus closed)
<b>December</b>		<b>December</b>	
23-31	Winter break (no classes)	22-31	Winter break (no classes)
25-26	Christmas holiday (campus closed)	25-26	Christmas holiday (campus closed)
28	Salem was founded in 1888	28	Salem was founded in 1888

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Salem has 3 full semesters (trimesters) per year: SEP-DEC, JAN-APR, and MAY-AUG. Students may start any month.

## ACADEMIC CALENDAR (16-week course cycle)

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	<b>2024</b>		<b>2025</b>
<b>January</b>		<b>January</b>	
1	New Year's Day observed (campus closed)	1	New Year's Day observed (campus closed)
2	January classes start	2-3	Winter break continues
15	Martin Luther King, Jr. Day (campus closed)	20	Martin Luther King, Jr. Day (campus closed)
<b>February</b>		<b>February</b>	
		2	January classes end
		3	February classes start
<b>March</b>		<b>March</b>	
24	December classes end 16-week	2	February classes end
25-29	Spring break (no classes)	3	March classes start
<b>April</b>		30	March classes end
1	April classes start 16-week	31	Spring break (no classes)
19	Graduation	<b>April</b>	
		1-4	Spring break continues
<b>May</b>		7	April classes start
		25	Graduation
		<b>May</b>	
27	Memorial Day (campus closed)	4	April classes end
		5	May classes start
<b>June</b>		26	Memorial Day (campus closed)
19	Juneteenth	<b>June</b>	
20	West Virginia Day	1	May classes end
<b>July</b>			
4	Independence Day (campus closed)	<b>July</b>	
28	April classes end 16- week	4	Independence Day (campus closed)
		7	July classes start
<b>August</b>		<b>August</b>	
25	August classes end	3	July classes end
26-30	Summer break (no classes)	4	August classes start
<b>September</b>		31	August classes end
2	Labor Day (campus closed)	<b>September</b>	
3	September classes start	1	Labor Day (campus closed)
17	Constitution Day	2	September classes start
29	September classes end	17	Constitution Day
30	October classes start	28	September classes end
<b>October</b>		29	October classes start
27	October classes end	<b>October</b>	
28	November classes start	26	October classes end
<b>November</b>		27	November classes start
11	Veteran's Day	<b>November</b>	
24	November classes end	11	Veteran's Day
25	December classes start	23	November classes end
28-29	Thanksgiving holiday (campus closed)	24	December classes start
<b>December</b>		27-28	Thanksgiving holiday (campus closed)
22	December classes end	28	Remote instructional day for students
23-31	Winter break (no classes)	<b>December</b>	
25-26	Christmas holiday (campus closed)	21	December classes end
28	Salem was founded in 1888	22-31	Winter break (no classes)
		25-26	Christmas holiday (campus closed)
		28	Salem was founded in 1888

Salem has 3 full semesters (trimesters) per year: SEP-DEC, JAN-APR, and MAY-AUG. Students may start any month.



## INTRODUCTION

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### MISSION STATEMENT

Salem University prepares students to achieve their career goals through accessible education and relevant life skills within an inclusive and diverse environment.

### VISION

Salem University is an inspiring, growing, and innovative private university serving our communities by providing accessible education that empowers graduates to contribute in emerging healthcare and in-demand career fields.

### OPPORTUNITIES AND RESPONSIBILITIES OF STUDENTS

Opportunities and responsibilities impose duties on all students.

- The Opportunity to Study
- The Opportunity to Share in Policymaking
- The Opportunity to Speak Civilly
- The Opportunity of Association
- The Opportunity to Have Private Quarters
- The Opportunity to Have Confidential Records
- The Opportunity to Have Appropriate Judicial Procedures

For all students to enjoy the benefits of these opportunities, all students are responsible for adhering to the Student Code of Conduct at all times. This includes university-sponsored events, trips, and functions that may or may not be considered “on-campus.”

### CIVILITY

Civility and good citizenship occur when members of a community display mutual respect, cooperation, and other forms of positive and productive behaviors. Salem is a higher learning institution that values educational and social virtues, integrity, and growth. The university appreciates inclusivity and diversity of cultures, opinions, and learning styles. Student Code of Conduct included in this handbook provides our community of learners with guidelines for their behavior on campus and online. The code is meant to foster community building and a culture of civility and ensure students will be able to function in a safe, enjoyable, and mutually respectful academic setting that supports their intellectual and social development.

Student, faculty, and administrators (hereinafter the “members of the university community”) shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States. In addition, the members of our community shall enjoy all the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education to serve the Public Good. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the Salem community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their roles with the academic community.



## ETHICS

Salem's students, faculty, and staff are expected to maintain the highest ethical standards and conduct themselves with integrity and professionalism without conflict of interest or self-dealing. All members of our community of learners must comply with applicable federal, state, and local laws and regulations as well as university policies and procedures. Students are guided by this *Student Handbook*, especially the Student Code of Conduct. Employees are guided by the *Employee Handbook*. Students employed by the university under federal or college work-study programs are guided by the *Work Study Handbook*.

Salem is "committed to creating an inclusive, equitable and accessible educational community founded on the free and open exchange of ideas." Among the central purposes of such a community are the acquisition and transmission of knowledge, cultivation of the creative and critical faculties of the human intellect, expression of ideas and emotions through the arts, and the development of aesthetic sensitivity and appreciation. Academic freedom is of paramount value in such a community. As stated by the AAUP, "institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research."

## LEARNING RESOURCES

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### LIBRARY SERVICES

**Benedum Library** is located on the first floor of the Benedum Learning Resources Center on campus in West Virginia. The facility is open Sunday through Friday; it is closed for university holidays. The library is open to all students both on campus and online. Its collection includes about 67,000 books, over 1,000 audiovisual aids, 5 newspapers, 2,765 electronic journals, and 300,000 microforms. The library is a partial depository for United States Government documents. On campus in West Virginia, the library operates a computer lab and has a photocopier and other resources for public use. Links to online materials from the government are included in the online catalog. The physical collection may be reviewed at [www.libraryworld.com](http://www.libraryworld.com), using the login name "benedum library". In addition to Salem's own collection, students may have access to additional library collections by requesting resources through interlibrary loan.

The Virtual Library in Blackboard links to scholarly databases with peer-reviewed, full-text resources. [WVInfoDepot](#), the West Virginia Library Commission's virtual library, includes resources for research and for career exploration. LIRN® includes 88 databases to support the various academic programs. Libdes in most courses contain targeted diverse learning resources.

Library staff members offer in-person assistance during library hours. They are available by phone (304-326-1390) and by e-mail ([library@salemu.edu](mailto:library@salemu.edu)), including some hours when the library isn't open.

### WIRELESS INTERNET ACCESS

Campus-wide Wi-Fi is provided to students. Access to Wi-Fi is available through your student account. Guest networks are available with user registration.

### LEARNING MANAGEMENT SYSTEM

Blackboard (Bb) serves as a learning management system, enabling the delivery of distance education courses over the internet and providing support for on-campus classes. It aims to offer inclusive and consistent educational experiences desired by learners, while seamlessly integrating with existing tools and resources. Educators and students can effectively monitor their progress through clear and actionable displays, ensuring students stay on the path to success. Moreover, Blackboard facilitates easy access to publisher-provided materials and textbook options, encouraging the creation of innovative teaching and

learning experiences. The platform prioritizes personalized learning while ensuring accessibility for all users.

### ACCESS TO COURSE MATERIALS

Salem uses the Blackboard content management system to deliver courses via the internet. At a minimum, students must have reliable access to:

- Internet communications
- Computer with a recent version of Microsoft® Windows, Mac OS X, or equivalent
- Internet browser such as Chrome or Firefox
- Personal productivity suite including word processing, spreadsheet, and presentation software with functionality equivalent to Microsoft Office and the ability to save files in Microsoft Office compatible or RTF formats
- Adobe Acrobat Reader

Most courses at Salem use eBooks. Some eBooks may require special reader software that typically is provided by the publisher.

Students may choose to purchase books or eBooks wherever they wish. Salem offers a fixed-price plan for course materials as shown in the *Catalog Bulletin*, which is easily available online at [www.salemu.edu](http://www.salemu.edu).

### ESTABLISHING ATTENDANCE USING BLACKBOARD

Students are required to establish their attendance per requirements published in the syllabi.

Logging into Blackboard is not sufficient to establish attendance. Students must complete the Getting Started Quiz during the first few days of the course: Typically, this is an acknowledgment of receipt and understanding of the syllabus and a biographical sketch.

### INTERNET ACCESS

The university provides all students on campus with high-speed internet access through wired (computer labs only) and wireless access. All traffic over the Salem network is subject to monitoring and file-sharing tools are prohibited. There is no expectation of privacy.

### CLASSROOMS

Each classroom has technology provided. Each classroom is equipped with a wall mounted or desktop projector. All LRC classrooms have Wi-Fi access.

### COMPUTER LABS

Five computer labs are available for students around campus. The labs average 25 computers per room, with the exception of the library. The labs can be found on the LRC 1st floor (library) and 3<sup>rd</sup> floors.

The computers in the labs are equipped with the software needed for course work. This includes Microsoft Office, Adobe Acrobat Reader, Windows Media Player, and Chrome/Firefox.

### TECHNICAL SUPPORT

Technical Support can be contacted by e-mailing [helpdesk@salemu.edu](mailto:helpdesk@salemu.edu).

### PASSWORDS

Students are responsible for maintaining the security of their passwords. Self-managed password reset is available for Blackboard, E-mail, the Student Portal, on campus computer logins, and Wi-Fi. This self-service is available via the Internet at <https://ssrpm.salemu.edu>.

## STUDENT PORTAL

Students can access a variety of their information through the Student Portal, which is part of the Campus Nexus (student) information system. This includes access to financial aid, course schedules, e-mail, and blackboard.

## SALEM EMAIL

Salem E-mail accounts are assigned to students upon enrollment. The accounts use Microsoft Outlook.

Salem provides Microsoft Office 365 to students, which is an online version of Microsoft Office Suite. Students can access their personal One Drive, which is a cloud-based storage drive. Students can also download an offline version of Microsoft Suite.

Salem email accounts (username@students.salemu.edu) are the **primary** means of email communication between students, their instructors, and the university. Students are responsible for checking their Salem email regularly.

For correspondence *within* courses, the Blackboard Messages feature is used. Communications about courses outside the Bb environment are not official and, therefore, are discouraged.

There is no expectation of privacy when using Salem's email system or the Blackboard Message system.

## NURSING EDUCATION LABS

The nursing skills lab includes two simulated hospital rooms with an interconnecting ADA-compliant, fully functional bathroom. The hospital rooms are equipped with ten hospital beds in total, including nine Hill Rom 850 acute care beds and one Hill Rom Affinity II birthing bed. Each bed is equipped with a side table and an over-the-bed table, and privacy curtains are provided for each bed.

The nursing skills lab has six Laerdal Nursing Anne equipped with the Laerdal VitalSim software module making it possible for the instructor to use scenario-based training for the care and management of a wide variety of patient conditions. The lab also has one Laerdal SimMan advanced simulation mannequins. SimMan has realistic anatomy and clinical functionality, and it supports simulation-based education to challenge and test students' clinical and decision-making skills during realistic patient care scenarios. SimMan provides an interactive, technologically advanced simulation environment that enables learners to practice routine and emergency treatment of patients.

The lab's simulation mannequins also include a Nursing Baby and a Nursing Kid designed for skill and scenario based training of the care and management of a variety of infant and pediatric in-hospital patients. The lab is also equipped with a Noelle Maternal and Neonatal Birthing Simulator, which is designed to provide a complete birthing experience before, during, and after delivery. It includes a full-size articulating mannequin.

## SCHEDULING COURSES

The Registrar schedules students into classroom, online, and blended sections of courses as needed. Students can request an online or blended course section, if available. Online and blended courses are regular courses with specific start and end dates just like classroom courses. These courses are **not** self-paced: Students must fulfill the requirements stated in the syllabi by the deadlines set by the instructor.

## BUILDINGS & FACILITIES

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Salem's campus is about 100 acres in Salem, West Virginia. The campus's center is a collection of buildings locally known as the Valley of Learning, including the main administrative and academic buildings, the gymnasium, and the chapel.

**Brewster All-Faiths Chapel** serves as a place for meditation and worship for all students. The Chapel can accommodate up to 200 people for services and public events. It serves as a lecture hall from time to time.

**Carlson Hall of Science** is a three-story academic building named in honor of Chester Carlson, the developer of xerography. The first floor of Carlson Hall of Science houses the Orla A. Davis Lecture Hall, an auditorium that seats about 200 persons, as well as a number of classrooms and faculty offices. Biology, chemistry, and physics labs are on the second and third floors.

**Catalano Stadium** is an athletic facility located two miles west of the main campus. It is the home field for Salem's men's and women's soccer teams and is used for various intercollegiate and intramural sporting events. was named in honor of John D. Catalano's father, Don. John D. Catalano was inducted to the Salem Athletic Hall of Fame for his contributions.

**Erickson Alumni Center** is located on Main Street across from the Jennings Randolph House. This facility includes a large multipurpose meeting room with kitchen on the first floor and two overnight accommodations upstairs. The center is named for the Erickson Family in honor of the late Charles O. Erickson, a well-known business and civic leader from Parkersburg, West Virginia, who provided generous funding to build an alumni center at each of the institutions of higher learning in West Virginia.

