



Leadership Manual

Changing Lives . . .

Building Leaders . . .

Engaging the Community . . .

West Virginia Northern Community College
Office of Student Activities
Student Union – 2nd Floor above the B&N Bookstore
Wheeling, West Virginia 26003
304-214-8918



WVNCC Office of Student Activities Mission Statement

Student Activities at West Virginia Northern creates student learning, and development opportunities through social , academic, cultural and civic engagement on and off campus. Students not only have fun on campus, but also develop interpersonal, organizational, and leadership skills all the while aiming to become ambassadors of positive social change in the future well after they've graduated WVNCC. This mission aligns with the College's overall mission to "...educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy."

Go Thundering Chickens!

Table of Contents

Contact Information	4
WVNCC SGA Constitution	6-13
Student Code of Conduct	14-19
WVNCC Councils & Committees	20-31
Organization Charts	32-35
General Meeting Information	36-41
• Meeting Agenda Sample	38-39
• Basic Parliamentary Procedure	40
• Motion Strategy Sheet	41
Institutional Regulation Appeal Process	42-49
Board of Governors Rules Approved	50-91
• Academic Integrity and Student Responsibilities	52-55
• Alcohol and Drug-Free Environment	56
• Cancellation of College Classes	57
• Computer and Internet Usage	58-61
• Crime Awareness and Campus Security	62
• Debt Collection	63
• Fundraising	64
• Harassment and Discrimination	66-69
• Interpersonal Violence Rule	70-85
• Sexual Assault Rule	86
• Social Justice	87
• Student ID Rule	88
• Tobacco-Free Campus	89-91
FERPA	92-95
WVNCC Crisis and Suicide Prevention	96-100
SGA Documents	102-113
• SGA Description	103
• SGA Application	104
• Student Senator Responsibilities Agreement	106
• Petition	108
• SGA Recommendation Form	110-111
• Student Contact Form	112
CAB Documents	114-117
• CAB Description	115
• CAB Membership Application	116-117
COOP Documents	118-121
• COOP Description	119
• COOP Membership Application	120-121
Request Forms	122-131
• Request for Travel Form & Sample	124-125
• Travel Expense Settlement Form & Sample	126-127
• Mileage Chart	128
• Activity Budget Planning Form	130-131
Notes Page	132



Contact Information

Student Activities:

Shannon Payton

Director of Student Activities

Phone: WH: 304-233-5900 ext. 8918

NM: 304-455-4684 ext. 8918

WT: 304-723-2210 ext. 8918

Fax: 304-232-0965

E-mail: spayton@wvnc.edu

Mailing Address: 1703 Market Street, Wheeling, WV 26003-3643

Student Government & Campus Activity Board Advisors:

New Martinsville Campus:

Ina Robinson

New Martinsville Campus Counselor

Phone: 304-510-8767

Fax: 304-232-0965

E-mail: irobinson@wvnc.edu

Mailing Address: 141 Main Street, New Martinsville, WV 26155

Weirton Campus:

Lisa A. Soly

Weirton Campus Counselor

Phone: 304-723-2210 ext. 7515

Fax: 304-723-6704

E-mail: lsoly@wvnc.edu

Mailing Address: 150 Park Avenue, Weirton, WV 26062-3741

Wheeling Campus:

Shannon Payton

Director of Student Activities

Phone: 304-233-5900 ext. 8918

Fax: 304-232-0965

E-mail: spayton@wvnc.edu

Mailing Address: 1703 Market Street, Wheeling, WV 26003-3643

Tri-Campus Advisor:

Shannon Payton

Director of Student Activities

Phone: 304-233-5900 ext. 8918

Fax: 304-232-0965

E-mail: spayton@wvnc.edu

Mailing Address:

1703 Market Street, Wheeling, WV 26003

WVNCC
SGA
Constitution

**West Virginia Northern Community College
Student Government Association Constitution**

Revised March 2011

Preamble

We, the students of West Virginia Northern Community College, in order to develop more responsible leadership and citizenship, to promote cooperation between the student body, faculty, and staff, to encourage student activities, to create school spirit, and to aid in the growth and the development of the community college, do hereby ordain and establish this constitution for the Student Government Association.

The specific functions of the Student Government Association:

- A. to plan, promote and execute student activities, to stimulate student involvement with the college, and to recognize and assist other student groups
- B. to represent all students, and the college in the state level and in the community service activities
- C. to select students for college standing committees, to make comments on issues, express student opinions on policies, and to initiate college wide discussion on student issues
- D. to organize and assist individual Campus Activities Boards

**Article I
Name and Membership**

Section 1 The name of the organization shall be the West Virginia Northern Community College Student Government Association.