**Frank Loria Memorial Baseball Field** is the home of the Salem Tigers baseball team. It is part of Clarksburg City Park. The field is named in honor of Frank Loria, a talented multi-sport athlete at Notre Dame High School in Clarksburg who went on to play for Virginia Tech, where he was a consensus All-American defensive back. He then became a coach at Marshall University. Sadly, he was among the 75 players and coaches from Marshall who perished in the tragic Southern Airlines Flight 932 airplane crash on November 14, 1970.

**Hoffheimer Hall** and **Montgomery Hall** are six-story student residence facilities that can accommodate about 200 students each. Both single and double-room accommodations are available. Each hall includes laundry facilities, a study lounge, and a social lounge. These facilities are outfitted with wireless (Wi-Fi) Internet.

**Hope Field** has been the home of Salem's *Fighting Tigers* softball team for the past 36 years. It is named for Hope Gas, Inc. The field is on the eastern side of Salem on Hope Yard Road. Many improvements have been made over the years, the most recent being the addition of a professional infield mix that is used in some major league baseball stadiums.

The **Jennings Randolph House** is the childhood home of Senator Jennings Randolph, a distinguished graduate of Salem College (Class of 1924). He served in the U.S. House of Representatives (1933-1947) and the U.S. Senate (1958-1985). He is best remembered for sponsoring the 26<sup>TH</sup> Amendment to the Constitution, granting the right to vote for citizens at age 18. He championed this cause from 1942 until its adoption in 1971. The residence has a collection of his memorabilia. It is used on special occasions.

The **Learning Resources Center** (LRC) is a three-story building with the first-floor housing the Benedum Library. The second-floor houses nursing labs, offices, and a classroom. The third floor has 10 classrooms, including 4 computer labs and 10 faculty offices. There is a student lounge area as well.

The **Online Operations Center** is located at 8500 Keystone Crossing Suite 310 Indianapolis, IN 46240. This facility provides an administrative support center as well as a call center for online admissions.

The **Randolph Campus Center** (RCC) is a three-story multi-use facility that includes the dining hall, campus post office, bookstore, Tiger's Den, conference rooms, including the Cecil H. Underwood Conference Room, the Randolph Conference Room, the Huffman Room, and the Powell Lounge. The RCC houses the Offices of the President, Provost, Academic Deans and Program Directors, Admissions, Financial Aid, Registrar, and Campus Safety and Security. The main floor includes the bookstore, post office, Tiger's Den, Cub Hub, Admissions, Financial Aid, and the business office.

The **T. Edward Davis Building** (TED) houses the Department of Athletics, gymnasium, athletic training facilities, a six-lane competition swimming pool, and the Harry Hartman Fitness Center, which was dedicated in 2018. The gymnasium features a Connor performance floor with bleachers on both sides and

safety padding on both ends of the playing surface. Completely renovated basketball locker rooms include lockers, showers, and a team lounge room for drawing up the next winning play. The swimming pool is used by the Parkersburg YMCA and local high schools and is home to the Salem water polo and swimming teams. athletic training facility features two hydro-therapy pools with technological capabilities to monitor exercise performance on a submerged treadmill, three offices, and a Cybex® TRAZER. The goal of the athletic training department is to serve student-athletes by helping prevent injuries and providing effective rehabilitation when needed.

## CONSUMER INFORMATION

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### RETENTION AND GRADUATION RATES

Information about retention and graduation rates as well as other information in compliance with the Student Right to Know and Campus Security Act is available in the President's Office and online via the "Disclosures" link on the footer of each page, which is incorporated by reference. The Annual Fire Safety Report is incorporated.

### DISCLOSURE OF STUDENT RECORDS

Salem collects, processes, and maintains student information that is germane to the institution and the students based on two criteria: enabling the university to better serve its objectives, and strengthening the efforts to protect students from any damage that might result from a misuse of the information. The university will not redistribute or sell student information including, but not limited to: student lists, mailing labels, or electronic emails for any solicitation, commercial, recruitment, or any other purpose that is not directly related to the university.

Salem complies with the provisions of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. §1232g; 34 CFR Part 99) and Federal Regulations related thereto concerning disclosure and dissemination of student records.

**DIRECTORY INFORMATION** may be released as public information without prior consent, and may include: name, local address and phone number, permanent address and phone number, email addresses, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full or part-time status, academic and nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance; as well as height and weight of members of athletics teams. Public information may be disclosed on an unlimited basis by university personnel in response to oral or written requests. Participation in the directory is on an opt-in basis. **Students who wish to opt-in may do so by completing their FERPA, located on the university student portal.** The procedures and policies regarding student and parent access to educational records maintained by and at the university are available upon request from the Registrar. Students may examine their educational records by submitting a written request.

## STUDENT SUPPORT ADVISING

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The role of the student support advisor at Salem is to support all students achieving their educational goals and experience through proactive, knowledgeable, and personalized advising.

Your advisor can assist you with:

- Course planning
- Identifying resources to promote academic success
  - Some examples or resources are: Tutoring, library services, writing center, Better Help, LMS navigation
- Registration
  - Course registration will be determined by the registrar. Student Support Advisors will partner with the student and registrar team on any options to adjust a schedule, prepare for upcoming courses and provide resources to maintain enrollment progressing to graduation
- Attendance questions
- Academic questions
  - Student support advising works closely with the academic faculty and students' instructors to provide a team approach in supporting students' academic success

You can reach your student support advisor by e-mailing [Studentadvising@salem.edu](mailto:Studentadvising@salem.edu) or calling 317-573-8944.

## CAREER ACCESS

Career Access at Salem is a lifelong learning focus to career services. This is an offering available to all students current and alumni starting with their first course. Students will receive leadership training, professional development and life skills learning opportunities. Some examples of opportunities available from career access are:

- Live and virtual speaker series
- Life-Long learning plans
- Incorporation into the curriculum
- Personalized career portfolio
- Individual career advising
- Life Skills workshops
- Field Experience & Bootcamps
- Mentoring with Salem Alumni and field experts

Salem does not offer placement services and cannot guarantee employment or salary upon graduation. You can reach Career Access by e-mailing [Careeraccess@salem.edu](mailto:Careeraccess@salem.edu).

## TUTORING

Services are provided for both on campus and online students through Tutor.com. Five hours of Tutor.com are available for each student and have access to it in every course each month at no additional cost to students. It is available 24/7 via the Internet for students taking courses by any modality from anywhere.

Salem provides online tutoring via the Writing Center that offers instructor-led support to improve students' writing.

## SERVICES FOR STUDENTS WITH DISABILITIES

The university seeks to provide reasonable accommodation for students with disabilities that may negatively affect their college education. The student is responsible for contacting the Office of Student Affairs to submit a formal request for accommodation.

The student must provide official documentation of the disability that is to be accommodated. The university's ADA designee will make a determination of reasonable accommodation(s), based on documentation provided, and will provide each student a determination letter and place a copy in the student's file.

It is the student's responsibility to provide a copy of this determination letter to his or her faculty during the first week of a new class or prior to any assessments listed in the syllabus. If a faculty member does not have a copy of the determination letter, they are not required to accommodate the student's disability. Nonacademic accommodations, if deemed reasonable, are available as well.

## STUDENT AFFAIRS

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### PHILOSOPHY

The philosophy of the Student Affairs department is to develop and administer well-organized and enjoyable activities that augment the educational mission of the university, based on sound educational principles and practices. The educational and physical welfare of all students, faculty, staff, and university visitors is the primary concern and basis for establishment of best practices. Student Affairs provides opportunities to allow for student growth as individuals that will help prepare students for successful integration and leadership in the ever-increasing global society in which we exist.

The Office of Student Affairs at Salem is committed to extending education beyond the classroom with co-curricular and extra-curricular learning experiences. In addition to academic enrichment, we are committed to the social, cultural, physical, and ethical development of the individual. Salem is dedicated to assisting students in establishing a solid foundation for a complete university experience. This includes a strong effort in multicultural education, a commitment to diversity, and activities in keeping with the unique mission of the university.

### GOALS & OBJECTIVES

The goal of Student Affairs is to provide well-organized and enjoyable programming and activities that augment the educational mission of the university, based on sound educational principles and practices.

The objectives of the Student Affairs Department are to:

- Organize opportunities for campus involvement with the Salem community for community service and civic activities.
- Coordinate the Resident Life Staff to ensure that students are engaged in positive social activities and programming.
- Promote and encourage students that reside in the residence halls to learn self-discipline and self-control; to develop proper study habits; to realize realistic scholastic and vocational goals; to

realize college purposes and their relationship to present and future life; to develop proper health habits; to develop individual interests, skills, and goals.

- Develop and administer student activities and oversee student organizations which provide an educational and social awareness component while improving student retention and morale.
- Promote programming and an environment in which a student is expected to learn to accept others and enjoy those unlike themselves; to learn to respect the rights of others and their property.
- Foster cooperation with others and provide the opportunity to participate voluntarily in group activities; to lead as well as follow; to take as well as give; to learn to translate concerns into constructive channels; and to feel a part of a group.

## ATHLETICS

Salem is proud to offer intercollegiate athletics to eligible student-athletes pursuing undergraduate and graduate degrees. The university is a member of the National Collegiate Athletic Association (NCAA) Division II. It is a member of the Eastern Collegiate Athletic Conference (ECAC), the Mid-Atlantic Water Polo Conference, and the Bluegrass Mountain Conference (swimming). Men's Water Polo competes against institutions in NCAA Divisions I, II, and III.

The university participates in the following women's and men's sports:

MEN	WOMEN
Baseball	Softball
Basketball	Basketball
Soccer	Soccer
Tennis	Tennis
Water Polo	Volleyball
	Water Polo

Players have the opportunity to earn regional championships, NCAA championships, and various individual awards throughout the season. Salem offers senior and letterman awards to players who qualify. There are opportunities to be a part of the athletic experience by volunteering as team managers, statisticians, or applying for a graduate assistant position.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the student governing body at Salem. It advocates student rights and responsibilities at the university. All full-time students are members of the Student Government Association. The SGA is directed by Executive Officers, elected annually. Executive board meetings are held bi-weekly.

Senators are selected based upon involvement in active student organizations (one representative per active student organization). The Senate holds monthly meetings which are open to senators and all students.

## STUDENT ORGANIZATIONS

Salem offers several student-run organizations that provide a variety of opportunities for students to learn, to network, and to enhance their interpersonal skills, as well as providing a means for service to the community, including the following in alphabetic order. These organizations are open to both on-campus and distance education students as indicated.

- **Biology Club** – Focuses on the science community.
- **Biz Buzz Club** – Focuses on business and entrepreneurship.



- **Black Student Union** – Fosters engagement and thoughtful discussions of issues affecting our diverse study body.
- **Campus Activities Board** – Student-run organization that plans and facilitates cultural, social, and recreational activities.
- **Chess Club** – Group of students dedicated to providing the University and Salem community with an opportunity to learn about and play chess.
- **Community Service Club** \* – Dedicated to leadership development and community service.
- **International Student Organization** – National organization helping international students transition to living and studying in the US since 1958.
- **National Society of Leadership and Success** – Selective membership based on academic standing and leadership potential.
- **Rainbow Alliance** – Provides a safe and confidential group for students in all stages of exploring their sexual identity.
- **Stock Trak Club** – Student organization that raises awareness about investment in the stock market and financial literacy among Salem University students.
- **Student Athletic Advisory Committee** \* – Coordinates service projects for student-athletes to enhance community service.
- **Student Education Association** – Focuses on supporting students who are interested in the field of education with professional development and community service activities.
- **Student Government Association** – Student-centered organization led by student-elected council to represent the views and needs of students.
- **Student Nursing Association** – National association of student nurses that seeks to advance the profession.
- **Salem Odyssey** – E-sports club which plans regular video game tournaments on campus and competitive matches with other colleges and universities through National Association of College E-sports (NACE)
- **Salem Chapel** – Our mission is to Love, and to build the kingdom of God. We will pray, worship, share experiences and take on the community to show Salem the Love of Jesus Christ found through the Holy Spirit.
- **Salem Book Club (SBC)** – Welcome new friendships through reading. Meet bi-weekly as you read and explore the book world together.

All organizations are open to all eligible students, both on campus and online. However, the organizations marked with an asterisk (“\*”) provide services and hold events in Salem in person that require physical attendance in north central West Virginia. For more information, contact the Student Affairs Office.

### SALEM TRANSPORTATION

The university will make its best effort to provide transportation to and from selected airports and bus terminals in the region to assist students in getting to/from Salem, WV each term. Students should make arrangements at least 72 hours in advance by using the online scheduling site. To access the updated link, please contact the Student Affairs office.

Transportation will be provided only at the beginning and end of each semester and if personnel and vehicles are available at the time needed. If the University cannot provide transportation on occasion, the affected students will be notified that they will need to make their own arrangements for transportation. The University is not responsible for any associated costs.

Transportation to the campus will be provided from 10 am to 8 pm unless an exception is approved in advance. Transportation from the campus will be provided from 10 am to 8 pm. Students are advised to hire a taxi or other transportation at all other times.

If a plane or bus that is scheduled to arrive before 8 pm but is delayed for one (1) hour or less, the driver will wait. Otherwise, the driver will return to Salem and will notify the Manager of Student Life or designee that a pick-up is needed at 10 am the next day, if possible. Any necessary arrangements and costs associated with overnight accommodation are the responsibility of the student.

Transportation services are available at the following locations for Salem University students only at no cost with prior reservation and personnel and vehicle availability.

### **Morgantown, WV**

The Airport and Bus Stations are available for pick up and drop off and are approximately 50 miles from campus.

### **Bridgeport, WV**

Grey Line Bus (Bus Route 29) serves Pittsburgh Greyhound Terminal and the adjacent Train Station in Pittsburgh and Pittsburgh International Airport from UHC. Contact Grey Line at (304) 296-3869 or [www.busride.org](http://www.busride.org) for reservations.

The NCWV regional airport (CKB) is located 20 miles from campus in Bridgeport. The website is [www.flyckb.com](http://www.flyckb.com).

### **Pittsburgh, PA**

Pick up and drop offs are available to the Pittsburgh International Airport, and Mega-Bus and Greyhound Bus Stations and are approximately 180 miles from campus.

### **Important Information**

- Sign up for online shuttle schedule, at least 72 hours in advance to guarantee pick up or drop off. Notify your driver if you are delayed or of any flight changes that may occur.
- Shuttles will not occur under severe weather conditions, for the safety of the driver and students.
- Students experiencing any emergency, such as a death in the family, or medical situation, will need to contact the Manager of Student Life for accommodations.
- No more than 10 individuals, including the driver, will be allowed to board the van.

## **RESIDENCE LIFE**

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Salem's residence halls provide students with on-campus housing in West Virginia and an opportunity to learn from each other within the framework of an international community of learners. On-campus housing is available to all students without regard to race, color, creed, religion, gender, sexual orientation, ability/disability, religion, nationality, or ethnic origin.

Students are required to submit a roommate application, a copy of which is available on the university website. Students are given room assignments and are issued keys the day they officially check into the residence hall. In making room assignments, the Residence Life staff will consider many factors including the student's class standing, individual preferences, and the aim of providing multicultural co-curricular learning experiences.

Housing agreements are for a specific room in a specific residence hall and are legally binding. Each time a student moves, either to a different room within the same residence hall or to a different residence hall, he or she will be expected to sign a new housing agreement. The university reserves the right to move the student to another room or to another residence hall if the need arises or for disciplinary reasons. Any student who changes their room without permission must move back to the assigned room and will be charged a \$50 administrative fee.

All students are collectively responsible for damages done in the public areas of their residence hall. When the person(s) responsible for damages cannot be found, the cost of repairs will be allocated to all students in the hall. Individual residents are responsible for damage within their own rooms.

After a room assignment has been made, students may not change rooms. However, if a room assignment is determined to be unsuitable, a room change may be granted. Students must have specific permission for a room change and must do an official check-out and check-in procedure, including returning room key(s) before keys will be issued for the new room.

All students who reside in university residence halls are required to participate in the meal plan. Students on the meal plan are required to present their student I.D. in the dining room. Whenever possible, specific arrangements may be made for those who require special dietary or medical attention.

Students who remain on campus for holiday breaks may be assigned to temporary rooms for the break. Students enrolled for the summer semester will be re-assigned rooms (May-August).

Salem is not responsible for damage or loss of any personal property on campus and reserves the right to enter a room in an emergency, for maintenance, or for security purposes. The university does not have a secure facility to store personal items, such as furniture, on campus.

Students must be actively enrolled and attending class during each term spent living on campus. The room and board plan begins the first day of the term and ends on the last day of the semester. Students must check-out by 5:00 p.m. of the day following the end of the semester.

## CAMPUS SAFETY AND SECURITY

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Salem employs a security force that provides for the welfare of the university community 365 days per year, 24 hours per day. In addition to patrolling campus property and buildings, including the residence halls, Campus Security is also responsible for enforcing University Policy including the Student Code of Conduct. Campus Security can be contacted for assistance from any campus phone by dialing extension 1302 or by dialing 304.326.1302 or 304.203.4853 from any phone.

To contact emergency services such as police, fire, or ambulance, call 911.

The presence of a campus security force does not eliminate the need for students to take precautions to safeguard their person and their valuables. For example, personal property should be marked appropriately with the owner's information, and a list of any serial numbers should be kept securely in a separate location. Doors should be kept locked at all times. Informative charts and safety tips are provided as part of residence hall programming. Of course, students are welcome to visit the Security Office located on the Third Floor of RCC for more information on safety.

Pursuant to the Student's Right to Know and Campus Security Act (known as the Clery Act), Salem publishes an Annual Campus Security Report and a Fire Safety Report. The combined report is provided to all students living in the residence halls; it is available from the Registrar, Financial Aid, Admissions, and Security as well as online at: <http://www.salemu.edu/student-life/campus-safety>.

## PARKING

Students are responsible for knowing and obeying the on-campus parking policies. A parking decal is required to park a vehicle on-campus. Such a decal, however, is not a guarantee of a parking space.

Limited parking is available on a first-come, first-served basis. Vehicles parked on campus without a proper decal are subject to being ticketed and towed at the owner's expense.

Resident Student Lots are restricted to Resident Student decals at all times. Parking is not permitted in the circle, in front of garbage dumpsters, or other areas indicated by signs. Parked vehicles may not block access to doors, to parking entrances, or otherwise impede access.

Parking a vehicle on campus constitutes an agreement to abide by all parking rules and regulations. Parking decals remain the property of Salem and are non-transferable.

### ***PARKING REGULATIONS AND ENFORCEMENT***

Salem's campus has several parking areas that are patrolled and monitored by Campus Security Officers. Parking areas are for registered vehicle parking only except for marked visitor parking areas.

Salem is not responsible for thefts or damage to any vehicle parked on campus property.

### ***REGISTERING A VEHICLE WITH CAMPUS SECURITY***

To register a vehicle with Campus Security you must visit the Director of Campus Safety and Security to complete the appropriate registration form. A parking permit will be assigned for you to display in your vehicle. The permit must be visible while your vehicle is parked on campus property. All student parking permits expire on the last day of August each year.

### ***VISITOR PARKING***

Visitor parking is located in the main parking lot near the Brewster Chapel. Visitors can get a parking permit from the reception desk on the first floor of Randolph Campus Center. If the visitor is planning an extended visit, they must make arrangements with the Director of Security.

### ***PARKING ENFORCEMENT***

Campus Security Officers regularly patrol campus parking areas. The officers enforce parking regulations and monitor the area for suspicious behavior. Officers may issue warnings or parking citations as necessary. If a parking citation is issued for a violation, you will have 5 days to contact the Director of Security to establish a payment agreement. Failure to contact the Director of Campus Safety and Security will result in the citation being automatically forwarded to the Business Manager for collection. Consistent violations, abandoned vehicles, or other violations may result in the vehicle being towed at the owner's expense.

## **EMERGENCY MANAGEMENT ON CAMPUS**

If there were to be a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, the Emergency Response Team will be responsible for assessment and implementation of emergency procedures. Emergency procedures include evacuations, lockdowns, shelter-in place, crowd control, and coordination with responding emergency services.

Salem uses a commercial mass notification system called e2Campus to distribute crucial information during emergency situations. Notices and updates are distributed via SMS messages, email, and telephone calls. Students are automatically registered into the e2Campus system upon successfully enrolling with the university; however, individuals have the option to not receive SMS (text) messages. Specific information on emergency management can be viewed in the Annual Security Report and Fire Safety Report published online and distributed each year.

## **PRESERVING SAFETY AND SECURITY**

### ***PERSONAL SAFETY***

- Avoid walking alone, especially at night.

- Walk in well lighted areas.
- Walk clear of any area with heavy foliage.
- Be alert and aware of your surroundings.
- Refrain from propping open locked residence hall doors.
- Use the viewing porthole provided in each residence hall door.
- Have strangers identify themselves before unlocking any room door.
- Keep your room door locked at all times.
- Notify campus security officers of any suspicious persons or activity.

#### **VEHICLE SECURITY**

- Remove property from plain view.
- Roll up vehicle windows.
- Remove keys.
- Lock all doors.
- Park in a well-lit area whenever possible.

#### **PERSONAL PROPERTY**

- Secure valuables left in your room.
- Print your name on valuables when appropriate.
- Document serial numbers and identifying features for all valuable items.
- Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
- Lock your room door when you are in the bathroom (traditional halls).
- Do not keep large amounts of cash on hand or in your room.
- Pre-plan a course of action in the event of lost or stolen credit cards, checks or money.

#### **ID CARDS AND ACCESS DEVICES**

Students, Faculty, and Staff are issued Identification Cards by Campus Safety and Security. You are required to carry these ID cards with you while on campus property and show them upon request.

For students living in the Residence Halls, the ID card will allow access to your assigned building. The entry control devices are monitored closely to ensure a secure living environment for residents. Using another student's ID card to gain access to the Residence Halls is a violation of the student code of conduct and is strictly prohibited. Lost or stolen cards must be reported to Campus Security immediately. Replacement cards can be issued at a cost of \$10.00 per card.

#### **STUDENT LOCK-OUT**

Students that have locked themselves out of their assigned rooms can contact the Security Officer on duty for assistance.

#### **LOCK-OUT FORM**

Students that require Security to unlock their doors will be required to sign a lock-out form. The student will also be charged a \$5.00 lock-out fee. Excessive use of the lock-out service may result in a \$10.00 lock-out service fee.

#### **LOCK-OUT PROCEDURE**

If a student is locked out of his/her assigned room, the following procedure should be followed to regain access:

- Contact the Security Officer on duty by calling 304.326.1302 or 304.203.4853
- The Security Officer will check a roster to ensure you're in the proper room.
- The Security Officer will then issue you a lock-out form.
- After you sign the lock-out form, the Security Officer will unlock your door.

- You must then show your room key to the Security Officer. If you do not have your room key, then you will have to contact the Resident Director for key replacement.
- Security Officers will not unlock rooms that are not assigned to the requesting student.

### TOBACCO-FREE CAMPUS

Salem has a responsibility to its students and employees to provide a safe and healthy environment. Research findings reported by the U.S. Surgeon General show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance. Therefore, Salem has established the following policy regarding tobacco use:

- Tobacco use is prohibited in all campus buildings, including residence halls, classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms.
- Tobacco use is prohibited in all partially enclosed areas such as covered walkways, breezeways and walkways between sections of buildings, and bus-stop shelters; areas immediately adjacent to building entrances; and exterior stairways and landings.
- Tobacco use is prohibited in all Salem vehicles.
- Smoking is prohibited within 20 feet of any enclosed area where tobacco use is prohibited to ensure that secondhand smoke does not enter through entrances, windows, ventilation systems, or other means.

For the purposes of this policy, “smoking” is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, and pipes; “tobacco use” is defined as smoking or the use of nonsmoking tobacco (e.g., chewing tobacco or snuff).

Pursuant to West Virginia code § 16-9A-4, the use of vaping products is also prohibited in all areas where the use of tobacco is also prohibited.

The Offices of Student Life and Campus Security are responsible for enforcing this policy. If a student is found in violation of the policy, that student shall be fined \$100. Repeat violations of this policy may result in more severe sanctions as deemed fit by the Judicial Review Committee.

Employees, including student employees, who are found to be in violation of this policy, may be disciplined according to guidelines for insubordination published in the *Employee Handbook*.

Effective implementation of this Tobacco Policy depends upon the courtesy, respect, and cooperation of all members of the university community. Complaints or disputes should be brought to the attention of the university employee who has immediate responsibility or to her/his supervisor. If a satisfactory resolution is not reached, the Director of Campus Safety and Security should be consulted.

### ALCOHOL AND DRUG FREE WORKPLACE AND CAMPUS

In keeping with the mission of Salem and the requirements of state and federal laws, the university has adopted this policy to ensure a drug-free campus and workplace, to prevent the use of controlled substances, and to prevent the abuse of alcohol. The use of illegal drugs and the abuse of alcohol on the SU campus or in facilities controlled by SU are prohibited.

The university complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

- The possession, use, manufacture or distribution of any illegal drug is prohibited on property owned or controlled by the university.
- The unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited at the workplace or on the property of Salem or any premises leased or controlled by the university is prohibited.

- Reporting for work, attendance by a student at any class, or attendance by either a student or employee at any activity of the university under the influence of any controlled substance is prohibited.
- Violation of any of the prohibitions may result in immediate dismissal.

The health risks associated with drugs or excessive use of alcohol are many and are different for different drugs. But all non-prescription use of drugs, and excessive use of alcohol, endangers your health. There are no good reasons for using a drug that is not prescribed by your doctor or for drinking to excess.

The following information is provided in compliance with the Drug Free Schools and Communities Act Amendments of 1989.

#### ***DRUG AND ALCOHOL POLICY FOR EMPLOYEES (INCLUDING STUDENT EMPLOYEES)***

Salem absolutely prohibits the unlawful use, consumption, manufacture, distribution, dispensation, or possession of a controlled substance, or aiding or abetting in any such unlawful activity by an employee: 1) during work hours, 2) while representing the university, 3) while on university owned or controlled premises, or 4) at host affiliated agencies.

In addition, employees are strictly prohibited from being under the influence of alcohol or any controlled substance: 1) during working hours, 2) while representing the university, 3) while on university owned or controlled premises, or 4) while at host affiliated agencies.

The employee shall notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. If employment is under a Federal grant, the university will notify the granting agency within ten (10) days after receiving actual notice of such violation.

Within thirty (30) days after receiving notice of conviction of an employee, the university will 1) take appropriate action against such an employee, up to and including discharge; or 2) require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other agency.

#### ***DRUG AND ALCOHOL POLICY FOR STUDENTS***

Salem encourages safe, responsible behavior toward alcohol. All students are personally responsible for their behavior, and all students should consider themselves responsible for the safety of themselves and all fellow students.