Section 2 Membership of the Student Government Association shall include all students regularly enrolled at West Virginia Northern Community College. Voting representatives of this group shall consist of at least nine senators, one student representative to the Board of Governors, and one representative to the State Advisory Council of Students. Of these nine senators, at least four will come from Wheeling, three from New Martinsville, and three from Weirton. Each campus will receive one additional senator per one hundred full time equivalents (FTE).

**Article II
Qualifications for Office**

SGA representatives must have a cumulative grade point average of 2.0 and must maintain enrollment of no less than six credit hours on the campus from which the member was elected. When program requirements mandate that the student attend another campus, resulting in the hours being split between two or more campuses, the student must declare a home campus. A home campus may be declared by submitting a letter to the Director of Student Activities. In order to be eligible a student cannot have any prior violations of the student code of conduct.

**Article III
Officers of the Tri Campus Student Government Association Executive Board**

The six officers of the Student Government Association shall consist of the President, Vice President, Financial Secretary, Recording Secretary, the Student Representative to the Board of Governors, and the representative to the State Advisory Council of Students.

**Article IV
Duties of the Tri Campus Student Government Association Executive Board**

- A. to provide representation for the exchange of the student views on the issues of education and student life with the college administration
- B. to encourage awareness of student rights and responsibilities
- C. to encourage responsible suggestions from students in the policy and decision making process of education and student life and refer these to the college administration

- D. to consider any proposal made by a student at regular meetings and to forward such to the proper administrative authorities
- E. to review concerns of individuals and student organizations and refer them to the entire SGA for deliberation or to the appropriate college administrators
- F. to meet at the discretion of the SGA President when special events dictate the necessity of a special meeting

Article V

Duties of Office

Section 1 The Senators shall have the following duties:

- A. to learn the proper procedures for executing their official duties by attending all training and leadership sessions
- B. to attend all meetings of the SGA, which will be held at least once monthly
- C. to be a voting member of the SGA
- D. to post and serve a minimum of two office hours per week
- E. to establish and maintain rapport with the students, to listen to student concerns, and to refer students with questions to the appropriate administrators
- F. to encourage responsible suggestions from students in the policy and decision making process of education and student affairs, and refer these to the SGA
- G. to work closely with the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors in making all plans, including the scheduling of meetings and the proposing, planning, promoting, executing and following up of all SGA activities.
- H. use the email established by West Virginia Northern Community College, to maintain a reliable connection and means of communication with students, faculty, SGA members, and Executive board officers

Section 2 The President shall have the following duties:

- A. to schedule, call and preside over meetings of the SGA with a formulated agenda
- B. to have meeting agenda prepared and emailed to the Director of Student Activities, the Student Activities Program Coordinator, Campus Advisors, and all members of the SGA the Monday prior to the meeting
- C. to encourage verbal participation of all members at the meetings
- D. to vote in event of a tie
- E. to ask for and appoint students to institutional standing committees and ad-hoc committees as required
- F. to make appointments to any ad-hoc committees established by the SGA
- G. to make appointments to any and all open student offices, after consultation with the Director of Student Activities, and approval by the SGA, until the next scheduled election
- H. to act as a liaison officer between the SGA and faculty, staff, and administrators, and in this capacity attend any required meetings
- I. to call special meetings as required, providing all members at least three days notice of the date, time, and place of the meeting
- J. to schedule all meetings with the Office of Student Activities

Section 3 The Vice President shall have the following duties:

- A. to preside in the absence of the President
- B. to serve as President for the remainder of the term in the event of a permanent absence of the elected President
- C. to perform any other duties as delegated by the SGA President

Section 4 The Recording Secretary shall have the following duties:

- A. to call roll or use a sign in sheet to record attendance at SGA meetings
- B. to record the proceedings of the meetings and post them in designated areas
- C. to submit the minutes of the SGA meeting, in writing, within five days of the previous meeting, and after the approval of the President, send minutes, using the school provided email accounts, to all active members of SGA, the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors
- D. to correspond with all other individuals and organizations as necessary from the SGA

- E. to solicit additional information as necessary, and disperse such with all copies of the minutes
- F. to perform any other duties as delegated by the SGA President

Section 5 The Financial Secretary shall have the following duties:

- A. to assist in maintaining a record of and account for all transactions and appropriate funds of the SGA
- B. to read a financial report at all meetings
- C. to assist in collecting proceeds from activities, maintain accurate accounting of such, and ensure deposits in the Student Activities account for reuse or donation to a charity
- D. to file a written report and the end of each semester
- E. to perform any other duties as delegated by the SGA President

Section 6 The Representative to the Advisory Council of Students shall have the following duties:

- A. to represent the students of West Virginia Northern Community College and report back to the SGA
- B. to attend all regular and special meetings of the Advisory Council of Students, in person or by telephone
- C. to attend all regular and special meetings of the SGA, unless the Advisory Council and SGA meetings fall on the same day and time. In such instance, Advisory Council meetings shall take precedence over SGA meetings
- D. to give a report of each Advisory Council meeting to the SGA

Section 7 The Representative to the Board of Governors shall have the following duties:

- A. to represent the students of WVNCC and report their (the Students) comments and concerns to the Board of Governors
- B. to attend all regular and special meetings of the West Virginia Northern Community College Board of Governors
- C. to attend all regular and special meetings of the SGA, unless the Board of Governors meeting falls on the same day and time. In such instance, Board of Governors meetings shall take precedence over SGA meetings
- D. to give a report of each Board of Governors meeting to the SGA

Article VI
Line of Succession

Section 1 In the event the President is for some reason unable to serve, the order of succession shall be as follows:

- A. Vice President
- B. Financial Secretary
- C. Recording Secretary

Section 2 If for any reason a vacancy of the SGA should occur and cannot not be filled through the line of succession, a replacement shall be recommended after consultation with Campus Advisors, the Director of Student Activities, and the Student Activities Program Coordinator. This recommendation must be approved by the entire SGA before the replacement can be inducted.

Article VII
Elections

Section 1 The student body of each campus shall elect their respective senators. The combined student body of all three campuses shall elect the Board of Governors Representative and the Representative to the Advisory Council of Students. Officers of the SGA will be elected by all current senators.

Section 2 Election procedures shall be:

- A. Elections will be held the third or fourth week of April. The exact date and time will be set by the SGA in consultation with the Director of Student Activities.
- B. A student may run for only one student body elected position in any given election
- C. A term runs from May 1st to April 30th of the following year
- D. A student interested in running for an office must submit a petition, three letters of recommendation from faculty or staff and a letter of intent stating why they are running for office Election petitions must be signed by

ten members of the student body and three members of faculty or staff. The petition and letters must be submitted to the Office of Student Activities by the Monday proceeding the week of elections.

- E. A student may sign petitions for candidates running for different offices but may not sign petitions for two candidates running for the same office.
- F. Candidates receiving the most votes for each position in the general election shall be declared the winner of those positions.
- G. The campus advisor or his/her designee shall oversee the tabulation of votes from their respective campus and forward the ballots to the Office of Student Activities for certification of the results
- H. A special ballot box shall be placed at the Student Service Center during the voting days for all election ballots to be placed in. The ballot box must be locked in the Campus Advisor's office at night.
- I. No candidates for the offices may be in charge of supervising the ballot box during election nor be permitted in close proximity of the specified voting places while a student is voting.
- J. Students are encouraged to participate in a town hall meeting and to campaign and establish a campaign ticket to run for office. Rules governing the size and placement of campaign posters may be developed by the Office of Student Activities, Campus Dean, and college President. Campaign posters are prohibited in voting areas.
- K. Positions on the election ballots for each office category will be determined by lottery
- L. After serving two consecutive terms in the same office, a student may not run for the same office for a period of one year. However, should there not be enough interested candidates for open senator positions, a student may run for a third, or more, consecutive term with the approval of the Director of Student Activities
- M. By submitting a petition to run and other required documents, the student running agrees to participate in the mandatory leadership training upon election.
- N. Any student who has had a recorded violation of the Student Code of Conduct is ineligible to run for any office.
- O. Any student interested in filling an office after elections must also submit a petition along with letters of recommendation and letter of intent.

Section 3 Any other rule or regulations pertaining to the student elections shall be set forth by the SGA in consultation with the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors.

Section 4 The SGA executive board will be elected at the first SGA meeting following the election.

Article VIII Institutional Committees

Section 1 Students shall be recommended to positions on the college-wide Institutional committees and other standing committees by the SGA.

Section 2 All standing and ad-hoc organizational committees shall be appointed by the SGA President and may be formed and/or disbanded whenever the President and committee members feel necessary.