The following policies are in place to support healthy decisions and encourage responsible behavior:

- Large containers of alcohol such as kegs, beer balls, and punch mixes are not permitted on campus.
- The possession of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games is prohibited on campus.
- The possession, use, consumption, manufacture, sale, or distribution of alcohol at any university athletic event, on or off campus – including parking areas is prohibited.
- “Hard alcohol” of any type and quantity is banned from all campus property.

The term “hard alcohol” applies to all alcohol and alcohol-containing beverages except beer, wine coolers and pre-made alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard alcohol must be below 22 proof or 11% alcohol by volume.

- In the residence halls, students and their invited guests who are twenty-one (21) years of age or older shall be allowed to possess and consume beer, wine coolers and pre-made alcoholic drinks not made from distilled spirits, only in their individual residence hall rooms.
- If alcohol is being served or consumed, then the door to the resident’s room or suite must be closed at all times. It is the resident’s responsibility to ensure that no one under the age or twenty-one (21) consumes alcohol.

- Any student or guest observed bringing alcohol into a residence hall or in possession of alcohol may be asked by a university official for a government-issued photo identification card to confirm the student or guest is of legal age. If an ID is not or cannot be provided, or if the individual is under twenty-one (21) years old, the alcohol will be confiscated; the student(s) will be cited for violation of the Student Code of Conduct; and any guest will be directed to leave the campus immediately or face charges of trespassing.
- Students may not use alcohol containers (full or empty) as decorating items for their residence hall room. Students under the age of 21 found with empty alcohol containers in their room will be considered in violation of the alcohol policy. Hosts of private gatherings are held responsible for the behavior of their guests and individuals who possess or consume alcohol in the host's room.

Any student or guest observed bringing alcohol into a residence hall or in possession of alcohol may be asked by a university official for a government-issued photo identification card to confirm the student or guest is of legal age. If an ID is not or cannot be provided or if the individual is under twenty-one (21) years old, the alcohol will be confiscated; the student(s) will be cited for violation of the Student Code of Conduct; and any guest will be directed to leave the campus immediately or face charges of trespassing.

Student events and activities sponsored by the university, by the Student Government Association, or by other recognized student organizations are meant to provide an opportunity for socializing, enjoyment and entertainment without the use of alcohol. University sponsored events are to be alcohol-free unless otherwise permitted by university administration.

Traditionally, the university has allowed a few social events to be held BYOB (bring your own beer). These events typically are the Homecoming Dance and the Spring Fling Dance. The decision to allow BYOB will be made by the university administration and announced in advance of the event. If BYOB is allowed, limitations to the amount of alcohol students may bring to the event and the minimum drinking age will be enforced.

Student organizations may not use organizational funds for the purchase of alcohol at any event on or off campus. The use of alcohol for any rushing or pledging activity is strictly prohibited.

### ***EFFECTS OF DRUGS AND ALCOHOL***

Although individuals often used drugs and alcohol to achieve a variety of effects on mind and body that are considered temporarily useful or pleasurable, drugs can be highly addictive and injurious. The use of drugs and alcohol can have negative consequences including, but not limited to:

- The risk of sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex while under the influence or by sharing needles to inject drugs.
- Drugs can trigger some individuals to become violent.
- Economic and legal problems often follow directly when one tries to support an expensive drug habit by resorting to crime.
- Dependence, illness, loss of job, and loss of family or friends can result from drug or alcohol use and abuse.
- Users often suffer impaired short-term memory or comprehension and difficulty learning.
- Side-effects can include anxiety, delusions, and hallucinations, as well as loss of appetite, resulting in general damage to the user's health in the long term.
- If an expectant mother uses drugs or alcohols, the unborn child may suffer significant damage including birth defects and long-term disability.
- Users expose themselves to the risk of premature death from overdose.

### ***DRUG AND ALCOHOL COUNSELING AND ASSISTANCE PROGRAMS***

Have you ever used drugs or alcohol:

- Before school?
- To relieve stress?



- To release anger?
- To establish friendships?
- By yourself?
- Have you lied to family or friends about drug and alcohol use?
- Have your grades at school dropped?
- Have you “blacked out” as a result of drinking or drug use?
- Has your life been taken over by alcohol or substance use?

If you have answered “Yes” to any of these questions, you should be aware that you may have a drug or alcohol problem. If you or someone you know needs help with drug or alcohol abuse, you are encouraged to seek help.

The following are drug/alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment.

Clarksburg Treatment Center  
706 Oakmound Rd  
Clarksburg, WV 26301  
877.637.6237

United Summit Center  
6 Hospital Plaza  
Clarksburg, WV 26301  
304.623.5661

Valley Healthcare System  
448 Leonard Ave  
Fairmont, WV 26554  
304.366.7141

**Disclaimer:** The above list is not exhaustive. It is meant to help identify some convenient agencies. Salem University cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees for any acts of misfeasance, nonfeasance, or malfeasance. The student and his/her parents or guardians should conduct their own reviews of these facilities before accepting services.

### ***PREVENTING DRUG AND ALCOHOL ABUSE***

Preventing drug and alcohol abuse is a difficult task. A personal resolve to never begin using drugs is effective for some individuals. While “Just Say No” or simply being fearful of addiction and the associated problems are enough for some people, many factors are associated with an individual’s risk for drug abuse, and protective factors can reduce this risk.

Drug and alcohol abuse can be prevented when protective factors are integrated into an individual’s life. Being involved in extracurricular activities such as exercise, shopping, playing sports or music, or volunteering in community services organizations can provide a healthy direction for an individual’s attention. Education is an effective defense through understanding the associated health risks of drug and alcohol abuse. Knowledge of personal effects and legal consequences can reduce temptation.

The key to success is a matter of understanding your strengths and weaknesses. An individual who possesses a strong self-esteem, who had parental involvement with clean, consistent enforcement of limitations likely will have a strong balance of risk and protective factors. Surround yourself with a positive, like-minded circle of friends. Find activities that you enjoy and which help you relax. Discover new interests, develop your talents, and learn positive coping mechanisms. These strategies will assist you in remaining drug- and alcohol-free.

## **TITLE IX AND SEXUAL MISCONDUCT POLICY**

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### ***TITLE IX OVERVIEW***

Title IX of the Educational Amendments states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX, along with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act require institutions that receive federal financial aid to follow guidelines to address and help prevent acts of harassment, discrimination, and sexual misconduct.

### ***TITLE IX POLICY STATEMENT***

Salem University is committed to maintaining a safe and productive educational and work environment in which no member of the university community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any university program or activity. Gender-based and sexual harassment, including sexual violence, domestic violence, dating violence, and stalking, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from university programs or activities. Salem University prohibits any form of discrimination, harassment, and/or sexual misconduct.

### ***SCOPE OF TITLE IX POLICY***

Salem University prohibits sex discrimination, sexual harassment, and sexual violence and will investigate all complaints filed under this policy. This policy applies to all university employees, students, contractors, and anyone that participates in an educational program or activity. This policy includes athletic events, field trips, student life events, and clinical instruction settings. Misconduct via social media, electronic communication, email, text messaging, and digital applications are also covered under this policy.

### ***DEFINITION OF TERMS RELATED TO TITLE IX:***

**Sexual Misconduct-** Sexual Misconduct is a term that refers to sex discrimination, sexual harassment, sexual assault/violence, relationship violence (domestic/dating), and stalking/cyberstalking.

**Sex Discrimination-** Sex Discrimination is when people are excluded from or denied participation in a university sponsored program or activity based on their gender, sex, or identity.

**Sexual Harassment-** Sexual Harassment is defined as any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. This includes any form of sexual violence or misconduct.

**Sexual Assault-** Sexual Offenses are defined in West Virginia Code § 61-8B-1, et. seq. as follows:

#### **WV Code 61-8B-3 Sexual assault in the first degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual assault in the first degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:

(i) Inflicts serious bodily injury upon anyone; or

(ii) Employs a deadly weapon in the commission of the act; or

(2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

#### **WV Code 61-8B-4 Sexual assault in the second degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual assault in the second degree when:

(1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or

(2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

**WV Code 61-8B-5 Sexual assault in the third degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual assault in the third degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or

(2) The person, being sixteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than sixteen years old and who is at least four years younger than the defendant and is not married to the defendant.

**WV Code 61-8B-7 Sexual abuse in the first degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual abuse in the first degree when:

(1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or

(2) Such person subjects another person to sexual contact who is physically helpless; or

(3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

**WV Code 61-8B-8 Sexual abuse in the second degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

**WV Code 61-8B-9 Sexual abuse in the third degree. (West Virginia Code (2013 Edition))**

(a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

**VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS**

The Violence Against Women Act of 1994 is a US Federal Law under Title IV § 40001-40703 of the Violent Crime Control and Law Enforcement Act, HR 3355, signed by President Clinton on September 13, 1994.

**Domestic Violence:** The term "domestic violence" means

1) Felony or misdemeanor crimes of violence committed—

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence is defined in West Virginia Code §48-27-202 (2013) as follows:**

“Domestic violence” or “abuse” means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

- 1) Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;
- 2) Placing another in reasonable apprehension of physical harm;
- 3) Creating fear of physical harm by harassment, stalking, and psychological abuse or threatening acts;
- 4) Committing either sexual assault or sexual abuse as those terms are defined in articles eight-b and eight-d, chapter sixty-one of this code; and
- 5) Holding, confining, detaining or abducting another person against that person’s will.

**Dating Violence:** The term “dating violence” means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

There is not a separate statute in West Virginia for “dating violence”. Any crimes committed as part of a dating relationship would be prosecuted under the general criminal code based upon the specific allegations presented.

**Stalking:** The term “stalking” means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (i) Fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition
  - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

West Virginia Code §61-2-9a (2013) defines stalking as follows:

- a) Any person who repeatedly follows another knowing or having reason to know that the conduct causes the person followed to reasonably fear for his or her safety or suffer significant emotional distress,
- b) (b) Any person who repeatedly harasses or repeatedly makes credible threats against another

c) For the purposes of this section:

- (1) "Bodily injury" means substantial physical pain, illness or any impairment of physical condition;
- (2) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;
- (3) "Harasses" means willful conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress;
- (4) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household; and
- (5) "Repeatedly" means on two or more occasions

**Consent** is defined as "voluntary, positive agreement between participants to engage in specific sexual activity"

**Lack of Consent** is defined in West Virginia Code § 61-8B-2 (2013) as follows:

- (a) Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without the consent of the victim.
- (b) Lack of consent results from:
  - (1) Forcible compulsion;
  - (2) Incapacity to consent; or
  - (3) If the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
- (c) A person is deemed incapable of consent when such person is:
  - (1) Less than sixteen years old;
  - (2) Mentally defective;
  - (3) Mentally incapacitated;
  - (4) Physically helpless; or
  - (5) Subject to confinement or supervision by a state or local government entity, when the actor is a person prohibited from having sexual intercourse, or causing sexual intrusion or sexual contact pursuant to subsections (a) and (b) of section ten of this article.

### ***ROLES AND RESPONSIBILITIES***

Salem University has designated key members of its staff to serve as **caretakers** of Title IX related issues.

**Title IX Coordinator** - The Title IX Coordinator is responsible for the following:

- Ensures compliance with Title IX
- Training and distribution of educational material related to Title IX
- Receive complaints regarding Title IX offenses
- Oversee the complaint procedures

Salem University has designated Mrs. Hilary Leon as the Title IX Coordinator.

### **Contact Information for the Title IX Coordinator**

Hilary Leon  
 Faculty, Title IX Coordinator  
 Phone: 304-629-9903  
 Email: [Hilary.Leon@faculty.salemu.edu](mailto:Hilary.Leon@faculty.salemu.edu)

**Title IX Investigator** - The Title IX Investigator is responsible for investigating complaints and/or referring the investigation to other entities. The investigator is also responsible for overseeing interim measures and/or protective orders and presenting the evidence collected to the Judicial Committee for review. Salem University has designated the Director of Campus Safety and Security as the Title IX Investigator.

#### **Contact Information for the Title IX Investigator**

Joseph Shaver

Director of Campus Safety and Security, Title IX Investigator

Phone: 304-326-1481

Email: [JShaver@salem.edu](mailto:JShaver@salem.edu)

**Level III Judicial Board** - The judicial board is responsible for hearing suspendable and expellable offenses, including Title IX incidents. The committee will determine whether a respondent is responsible or not responsible and sanction(s) if found responsible.

The Judicial Board is comprised of the Executive Director of Campus Development, who acts as Chair and votes only to break ties, two faculty members appointed by the President, two staff members appointed by the president and two student representatives appointed by the Executive Director of Campus Development. All appointed members of the Judicial Board will serve for one academic year; however, they may be reappointed.

**Advocates** - Individuals bringing forward allegations (“Complainants”), and individuals responding to allegations (“Respondents”) who participate in a Title IX investigation process, have the right to have one individual of their choosing serve as their advocate throughout the investigation process. The right to an advocate is extended so that the Complainant or Respondent can identify someone that they want to assist them with navigating and understanding the investigation process, including providing support during each portion of the investigation process and any meeting or interview that is associated with the investigation process. An advocate must not be a witness in the same matter.

**President of the University** - If either the complainant or respondent appeal the decision of the judicial board, the President will have the opportunity to hear the appeal and either overturn the decision(s), modify the decision(s), or uphold the decision(s).

#### **TITLE IX TRAINING INFORMATION**

In an effort to provide updated information regarding the recent Title IX changes, Salem University has developed a training for all Title IX Personnel. The Training topics include:

- Policies and Procedures
- Process for Title IX incidents
- Implicit and Unconscious Bias

The annual training session will be provided virtually to all Title IX personnel and documentation of the completion of training will be kept by the Title IX coordinator. Title IX Personnel will include:

- Title IX Coordinator
- Director of Campus Safety and Security
- Executive Director of Campus Development
- Judicial Board
- Advocates

The materials used for the training can be found at <https://www.salem.edu/student-life/campus-safety/>

***FILING A SEX DISCRIMINATION/HARASSMENT COMPLAINT WITH THE UNIVERSITY***

Salem University encourages all individuals to report incidents of unlawful sex discrimination, sex harassment, or retaliation to the appropriate individuals via the following reporting options.

Reports can be filed by:

- Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who believes they experienced discrimination, harassment or retaliation in a program or activity sponsored by the university
- Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who has information that discrimination, harassment or retaliation may have been committed by a student, employee, third party or a participant in a University sponsored program or activity.

Below is a list of offices where complaints can be filed:

**Title IX Coordinator**

Mrs. Hilary Leon

Phone: (304) 629-9903

Email: [Hilary.Leon@faculty.salemu.edu](mailto:Hilary.Leon@faculty.salemu.edu)

Address: 223 W. Main St. Salem WV, 26426

**Director of Campus Safety and Security**

Mr. Joseph Shaver, Director of Campus Safety and Security

Phone: (304)-326-1481

Email: [JShaver@salemu.edu](mailto:JShaver@salemu.edu)

Address: 223 W. Main St. Salem WV, 26426

**Human Resources Liaison**

Virginia Verble (HR responsible party in Indianapolis, IN)

Phone: (317) 805-1783

Email: [VVerble@salemu.edu](mailto:VVerble@salemu.edu)

Address: 8500 Keystone Crossing, Suite 310 Indianapolis, IN 46240

Stephanie Roberts (HR responsible party in Salem, WV)

Phone: (304) 326-1310

Email: [sroberts@salemu.edu](mailto:sroberts@salemu.edu)

223 W. Main Street, Salem, WV 26426

**Complaints may be filed via any of the following ways:**

- Request an Incident Report be filed with Campus Security.
- Send an email to the Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Send letter via mail to Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Meet in-person with Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Submit a complaint to: [Complaints@salemu.edu](mailto:Complaints@salemu.edu)

### *INVESTIGATION OF COMPLAINTS*

All complaints will be promptly and thoroughly investigated by the Dean of Students and Director of Campus Safety and Security following the policy outlined above. Upon initial review, the investigating parties will determine if any interim measures are needed to ensure the safety of the alleged victim and the campus community. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. All parties must cooperate with and provide information relative to these investigations.

### *RESOLUTION OF COMPLAINTS*

For complaints involving those under the jurisdiction of the Student Code of Conduct (Student vs. Student), the University will follow the procedures for Judicial Proceedings.

For all other complaints:

The Title IX Coordinator and/or designee will convene a committee of appropriate individuals to review the complaint, hear evidence and testimony, and determine the resolution. The committee will be made up of university staff that have been trained on the applicable procedures as well as training designed to eliminate bias. Respondents are automatically presumed to be “not responsible” until it is proven otherwise using the university standard burden of proof. The university standard is a preponderance of evidence as the burden of proof for all major accusations. Individuals that have been found responsible can face disciplinary and corrective action, up to and including dismissal, depending upon the circumstance.

Any person that wishes to file a complaint that constitutes a criminal act (Sexual Assault, Domestic Violence, Dating Violence, and Stalking) is encouraged to report the incident to law enforcement or Campus Security immediately. Assistance in this process is available by contacting the Title IX Coordinator or the Director of Campus Safety and Security.

### *AMNESTY*

Individuals may be hesitant to report conduct which they have experienced or witnessed, to participate in an investigation and/or grievance proceeding, or to speak out because they fear disciplinary action due to their own infractions at the time of the incident. While the university does not condone violating the Student Code of Conduct in any way, we recognize the severity of sexual misconduct and may provide limited amnesty to victims, witnesses and those reporting incidents and/or assisting the victims of sexual offenses, provided that they are acting in good faith.

### *PREVENTIVE MEASURES*

The Security Department and our campus community are dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to patrol services, the Campus Security Department develops and coordinates a variety of activities to meet the safety needs of the entire campus community. Presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation. Informational news articles, flyers, and safety-related brochures are developed and distributed to students and employees describing incidents affecting campus security, as needed. The University encourages students and employees to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Campus security procedures and practices are explained to students during orientation. Residence Life floor meetings, and activities are scheduled during Campus Safety Awareness Month in September. Crime prevention literature is available from the Security Department.

### *PROTECTIVE ORDERS, EQUAL ACCESS, AND OTHER INTERIM MEASURES*

The university is obligated to offer reasonable interim measures that are used to protect the safety and well-being of alleged victims of a crime and to provide equal access to all university offered programming,



activities, and functions. The Director of Campus Safety and Security will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report the incident to Campus Security or to Law Enforcement Officers. This written notification will describe options for available assistance in, and how to request changes to, academic, living, transportation, working situations, or other protective measures. The university will make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the incident to Campus Security or local law enforcement.

The university does not have the authority to issue or enforce legally mandated protective orders but will assist the victim of sexual assault, domestic violence, dating violence, and/or stalking in applying for and obtaining such an order from the local court system. The university may also issue a “No-Contact Order”. This order is enforceable as a violation of the Student Code of Conduct or University Policy. Campus Security Officers will remain vigilant and assist in reporting violations of protective orders. A victim may also request that the alleged respondent’s campus privileges be suspended (temporary suspension) until the investigation and judicial process is complete. This request can be filed with the Director of Campus Safety and Security and if reasonable, action will be taken promptly.

Protective measures and accommodations will remain confidential to the fullest extent possible.

The Director of Campus Safety and Security is responsible for overseeing these measures and that they are applied appropriately to ensure the safety and well-being of the victim.

### ***RETALIATION***

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated, and will result in disciplinary action, regardless of the disposition of the underlying complaint. Complaints of retaliation can be made in the same manner as above.

### ***ATHLETICS AND TITLE IX***

Salem University Athletics programs are considered educational programs and activities. There are three basic parts of Title IX as it applies to athletics:

**Participation:** Title IX requires that women and men be provided equitable opportunities to participate in sports. Title IX does not require institutions to offer identical sports but an equal opportunity to play.

**Scholarships:** Title IX requires that female and male student-athletes receive athletics scholarship dollars proportional to their participation.

**Other benefits:** Title IX requires the equal treatment of female and male student-athletes in the provisions of: (a) equipment and supplies; (b) scheduling of games and practice times; (c) travel and daily allowance/per diem; (d) access to tutoring; (e) coaching, (f) locker rooms, practice and competitive facilities; (g) medical and training facilities and services; (h) housing and dining facilities and services; (i) publicity and promotions; (j) support services and (k) recruitment of student-athletes.

### ***STANDARD PROCEDURES***

The Equity in Athletics Disclosure Act (EADA Report) is submitted each October. The EADA database consists of athletics data that are submitted annually as required by the EADA, via a Web-based data collection, by all co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics program. If a complaint regarding Title IX, by a non-athlete is made, the Title IX Coordinator will notify the Director of Campus Safety and Security to investigate the accusations to see if action is required.

If the complaint involves an athlete, the Senior Women’s Administrator and the Title IX Coordinator will notify the Director of Campus Safety and Security.

## **TITLE VI NON-DISCRIMINATION POLICY AND PROCEDURES**

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### **POLICY STATEMENT**

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title VI states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Programs and activities that receive Federal financial assistance from the United States Department of Education (ED) are covered by Title VI. ED maintains an Office for Civil Rights, with 10 regional offices and a headquarters office in Washington, D.C., to enforce Title VI.

### **STANDARD PROCEDURES**

Agencies and institutions that receive ED funds covered by Title VI include: 50 state education agencies, their sub recipients, and vocational rehabilitation agencies; the education and vocational rehabilitation agencies of the District of Columbia and of the territories and possessions of the United States; 17,000 local education systems; 4,700 colleges and universities; 10,000 proprietary institutions; and other institutions, such as libraries and museums, that receive ED funds.

Programs and activities that receive ED funds must operate in a non-discriminatory manner. These may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment, if it affects those who are intended to benefit from the Federal funds. Also, a recipient may not retaliate against any person because he or she opposed an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title VI. For a recipient to retaliate in any way is considered a violation of Title VI. The ED Title VI regulations (Volume 34, Code of Federal Regulations, Part 100) provide a detailed discussion of discrimination prohibited by Title VI.

### **THE OFFICE FOR CIVIL RIGHTS ENFORCES TITLE VI**

The Office for Civil Rights (OCR) in ED is responsible for enforcing Title VI as it applies to programs and activities funded by ED. OCR's responsibility to ensure that institutions that receive ED funds comply with Title VI is carried out through compliance enforcement. The principal enforcement activity is the investigation and resolution of complaints filed by people alleging discrimination on the basis of race, color or national origin. Also, through a compliance review program of selected recipients, OCR is able to identify and remedy discrimination that may not be addressed through complaint investigations. Compliance reviews differ from complaint investigations in that OCR has discretion in selecting the institutions it will review.

### **FILING A DISCRIMINATION/HARASSMENT COMPLAINT WITH THE UNIVERSITY**

Salem University encourages all individuals to report incidents of unlawful discrimination, harassment, or retaliation to the appropriate individuals via the following reporting options.

Reports can be filed by:

Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who believes they experienced discrimination, harassment or retaliation in a program or activity sponsored by the university

Any currently enrolled student or candidate for admission, current employee, candidate for employment, or third party to the University who has information that discrimination, harassment or retaliation may have been committed by a student, employee, third party or a participant in a university sponsored program or activity.

Below is a list of offices where complaints can be filed: (Contact information will be listed on final page)

#### **Title IX Coordinator**

Hilary Leon, Faculty, Title IX Coordinator  
 Phone: (304) 629-9903  
 Email: [Hilary.Leon@faculty.salemu.edu](mailto:Hilary.Leon@faculty.salemu.edu)  
 Address: 223 W. Main St. Salem WV, 26426

#### **Director of Campus Safety and Security**

Mr. Joseph Shaver, Director of Campus Safety and Security  
 Phone: (304)-326-1481  
 Email: [JShaver@salemu.edu](mailto:JShaver@salemu.edu)  
 Address: 223 W. Main St. Salem WV, 26426

#### **Human Resources Liaisons**

Virginia Richards (HR responsible party in Indianapolis, IN)  
 Phone: (317) 805-1783  
 Email: [vrichards@salemu.edu](mailto:vrichards@salemu.edu)  
 Address: 8500 Keystone Crossing, Suite 310 Indianapolis, IN 46240

Stephanie Roberts (HR responsible party in Salem, WV)  
 Phone: (304) 326-1310  
 Email: [stephanie.roberts@salemu.edu](mailto:stephanie.roberts@salemu.edu)  
 223 W. Main Street, Salem, WV 26426

Complaints may be filed via any of the following ways:

- Request an Incident Report be filed with Campus Security.
- Send an email to the Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Send a letter via mail to Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Meet in-person with Title IX Coordinator, Director of Campus Safety and Security, Human Resources Liaison.
- Submit a complaint to: [Complaints@salemu.edu](mailto:Complaints@salemu.edu)

#### **INVESTIGATION OF COMPLAINTS**

All complaints will be promptly and thoroughly investigated by the Dean of Students and Director of Campus Safety and Security following the policy outlined above. Upon initial review, the investigating parties will determine if any interim measures are needed to ensure the safety of the alleged victim and the campus community. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. All parties must cooperate with and provide information relative to these investigations.

## RESOLUTION OF COMPLAINTS

For complaints involving those under the jurisdiction of the Student Code of Conduct (Student vs. Student), the University will follow the procedures for Judicial Proceedings.

For all other complaints:

The Title IX Coordinator and/or designee will convene a committee of appropriate individuals to review the complaint, hear evidence and testimony, and determine the resolution. The committee will be made up of university staff that have been trained on the applicable procedures as well as training designed to eliminate bias. Individuals that have been found responsible can face disciplinary and corrective action, up to and including dismissal, dependent upon the circumstance.

Any person wishing to file a complaint that constitutes a criminal act is encouraged to report the incident to law enforcement or Campus Security immediately. Assistance in this process is available by contacting the Title IX Coordinator or the Director of Campus Safety and Security.

## PROTECTIVE ORDERS AND OTHER INTERIM MEASURES

The university is obligated to offer reasonable interim measures that are used to protect the safety and well-being of alleged victims of a crime and to provide equal access to all university offered programming, activities, and functions. The Director of Campus Safety and Security will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report the incident to Campus Security or to Law Enforcement Officers. This written notification will describe options for available assistance in, and how to request changes to, academic, living, transportation, working situations, or other protective measures. The university will make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the incident to Campus Security or local law enforcement.

The university does not have the authority to issue or enforce legally mandated protective orders but will assist the victim of sexual assault, domestic violence, dating violence, and/or stalking in applying for and obtaining such an order from the local court system. The university may also issue a "No-Contact Order". This order is enforceable as a violation of the Student Code of Conduct or University Policy. Campus Security Officers will remain vigilant and assist in reporting violations of protective orders. A victim may also request that the alleged respondent's campus privileges be suspended (temporary suspension) until the investigation and judicial process is complete. This request can be filed with the Director of Campus Safety and Security and if reasonable, action will be taken promptly.

Protective measures and accommodations will remain confidential to the fullest extent possible.

The Director of Campus Safety and Security is responsible for overseeing these measures and that they are applied appropriately to ensure the safety and well-being of the victim.