Article IX Meetings

Section 1 The SGA shall hold a meeting at least monthly at a prescribed time and location throughout the academic year. All meetings are open to the student body, faculty, staff, and administration. A meeting shall be held at least once before the opening of each semester, with at least one week notice to all members.

Section 2 Individual Campus Activities Boards shall meet at least once a month.

Section 3 Quorum shall be met when one-half of the SGA members are present. Quorum must be met to conduct business and vote on motions. Informational meetings may still be held when quorum is not met

Section 4 Rules of Order

- A. All meetings are governed by Robert's Rule of Order
- B. Robert's Rule of Order may be suspended at any meeting upon the agreement, through a vote, of a simple majority of those present.

Article X

Impeachment and Dismissal from Office

Section 1 The following shall constitute grounds for impeachment:

- A. Violation of the Student Code of Conduct
- B. Misuse of Office
- C. Student members who fail to attend mandatory leadership training
- D. Failure to attend Tri-Campus SGA meetings

Section 2 The method of impeachment:

- A. Any student may request that impeachment proceedings begin against an officer or representative by making a motion at any regularly scheduled meeting and stating the grounds for impeachment. At least two thirds vote of all members in attendance must approve the motion
- B. Once it is voted upon to start the impeachment procedure, a formal letter must be sent to the student being charged and the Director of Student Activities. This letter must include the reason for impeachment and the location, time, and date of the hearing.
- C. The SGA President shall call a special meeting of the Executive Board, the Director of Student Activities, the member being charged, the student charging the member, witnesses for and against impeachment, the Campus Dean, the Campus Advisor, Director of Student Activities, and the Student Activities Program Coordinator. This meeting shall be closed to all others. However, the results of the meeting shall be made available.

Section 3 The impeachment hearing shall be held under the following guidelines:

- A. The individual bringing the charges shall present their reasons
- B. The individual being charged shall present their side
- C. Witnesses for and against shall make their statements. All parties may bring to the meeting a "support" person, but this person may not speak.
- D. The SGA and the Director of Student Activities may question all students and witnesses involved
- E. The vote shall be a secret ballot. The Director of Student Activities shall tabulate the ballots. A simple majority vote is needed for impeachment.
- F. The results shall first be made available to both the student making the charges and the accused individual, and then, upon request, to the student body.
- G. In the event of a tie vote, the SGA President shall vote to break the tie.
- H. If impeached, the officer may appeal this decision through the student appeals procedure as defined in the student handbook
- I. Disciplinary Action: The SGA President shall preside over all hearings in which another officer is charged.
- J. In the event that the SGA President is facing impeachment the line of succession shall be used to determine the presiding officer, as long as the next officer is not involved as an accuser or witness.

Section 4 The following are grounds for dismissal:

- A. Excessive absences from SGA and/or CAB meetings as determined by the Campus Advisors and Director of Student Activities. Committing to a meeting and/or an activity and failing to attend without proper notification is considered an absence.
- B. Failure to perform duties of office
- C. Any violation of the student code of conduct

Article XI Amendments

Section 1 Amendments to this constitution may be proposed by any student at a regularly scheduled meeting of the SGA, and voted upon at the next meeting. A two-thirds majority of the students at the meeting must pass the motion to have the proposed amendment placed on the ballot for the next regular election.

Section 2 Notice of an election of the amendments shall be given at least five days in advance.

Section 3 Voting can be held during a regular election or a special election may be held.

Section 4 A simple majority vote shall be needed to adopt any and all amendments.

Section 5 Unless specified to the contrary in the amendment, passed amendments shall become effective with the beginning of the next academic year, i.e. the next fall semester.

Article XII Definition and Interpretation

Section 1 All definitions and interpretations of the articles of this constitution shall be determined by the SGA, the Director of Student Activities, the Student Activities Program Coordinator, and the Campus Advisors.

Student Code of Conduct

West Virginia Northern Community College

STUDENT CODE OF CONDUCT

Effective Date: October 26, 2006

Date Approved by WVNCC Board of Governors: October 26, 2006

Authority Reference:

Replaces previous policy dated:

Rule: WVNCC seeks to provide educational programming and rules that encourage independence and maturity. Within this context, WVNCC has adopted a “zero- tolerance” Student Code of Conduct Rule. This rule expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College.

Behavior that interferes with the educational mission of WVNCC is unacceptable. Such behavior will result in disciplinary action, including but not limited to disciplinary administrative withdrawal, probation, suspension, expulsion or other appropriate action as determined by the administration.