## RETALIATION

Retaliation against any individual exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated, and will result in disciplinary action, regardless of the disposition of the underlying complaint. Complaints of retaliation can be made following the same process outlined in this policy.

## ACADEMIC POLICIES, PROCEDURES & PRACTICES

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### STUDENT LEARNING OUTCOMES ASSESSMENT

Salem is committed to academic quality and continuous improvement and has developed a plan for assessing student learning outcomes. The purpose of the student outcomes assessment program is to provide a process of continuous evaluation of all available information concerning the students, the educational programs, and the educational environment. The data are used to help the institution ascertain the degree of change in students' learning and to form valid judgments about the students' growth, the effectiveness of the educational programs, and the environment. The ultimate goal of student outcomes assessment is to improve teaching and learning and the quality and effectiveness of the overall Salem educational experience.

### STUDENT RESPONSIBILITY

Students are responsible for knowing their academic standing as it relates to the published policies and procedures of Salem. This responsibility includes knowing the practices and protocols of the school or program of study in which a degree is being earned as well as any program handbooks that may be published.

### STUDENT BEHAVIOR

Salem encourages discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is equally essential that they learn to listen and respond respectfully to others whose beliefs they may not share.

The university will always tolerate diverse, unorthodox, and unpopular points of view, but will **not** tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others with whose views they do not agree, they subvert the free exchange of ideas that should characterize a university course.

If students' actions in a course, either in person or online, are deemed by the instructor to be disruptive, the students will be subject to appropriate disciplinary action. Such disciplinary action may include the students being involuntarily withdrawn from the class.

All students are bound by the Salem Student Code of Conduct, which is included in its entirety herein by reference. Violations of the Code should be brought to the attention of the Provost or the Director of Campus Safety and Security. (See Telephone Directory above.) Serious or repeated violations may result in sanctions up to and including expulsion or dismissal from the university.

### ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Academic integrity is highly valued and expected at Salem. If a student uses the ideas or words of another without giving a proper citation, the student will be found responsible for committing plagiarism. Plagiarism is a serious example of academic dishonesty. Academic dishonesty includes but is not limited to, cheating on assignments or assessments, using unauthorized materials, sharing test questions or answers, and intentionally or unintentionally falsifying a document or assignment. Assisting another student to cheat, plagiarize, or falsify assignments is considered academic dishonesty. Documented plagiarism will result in a minimum penalty of failure for the assignment, but it can result in more severe sanctions. Additional sanctions for academic dishonesty include probation, suspension, expulsion, and dismissal from the university.

## CLASS ATTENDANCE

Although Salem is not required to take daily attendance, the university requires faculty to establish initial attendance. Students are expected to benefit most from their educational opportunities by attending all scheduled lectures, laboratories, recitation periods, and any other class sessions as well as completing all assignments on time. Similarly, students taking courses by distance education are expected to log on and participate regularly, at least several times per week, and are responsible for completing all assignments on time.

Students must establish attendance for each course as soon as possible of the first week of the course. This requirement ensures the student qualifies for financial aid and is in compliance with institutional and other policies and procedures. The university may extend the time limit for establishing attendance at the direction of the CEO or President.

Students enrolled in classroom courses must establish physical attendance and participation in person. The instructor certifies attendance to the Registrar in writing.

Students taking courses via distance education or blended must complete a two-step procedure online to establish attendance: (1) they must login to the learning management system; (2) and they must complete the Getting Started Quiz. The Registrar ensures all steps are completed before the students will be listed in attendance.

Absences may be excused by the faculty for health reasons, for participation in university-sponsored activities, for attendance at an important family event, for transportation delays, for job interviews, etc. Documentation may be required. A student whose absence has been excused is responsible for contacting the instructor and for making arrangements to make up the missed work as soon as possible, preferably in advance of the absence. Faculty members have no obligation to permit a student to complete work that was missed due to an unexcused absence. In addition, the nature of some coursework (e.g., clinical learning experiences or fieldwork) may make it impossible to do make-up work.

Students are responsible for reading and understanding the grading and other requirements as stated in their course syllabi. The grading policies of individual faculty members may take class participation into consideration, which shall be stated in the syllabus and clearly explained.

## GRADING SYSTEM

The academic performance of students is reported using letter grades and grade-point averages.

GRADE	QUALITY POINTS PER CREDIT HOUR	SCORE RANGE	SCORE RANGE FOR NURSING
A	4.0	90-100%	93-100%
B	3.0	80-89%	85-92%
C	2.0	70-79%	77-84%
D	1.0	60-69%	70-76%
F	0.0	Less than 60%	Less than 70%
P	Pass		
SP	Satisfactory Performance (Pass)		
W	Withdrawal		
WF	Withdrawal Failing		
WP	Withdrawal Passing		
X or AU	Audit		
I	Incomplete		

**N.B.** Salem policy requires calculated scores to be rounded to two digits before conversion to whole percentages (e.g., 0.8855 is 89%, not 88.55%).

**D:** A grade of “D” does not apply to graduate-level courses.

**Pass:** “P” or “SP” indicates the student passed the class. A “Pass” does not affect the calculation of grade point average. “SP” indicates Satisfactory Performance and is usually applied to fieldwork, clinical learning experiences, internships, or other hands-on learning.

**Withdrawal:** “W”, “WF”, or “WP” indicates a student withdrew from a class. A withdrawal is not included in the calculation of the grade point average.

**Audit:** “X” or “AU” indicates that the student audited a class. No credits or quality points are issued. A final grade of “X” or “AU” cannot be converted to any other grade as the decision to audit a course is irrevocable by academic policy.

**Incomplete:** An “I” is an unofficial grade that indicates the student was unable to complete course requirements prior to or by the end of a course; and, therefore, he or she submitted a *Student Request for a Grade of Incomplete* form. (This form is available on campus and via Blackboard in the Syllabus Addendum menu.) All requests for a grade of incomplete will be approved or denied by the course instructor. If approved, the course instructor is responsible for identifying the timeline and requirements to satisfy the awarding of an official final grade for the course. If the incomplete is granted, it is the student’s responsibility to notify the course instructor when all requirements for the incomplete have been submitted and are ready for assessment. Note that a grade of “I” will be automatically converted to an “F” by the university Registrar 90 days after the official last day of the class if official notification is not received from the course instructor indicating the requirements for replacement of the Incomplete with a Final Grade have been met. An additional extension in time may be granted by the appropriate program leader or the Provost in very rare situations. An “I” is counted in credit hours attempted, which may affect financial aid decisions regarding satisfactory academic performance; however, it is **not** an official grade, it is **not** included in the calculation of academic grade point average, and it is **not** counted in total credit hours earned.

## HANDLING GRADES OF INCOMPLETE

Course instructors are responsible for managing the incomplete process. It is the instructor’s decision to **approve or deny** a formal request for a grade of incomplete that is submitted in writing by the student. A formal request requires the submission of the *Student Request for a Grade of Incomplete* form. This form is available on campus and via the Blackboard learning management system in the Syllabus Addendum menu.

All communication related to this process must utilize in-person communication (classroom-based) or “Messages” within the course on Blackboard. Do **not** use Salem or personal email. This requirement ensures proper records are kept.

If a student formally requests an incomplete using the appropriate form and modality, the instructor has two choices:

- **Approve** – If the instructor approves the request, then the instructor must document the work to be completed and the timeline for doing so for the student’s reference. The instructor and the student are expected to negotiate in good faith with sincere mutual agreement on the means of completing the course. The instructor will forward the approved incomplete form to [Provost.Office@salem.edu](mailto:Provost.Office@salem.edu). Note: Any grade of “I” submitted on a final grade sheets should have a corresponding approved *Request for Incomplete* form on record in the Office of the Provost.
- **Deny** – If this is the instructor’s decision, then the instructor must notify the student with an explanation. The instructor is required to inform the student that he or she has the right to appeal this decision to the appropriate program director. If the student wants to appeal the decision, he or she should write a letter (email is acceptable) explaining the request for the appeal. This letter

or email should be sent directly to the Office of the Provost using the following address [Provost.Office@salemu.edu](mailto:Provost.Office@salemu.edu). The Office of the Provost can be contacted by telephone for any questions related to the process. (See Telephone Directory above.)

## GOOD ACADEMIC STANDING

The minimum cumulative GPA required for good academic standing varies according to the student's class level and program of study. Class level is based on the number of credit hours earned. To remain in good academic standing, a student's cumulative GPA must be equal to or greater than the minimum for their respective class levels, as shown in the following table:

CLASS LEVEL	TOTAL CREDIT HOURS EARNED (INCLUDING ACCEPTED TRANSFER CREDITS)	MINIMUM CUMULATIVE GPA REQUIRED FOR GOOD ACADEMIC STANDING *
Freshman	0-30	1.6
Sophomore	31-60	1.8
Junior	61-90	2.0
Senior	90 or More	2.0
Master's	0-36	3.0

\* The Bachelor of Science in Education, LPN Program, ADN Program, and RN-BSN Program have higher minimum cumulative GPA requirements. See the relevant program handbook for additional details.

A student whose cumulative GPA falls below the minimum is subject to academic sanctions. Cumulative GPA is calculated at the end of each semester. If the student has less than the minimum cumulative GPA, he or she will be placed on Academic Probation for the next semester. If the student regains the minimum cumulative GPA by the end of the next semester, he or she will be removed from Academic Probation.

If a student's cumulative GPA fails to achieve the criteria for Academic Good Standing by the end of the Academic Probation semester, the student will be:

- Continued on Academic Probation if the semester GPA meets the required criteria for Academic Good Standing;
- Continued on Academic Probation if the student has made significant progress, as determined by the Academic Standing Committee, toward Academic Good Standing; or
- Placed on Academic Suspension and not permitted to enroll in courses for at least an academic semester.

The student will be notified of the decision in writing. A copy will be kept with the student's file maintained by the Registrar.

Students placed on Academic Suspension may appeal. The appeal must contain: (1) an explanation of why the student was not able to meet the criteria for Academic Good Standing; and (2) a description of what has changed in the student's situation that will enable him or her to meet the criteria for Academic Good Standing. Supporting documentation should be submitted to support claims of adverse circumstances beyond the student's control. The appeal will be heard by the Academic Standing Committee, which will advise the student of its decision in writing. A copy will be kept with the student's file maintained by the Registrar.

If the appeal is granted by the Academic Standing Committee, then the student will be placed on Academic Probation for the next semester and allowed to continue enrollment, and the Dean or Director of the student's program will document the requirements the student must meet in a written Progression Plan. The term of the Progression Plan may extend beyond one semester and will ensure the student will be able to complete the program with the required cumulative GPA for graduation. The student's achievement will be evaluated using the Progression Plan as a reference. If the student fails to meet the



requirements of the Progression Plan, which will be evaluated at the end of each semester, the student will be placed on Academic Suspension and will not have the right of additional appeal.

### FINAL GRADE APPEALS

Faculty members assign grades based on the work students submit in fulfillment of the requirements stated in the syllabi. Students have the right to ask for reconsideration regarding their final grades in courses if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The posted grade shall remain in effect until the grade change procedure is completed. The following procedure will be used:

- **Step 1.** The student shall ask for a change of the final grade directly to their faculty within five (5) days after the grade is posted. The reason for the grade change must be explained in detail. If the student is not satisfied with the faculty's decision, they should proceed immediately to Step 2.
- **Step 2.** The student shall contact the responsible dean, department head, or program leader to request the final grade be changed. This request must be submitted writing, preferably via email. The responsible dean, department head, or program leader will render a decision within five (5) days. If the student remains unsatisfied with this decision, they should proceed to Step 3.
- **Step 3.** The student may request that the Provost assemble an Academic Appeal Committee to make a final resolution. This Committee shall consist of three (3) or more faculty members including at least one outside the original faculty's discipline. The Committee will advise the student of the formal resolution and render a decision within five (5) days. The decision of the Committee is final.

This procedure is to be completed within 15 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student's official academic record.

### CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

Should it be necessary for the university to close the campus due to weather conditions, the following procedures will be followed: A decision will be made by the administration concerning cancellation or delayed start as early as possible. Radio station WKKW FM 97.9, TV stations WBOY and WDTV, and university Security may be called to report any cancellation. All academic and support service offices and functions may be closed at the discretion of the Administration.

### EXPECTATIONS OF DISTANCE EDUCATION LEARNERS

Salem offers classroom, distance education (primarily online via the Internet), and blended courses that have classroom and distance education components. Distance education students are responsible for ensuring they have the resources to complete courses successfully.

### ONLINE AND BLENDED COURSES

The Registrar schedules students into online and blended sections of courses as needed. Students can request an online or blended course section as may be available. Online and blended courses are regular courses with specific start and end dates just like classroom courses. These courses are **not** self-paced: Students must fulfill the requirements stated in the syllabi by the deadlines set by the instructor and interact with the instructor and fellow students either online or in person.

## WITHDRAWAL

### *WITHDRAWAL FROM A COURSE*

Course withdrawal through the end of the second week of the class or term results in a grade of “W” on the record. It is the student’s responsibility to complete the necessary paperwork required by the Registrar’s Office. Withdrawals are **not** permitted after the second week of the class unless approved by the Provost in writing.

If a student is only registered for three (3) credits, and withdraws, then withdrawal from this class would be considered withdrawal from the university. This likely would have a significant effect on the student’s continuing enrollment, future graduation date, and overall financial aid status. Students always should consult the Office of Financial Aid before withdrawing.

### *WITHDRAWAL FROM THE UNIVERSITY*

When a student is considering withdrawing from the university, the student should attempt to talk with his or her advisor or the Provost. The student must contact a Financial Aid Advisor and the Student Accounts Office to discuss the financial impact of withdrawal. International students must meet with a Student and Exchange Visitor Program (SEVP) Designated School Official (DSO or Principal DSO) before initiating the withdrawal process.

### *WITHDRAWAL PROCESS*

The withdrawal process begins when the student notifies the Registrar of his or her intent to leave the institution. At that time the student should complete the university Withdrawal Form. The university Withdrawal Form requires the signatures from various academic and administrative offices. A student must realize that notification of intent to withdraw from the institution will begin a series of events involving the recalculation of financial aid entitlement for the term and the future registration of the student in the institution.

The withdrawal form must be processed through the Students Accounts Office where the student’s eligibility for any refund of tuition and fees will be determined. If a student is receiving student aid, the Financial Aid Office will determine whether adjustments must be made to any federal, state, institutional, or other aid and arrange for the return of funds, if required.

### *DETERMINATION OF WITHDRAWAL DATE*

**Notification Given:** When a student discusses withdrawal or brings the withdrawal form to the Registrar, or any university official, the Registrar will note that date as the “Official Notification” date of withdrawal. Upon a student withdrawing from the university, an R2T4 (Return of funds to Title IV) calculation must be completed and if required, funds returned.

**Notification Not Given:** If a student fails to complete the withdrawal form and leaves during a course or between courses for which he or she is pre-registered, the student will be considered to have withdrawn without notification and the last day of attendance will be used as the official withdrawal date. If a student has withdrawn, the student’s registration for future classes will be cancelled and the student will be considered withdrawn as of their last date of academic attendance.

### *COURSE ABANDONMENT*

Course abandonment (inactivity) does **not** create withdrawal from the course or the university. Students remain financially responsible unless the formal withdrawal process is followed.

## **LIVETEXT BY WATERMARK REGISTRATION**

LiveText is application software used to maintain electronic portfolios and files. Salem requires LiveText to be used throughout your educational career. Students can make a direct phone call to the bookstore at 304.236.1207 to pick up your access code and to complete registration.

The access code is a 16-digit sequence through which the student will enter this code to complete registration. Go to [www.livetext.com](http://www.livetext.com) and to the tab labeled, "Register Account" – enter access code complete registration information as prompted on the screen. Students will need their Salem Student ID# to complete registration. This information can be found in Student Portal in the "My Information" section.

## **COPYRIGHT**

Salem strictly prohibits the unauthorized downloading, duplication, or sharing of copyrighted materials. The Copyright Act of 1976 grants copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as textbooks. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil or criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$150,000 per infringement; criminal penalties include a fine up to \$250,000 per infringement and imprisonment.

### ***ANTI-CIRCUMVENTION PROVISIONS OF THE DIGITAL MILLENNIUM COPYRIGHT ACT***

The Digital Millennium Copyright Act (DMCA) provides criminal penalties if a person tries to circumvent a copyright control, such as digital rights management (DRM) technology or encryption. Under 17 U.S.C. § 1204(a), a person can be held criminally liable if he or she circumvents access controls willfully for the purpose of commercial advantage or private financial gain. The government may consider various factors in deciding whether to pursue criminal copyright infringement or not.

### ***DISCIPLINARY ACTION FOR COPYRIGHT VIOLATIONS***

Any student found to be in unauthorized possession of copyrighted material by any means is subject to the full range of disciplinary sanctions by the university including censure, probation, suspension, expulsion, and dismissal. The university actively monitors the entire information technology system and will take appropriate action via the judiciary process to determine responsibility for copyright infringement and to specify sanctions. For more information on the judiciary process and sanctions, see the *Student Code of Conduct*.

### ***TECHNOLOGY-BASED DETERRENCE***

The university has in place automated tools to combat unauthorized distribution of copyrighted materials. These tools include:

- Traffic monitoring to identify the largest bandwidth users.
- Access controls to limit network connection to registered users.

Other automated tools may be used as needed from time to time. The university may accept and respond to Digital Millennium Copyright Act notices as appropriate.

### ***LEGAL ALTERNATIVES***

EDUCAUSE maintains a list of all known legitimate download services. This list is available to the public at <http://www.educause.edu/legalcontent>. Students who wish to download or share copyrighted materials should consult this web site for guidance.

### **ANNUAL REVIEW**

The university evaluates this plan to prevent copyright violations annually as part of its ongoing efforts to maintain and improve information technology (IT) services. Data collected by IT services is analyzed to determine the effectiveness of this plan. New technologies may be adopted as they are made available as commercial off-the-shelf products.

### **E-MAIL AND COMPUTER USE POLICY**

All students and employees must read and agree to comply with the terms of the *E-mail and Computer Use Policy* of Salem. This policy statement must be signed by the student or employee. This policy has various general and specific statements that include, but are not limited to, the prohibition of downloading, sharing, or using software or media in violation of a license agreement or copyright. Violations of this policy will be taken seriously and may result in disciplinary action, including possible employment termination or expulsion, as well as civil and criminal liability. See the *E-mail and Computer Use Policy* for details.

## **COMPLAINTS AND GRIEVANCES**

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### **GRIEVANCE AND COMPLAINT PROCEDURES**

Students have the right to file a grievance (i.e., a formal complaint). If a student's grievance relates to appeal of a final grade, the university policy for Final Grade Appeals applies. For other matters that the student wishes to have addressed formally by the university, the following steps are to be followed:

#### ***GRIEVANCES AND COMPLAINTS RELATED TO SPECIFIC COURSES***

1. The student will contact his or her current instructor of record listed in the syllabus, either in person or via email, stating the concern as clearly, specifically, and briefly as possible.
2. The instructor will reply by email within two (2) business days with a decision to resolve the matter.
3. If the student wishes to appeal the instructor's decision, he or she may submit an appeal to the dean of the school or director of the program by email, which must be completed within five (5) business days.
4. The dean/director will reply by email within two (2) business days with a decision with respect to the appeal.
5. If the student wishes to appeal the dean's or director's decision, he or she may appeal to the Provost by email, which must be completed within five (5) business days.
6. The Provost will reply by email within two (2) business days with a decision with respect to the appeal.
7. If the student wishes to appeal the Provost's decision, he or she may appeal to the President by email, which must be completed within five (5) business days.
8. The President will reply by email within two (2) business days with a final decision with respect to the appeal. The President's decision is final.

#### ***OTHER GRIEVANCES AND COMPLAINTS***

If a student were to be dissatisfied with any aspect of his or her interaction with Salem representatives, services, policies, or procedures, then he or she may submit a formal complaint or grievance. Such complaints are not limited to academics. The general procedure is as follows:

1. The student will contact his or her dean or director, either in person or via email, stating the concern as clearly, specifically, and briefly as possible.

2. The dean or director will reply by email within two (2) business days with a decision to resolve the matter.
3. If the student wishes to appeal the dean's or director's decision, he or she may appeal to the Provost by email, which must be completed within five (5) business days.
4. The Provost will reply by email within two (2) business days with a decision with respect to the appeal.
5. If the student wishes to appeal the Provost's decision, he or she may appeal to the President by email, which must be completed within five (5) business days.
6. The President will reply by email within two (2) business days with a final decision with respect to the appeal. The President's decision is final.

### **EXCEPTION PROCESSING**

If the grievance or complaint involves any person listed above, then the student shall begin with the next higher person listed. For example, if the matter relates directly to the student's interaction with the dean or director, then the student will begin the process with a statement to the Provost, either in person or by email.

## **STUDENT CODE OF CONDUCT**

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Salem bears a special obligation to serve as an example of respect for individuals and groups. Such respect underlies the relation of trust that is the foundation of the Salem University Community. A relationship cannot thrive between Students and the university when insufficient attention is given to the Student's rights and responsibilities.

The university guides students and student organizations when it seems they are unwilling or unable to maintain reasonable standards of academic work or are behaving in a manner that is inconsistent with the Mission and goals of the university. The university reserves the right and accepts the responsibility to discipline students in accordance with the Student Code of Conduct.

### **SOCIAL RESPONSIBILITY**

Salem recognizes the importance of positive social interaction as part of educational progress. The university encourages all individuals and organizations that represent our community to assume responsibility for their social interactions. The university will not tolerate any actions or communications that cause harm or are intended to abuse, harass, intimidate, or humiliate an individual or group. Actions or communications of this kind will be subject to disciplinary action.

Students failing to become responsible members of the university community are subject to the disciplinary process outlined in this Student Code of Conduct. Students who violate university regulations and local, state, or federal laws may be subject to dual jurisdiction. Additional sanctions by other departments such as Athletics and Academic Affairs may apply as well.

Student organizations, as well as individual students, are held responsible for upholding the code.

The university reserves the right to change any or all of the guidelines and provisions contained herein, at any time, with or without notice.

### **STUDENT CODE VIOLATIONS**

The university considers the following acts to be serious and unacceptable on campus. The university will move swiftly to adjudicate alleged violations. The university may call for law enforcement agencies to help ensure the safety and security of people and property. The level of any violation can be changed at the discretion of the Judicial Review Committee.

**LEVEL 1**

Violations of the Student Code of Conduct at Level 1 may result in sanctions of censure, probation, housing probation, verbal or written warning, a service project, or a behavioral agreement. Restitution and other administrative actions, such as educational sanctions and community service hours, may be imposed. Repeated violations at Level 1 may lead to the imposition of sanctions associated with Level 2 or 3. Student Code of Conduct defines Level 1 violations to include, but not be limited to, the following:

- Violating the Tobacco Policy
- Littering
- Harboring a Pet or Stray Animal and/or Act of Animal Cruelty
- Removing or Possessing Furnishings (including, but not limited to, chairs, sofas, tables, lights, and cushions) from the Public or Semi-Public Areas of the university
- Loaning, Renting, or Subleasing Residence Hall Rooms
- Failing to Monitor or Control Guest's Behavior and to Assure Their Adherence to Student Code of Conduct or Other university Rules
- Failing to Comply with Residence Hall Visitation Policies, including Quiet Hours and Courtesy Hours
- Being Noisy or Disruptive
- Tampering with or Misusing Student Identification Cards
- Tampering with or Misusing university Telephones, Networking or Computing Equipment, or Other Equipment
- Being Nude in Public
- Disrupting Any university Event, Activity or Traffic
- Disturbing the Peace and Good Order of the university
- Butchering of animals associated with hunting/fishing
- Participating in Throwing, Dropping or Causing to Fall from Any Building or Other High Place, Any Object

**LEVEL 2**

Level 2 violations are of a more serious nature and, consequently, may result in more severe sanctions than Level 1 violations, including suspension. Level 2 violations include, but are not limited to:

- Violating the Alcohol Policy
- Misusing, Abusing or Altering Safety Equipment and Devices on university Premises
- Tampering with Smoke Detectors, Fire Extinguishers, Exit Signs, Emergency Lights, or Fire Doors Including Circuit Breakers and Entry Control Devices
- Misusing university Keys, including Unauthorized Use or Loaning to Others
- Destroying, Damaging, Vandalizing, or Defacing university Property or the Property of Others
- Operating a Motor Vehicle on Campus in a Dangerous or Reckless Manner.
- Possession of Drug Paraphernalia (May be moved to a level 3 violation at the discretion of the Judicial Review Committee)
- Providing False or Misleading Information to university Officials and Staff in the Performance of Their Duties, or Obstructing Their Performance
- Intentionally Giving False or Misleading Information to Outside Agencies Conducting Any Investigation
- Engaging in Academic Dishonesty, including Plagiarism and Cheating (Upon referral from the Academic Standards Committee)
- Entering of Any Building or Room without Authorization (May be moved to Level 3 depending on the results of the investigation)
- Aiding and Abetting Others in Committing or Concealing any Student Code Violations
- Harassment and Cyber Harassment
- Hazing
- Failure to Comply with university Officials
- Blatant violation of university Policy or Procedure

- Repeat Level I offenses

### LEVEL 3

Violations from Level 3 are the most severe and may result in more severe sanctions, such as; loss of student status, contacting outside law enforcement authorities, or imposing any sanction listed for Levels 1 or 2. All alleged criminal acts are Level 3 violations of the Student Code of Conduct. Level 3 violations include, but are not limited to:

- Carrying, Using, or Storing Any Firearm, Dangerous Chemicals, Other Weapons, or Explosive Device on university Premises
- Possessing, Using or Manufacturing Fireworks, Explosives, Incendiary Items, or Any Dangerous or Hazardous Substance on university Property
- Setting or Fueling a Fire of Any Size on university Premises or Committing Arson
- Engaging in Hate Speech or Hate Behaviors
- Thieving and Possessing Stolen Property
- Burglary
- Assaulting or Threatening Bodily Harm to Self or Others
- Sexually Assaulting Another Person of the Same or Opposite Sex
- Acts of Domestic/Dating Violence/Stalking
- Violating the Sexual Harassment Policy
- Committing Battery
- Committing Aggravated Assault
- Possessing, Manufacturing, Distributing, Using, Selling or Otherwise Providing Marijuana, or Any Controlled Substance or Illegal Drug
- Reporting an Emergency or Bomb Threat Falsely
- Threatening Bodily Harm to Another Person or Persons by a Group of Three or More Persons (a Felony under West Virginia Law)
- Aiding and Abetting Others in Committing or Concealing a Criminal Act
- Violating the Student Code of Conduct at Level 1, Level 2, or Level 3 Repeatedly
- Interfering with Emergency Services and Procedures or Other Services
- Violating the Terms of Probation

Level 3 violations include violations of law that may result in citation or arrest by local police authorities. Students have dual responsibility and may face both judicial hearings and legal proceedings brought by other parties.

### HEARING BOARD FINDINGS AND SANCTIONS

Sanctions resulting from violations will be determined after cases are adjudicated. The underlying principle governing any sanction is to facilitate learning and behavioral change. All sanctions will be in writing and will be forwarded to the student in writing. For incidents involving a victim, the victim may be provided a copy of the written sanction, in accordance with Federal rules and regulations.

- **Not Responsible** – There is insufficient evidence that a university policy or institutional violation occurred, which results in a written clearance being sent to the alleged violator.
- **Responsible** – A violation has been shown by a preponderance of the evidence\* or by admission of the violation by the student. If there is a determination that a student is responsible, then the hearing panel will select from the following sanctions:
  - **Verbal Warning** – The student is advised to avoid violating the student code of conduct henceforth.
  - **Written Warning** – The student is given a written warning to avoid violating the student code of conduct henceforth.

- **Self-Improvement** – A program of self-improvement (also known as a behavioral contract) may be planned in conjunction with a university administrator authorized to hear judiciary proceedings.
- **Community Service Project** – A community service project will be identified that the student must complete by a specified date.
- **No Contact Order**- A university issued no-contact order may be issued to prevent further communications/interactions between two or more parties. Violating the no-contact order would be a violation of the student code of conduct.
- **Probation** – This action involves a defined period of time, not to exceed one calendar year, during which a student must demonstrate a positive behavioral change.
- **Housing Probation** – This action involves a defined period of time, not to exceed one calendar year, during which a student must demonstrate a positive behavioral change within university housing.
- **Housing Suspension** – This sanction is the loss of university housing privileges for at least one academic term. A residential student who is sanctioned with Housing Suspension will be allowed 24 hours to depart and will not receive any refund of room charges, either in full or pro rata. A student who is sanctioned with Housing Suspension may not enter or be in the general vicinity of a Salem residence hall for at least one academic term but not to exceed one academic year, to be concurrent with any other sanction applied.
- **Suspension** – Suspension is the formal separation of the student from the university for at least one academic term but not to exceed one academic year.
- **Expulsion** – Expulsion is the immediate termination of student status. The period of separation shall be for a minimum of one calendar year. The student must apply for re-admission.
- **Dismissal** – Termination of student status immediately, including any remaining rights or privileges to receive some benefit or recognition of certification. Unlike expulsion, a student who is dismissed is not eligible to return to the university.

A student who is suspended, expelled, or dismissed will be given 24 hours to depart campus unless the Hearing Board determines that the student's presence on campus creates jeopardy for the student or others, in which case the Board may require the student to leave immediately.

A student who is suspended, expelled, or dismissed must not return to the campus until the specified date expires. An exception may be granted for a student to attend a meeting with his/her faculty advisor or a university administrator, or for other good reason, provided the student has made prior arrangements and the Security department has been notified. A student, in poor status, who returns to campus for any other reason without prior authorization is trespassing and will be reported by the Security department to the local police immediately.

The university reserves the right to suspend any student who is suspected of criminal activity by a law enforcement agency. Suspended students are not permitted on campus property, may not attend class, or participated in university sanctioned activities. On-line classes may be available depending on the situation. Students that receive this type of suspension may request that their status be reevaluated upon resolution of their legal issues.

**N.B.** The decision of a Hearing Board does not depend on the elimination of reasonable doubt. If the preponderance of the evidence indicates a Student Code violation occurred, and the student does not have witnesses or other exculpatory evidence, then the expected decision is that the student is responsible and to assign appropriate sanctions.



## PROCESSING VIOLATIONS OF THE STUDENT CODE OF CONDUCT

### REPORTING A VIOLATION OF THE STUDENT CODE OF CONDUCT

Students, Residence Life staff, administrators, faculty, and other employees may report a violation of the Student Code of Conduct by contacting Campus Security or Residence Life staff. You will be asked to fill out a General Statement form. Please describe the incident in sufficient detail to enable investigation.

### STUDENT CODE OF CONDUCT CITATIONS

Citations are similar to parking tickets and are issued to students that are in violation of level 1 and/or level 2 of the Student Code of Conduct. The purpose of the citation is to assist in the enforcement of the Student Code of Conduct and provide the alleged offender documentation that acknowledges the offense at the time of the incident.

In most cases, an incident report and General Statement Forms must be completed along with a citation. Citations can be issued by Campus Security Officers and Resident Life Staff. Citations will include information about the alleged offense and instructions on how to resolve the citation. A carbon copy of the citation will be given to the alleged offender and to the Director of Campus Safety and Security. The Director of Campus Security will process the citation following the guidelines below.

Campus Security Officers and Resident Life Staff will have 2 business days to submit the citation and any supplementary documentation to the Director of Campus Safety and Security. The Director of Campus Safety and Security will review the citation and supplemental information and conduct a brief investigation of the offense. Once complete, the Director of Campus Safety and Security will refer the citation to the appropriate judicial committee.

### INVESTIGATING INCIDENTS

The Director of Campus Safety and Security or designee will investigate the incident by:

- Interviewing the Complainant (the person making the initial report)
- Interviewing the alleged Victim (if different from the Complainant)
- Interviewing the alleged Perpetrator(s) who is(are) accused of the violation
- Interviewing any or all eyewitnesses
- Collecting signed statements from all parties, photographs, artifacts, etc.

If it appears that a violation of law may have occurred, the victim will be advised that the university's procedure for processing violations of the Student Code of Conduct does not limit, encumber, or reduce the legal remedies that may be available to the victim.

The Campus Security Director will assemble the incident report, interview notes, signed statements and may other items to the report, as needed.

### PROCESSING OF LEVEL 1 AND 2 INCIDENTS

The Campus Security Director will present documentation of the incident to the Dean of Student Affairs. The Dean will discuss the incident with the alleged offender and make a determination of responsibility. If the decision of "Not Responsible" is reached, the matter will be dismissed, and the decision will be placed in the judicial files. If the decision of "Responsible" is reached, and the alleged perpetrator agrees with the decision of and accepts responsibility for his/her actions and the sanction(s), a statement of findings will be placed in the judicial files and conveyed in writing to the affected parties.

If the alleged perpetrator does not accept responsibility or disagrees with the sanction, he/she may appeal the decision of the Dean of Student Affairs by requesting a Judicial Board hearing. All hearings may be held *in absentia* if the alleged perpetrator(s) fail to appear at the designated time.

The Hearing Board may discuss the incident with any or all of the affected parties, including witnesses, to make an informed decision to:

- Confirm the decision of the Judicial Board.
- Increase or decrease the duration or severity of the sanction.
- Dismiss the case.

The Hearing Board's decision is final. The written decision will be placed in judicial files and conveyed to the affected parties.

### ***JUDICIAL BOARD HEARINGS FOR LEVEL 3 INCIDENTS***

The Judicial Board is comprised of the Dean of Student Affairs, who acts as Chair and votes only to break ties, four professional or faculty members appointed by the President, and two designated Student Government Representatives. All appointed members of the Judicial Board will serve for one academic year and may be reappointed.

An advocate will be assigned to both parties to assist them in understanding and preparing for the hearing. Questions of procedures and what to expect will be explained. Either party involved may choose their own advocate if they wish to do so.

Advocates for **2023-2024** academic year are:

- **Terra Creak**, Campus Store/Post Office Manager
- **Noel Shaver**, Executive Assistant, School of Nursing and Health Sciences
- **Jim Rogers**, Library Assistant
- **Bridgette Barker**, Financial Aid Advisor
- **Hope Gaines**, Manager of Student Life/Social Media

The complainant will be advised of the date, time, and location of the hearing. The complainant may attend the hearing to make his or her statement in person. The complainant also may submit a written statement or ask the assigned advocate to speak for them.

Both Complainant and Respondent will be given 24-hours' notice to appear unless there is an emergency or other extenuating circumstance. This notice will include a written description of the allegations, copies of the investigation file, information regarding the process, student rights, and advocate assignments. .

Upon completion of the investigation, the Board will review the documentation and hear testimony. Each party involved will be given the opportunity to relay their account to the Board, submit evidence, and cross examine testimony via their advocate. Neither party will be permitted to directly question one another and will only communicate through their assigned advocates.

The Judicial Board will decide "Responsible" or "Not Responsible" using the "Preponderance of Evidence" as the burden of proof. If the Board finds the alleged perpetrator is "Not Responsible," the incident will be dismissed. The decision will be placed in the judicial files.

If the Judicial Board decides the alleged perpetrator is "Responsible," the Board will then determine sanctions. Sanctions include but are not limited to: penalties listed in the Student Code of Conduct, monetary fines, remuneration or compensation to the victim, community service, behavioral contracts, and/or University No-Contact Orders. decision will be placed in the judicial files and conveyed in writing to the affected parties simultaneously.

### ***APPEALS OF JUDICIAL BOARD DECISIONS***

Either party that disputes a decision by the Judicial Board may appeal the decision to the President or designee. The President or designee may choose whether to hear an appeal or not. The grounds for appeal include:

- Sanction is too severe given the level of severity of the violation.
- Complaint, witness statements, or other evidence presented is false or misleading.

- Finding of responsibility is not based on the facts presented.
- Procedures were not followed.

The President may discuss the incident with any or all of the affected parties, including Hearing and Judicial Board members, to make an informed decision to:

- Confirm the decision of the Judicial Board.
- Increase or decrease the duration or severity of the sanction.
- Dismiss the case.

The President's decision is final. The written decision will be placed in judicial files and conveyed to the affected parties.

The universities judicial process is built to provide fair and impartial adjudication for incidents that occur within its jurisdiction. This process is separate from any criminal or civil proceedings that may follow. Salem University will cooperate with any external investigation or proceeding in accordance to university policy and State/Federal Law.

## BRIEF TELEPHONE DIRECTORY

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To conduct business with Salem, please call us. If there is no answer, leave a message with your callback number.

DEPARTMENT OR OFFICE	TELEPHONE NUMBER
Athletics	304.326.1394
Bookstore	304.326.1207
Bursar, Business Office	304.326.1310
Campus Safety & Security	304.326.1302 or 304.326.1546
Chief Executive Officer, President	304.326.1234
Facilities	304.326.1310
Financial Aid	304.326.1530 or 304.326.1466
International Affairs	304.326.1200
Library	304.326.1390
Office of the Provost	304.326.1123
Registrar	304.326.1304 or 304.326.1297
Residence Life	304.326.1473
School of Health Sciences	304.326.1311
Student Life	304.326.1198
Technical Support Center	304.326.1259
Toll Free	800.283.4562

A more detailed telephone directory is provided in the catalog, which is available online for downloading.

## EMERGENCY PHONE NUMBERS

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**In an Emergency: Call 911**  
*Some Campus Phones, you must dial 9-911*  
**Poison Control Center: 1-800-222-1222**  
**Emergency Alert System Radio: WFBY-FM 106.5**

### **Campus Security**

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Director of Campus Safety and Security	304-326-1481	*
Security Officer on Duty (main extension)	304-326-1302	
Security Officer on Duty (cell phone)	304-326-1546	

### **Law Enforcement**

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Domestic Violence Hotline	1-800-681-8663	
Federal Bureau of Investigation (FBI), Clarksburg	304-624-6200	*
Harrison County Sheriff's Department	304-623-6655	*
Salem Police Department	304-782-1313	*
U.S. Bureau of Alcohol, Tobacco, and Firearms (ATF)	1-800-800-3855	
U.S. Department of Homeland Security, Immigration & Customs Enforcement	1-866-347-2423	
U.S. Drug Enforcement Administration (DEA), Clarksburg	304-623-3700	*
U.S. Marshals Service, Clarksburg	304-623-0486	*
West Virginia State Police, Bridgeport	304-627-2300	
West Virginia State Police, Statewide	1-800-WVA-WVSP	
West Virginia State Police, Terrorism Notification & Response	1-866-WVWATCH	
West Virginia Division of Natural Resources (Law Enforcement)	304-558-2784	*

### **Fire & Rescue**

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Harrison County Bureau of Emergency Services	304-623-6559	
Salem Fire Department	304-782-3333	*
West Virginia Arson Hotline	1-800-233-FIRE	
West Virginia Office of the State Fire Marshal, Charleston, WV	304-554-2191	*

### **Health**

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Harrison-Clarksburg Health Department	304-623-9308	*
Aids/STD Hotline	1-800-642-8244	
National Suicide Crisis Hotline	1-800-SUICIDE	
National Suicide Prevention Lifeline	1-800-273-TALK	
United Hospital Center, Bridgeport	681-342-1000	
United Summit Center Crisis Hotline, Clarksburg (Mental Health Counseling)	1-800-786-6480	
Veterans Administration Hospital, Clarksburg	304-623-3461	
West Virginia Department of Health & Human Resources	1-877-716-1212	
Alcoholics Anonymous	1-800-333-5051	

### **Other Important Numbers**

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Allegheny Power	1-800-255-3443	
Dominion Hope Gas, Emergency Contact	1-800-934-3187	
Harrison County Animal Control Center	304-592-1876	*
Salem City Government	304-782-1318	*
West Virginia Safe Schools Helpline	1-866-723-3982	

### **Non-Emergencies**

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Harrison County Emergency Communications Center	304-623-6559	
Harrison County Bureau of Emergency Services	304-623-6558	

\* Phone is **not** manned 24 hours.