The rule is intended to be enforced at a zero-tolerance level and is not subject to interpretation or personal discretion. The Campus Dean (or designee) will investigate the charge and decide an appropriate sanction to resolve the violation. The affected parties are entitled to an appeal process.

This rule includes the use of WVNCC owned or leased grounds, buildings, equipment and facilities and includes the conduct of the students while utilizing these facilities. The rule is also in effect at all WVNCC sponsored events, including class field trips.

I. Disciplinary Sanctions

The following sanctions may be imposed for violations of the Student Code of Conduct:

A. Administrative Withdrawal

Removal from course in which violation occurred by utilizing the Administrative Withdrawal policy.

B. Interim Suspension

When involved in a serious violation of the Student Code of Conduct, the appropriate Campus Dean (or designee) may immediately exclude the accused student from the College. The Campus Dean will determine if the exclusion of the student should continue pending final disposition of the matter. The determination by the Campus Dean is usually made within five (5) work days after the interim suspension is ordered.

C. Disciplinary Warning/Probation

Written notification of a violation of a specified regulation and warning that further misconduct shall result in more severe disciplinary action. Continued classroom attendance is permitted subject to appropriate and specific restrictions.

D. Disciplinary Suspension

Total exclusion from the College for a specified and appropriate period of time. Student will fall under West Virginia state policy in regards to suspension.

E. Disciplinary Expulsion

Permanent exclusion from the College as a full-time or part-time student. Student will fall under West Virginia state policy in regards to expulsion.

II. Behavioral Conduct and Maximum Sanctions

The following sanctions are provided with the maximum sanction for the specified behavioral conduct.

A. Disciplinary Warning/Probation is the maximum penalty for the following improper behavioral conduct:

- Behavior or actions inside the classroom which disrupt or offend other students, faculty, or visitors. This includes personal electronic devices, which are to be turned off in all classrooms unless otherwise directed by instructor.
- Any behavior exhibiting academic dishonesty, such as plagiarism and cheating. This sanction is in addition to academic actions taken by instructor of course.
- Participation in or organization of any demonstration, or other activity which interrupts the function of the College or interferes with the rights of other members of the College community.
- Use or possession of alcohol.
- Use of all tobacco products, including cigarettes, pipes, cigars, chewing tobacco, and snuff, except in designated outdoor locations.
- Disobedience of or resistance to identified College authorities acting in accordance with College policies and adopted guidelines.

B. Disciplinary Suspension is the maximum penalty for the following improper behavioral conduct:

- Disruptive physical behavior and verbal interference with normal activities of the college community while on campus or at a College owned or leased off-campus site, activity or event.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities.
- Disorderly conduct on College owned property.
- Forgery, alteration or unauthorized use of any College identification cards, parking permits, or records or information storage/retrieval systems.
- Falsification or misrepresentation of facts pertaining to admissions, financial aid, or other acts which result in personal or financial benefit.
- Unauthorized use of computers for the purposes of engaging in any activity aimed at compromising computer systems or network security.

C. Disciplinary Expulsion is the maximum penalty for the following improper behavioral conduct:

- Deliberate or negligent destruction of, damage to, malicious misuse of, or a theft of College owned or leased property or another's personal property which is physically located on College owned or leased property.
- Threats, physical and/or verbal abuse, obscene conduct, intimidation, harassment, or any conduct which threatens or endangers the health or safety of another person.

- The use, possession or being under the influence of any illegal drug, narcotic, or hallucinogen on any property owned by the College.
- Unauthorized entry into or use of College owned or leased facilities, either building or grounds, without approval of appropriate College representative.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College owned or leased facilities or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

The above listed behaviors are not intended to be a complete listing of all possible sanctions for improper behavioral conduct. The appropriate Campus Dean has the authority to issue institutional discipline to any behavior conducted not listed which is deemed to be severe enough to require institutional discipline. Repeating of offenses that a student has been previously sanctioned for may result in a maximum penalty of Disciplinary Expulsion.

III. Disciplinary Procedures for Behavioral Misconduct

A. Report the Charges

- Any member of the college community may report improper conduct within seven (7) work days to the appropriate Campus Dean who then oversees the disciplinary procedures.

B. Review the Charges

- Upon review of the charge(s) the Campus Dean (or designee) may:
 1. Dismiss the charges
 2. Impose sanctions as prescribed by the Student Code of Conduct
 3. Impose alternative sanctions to those prescribed by the Student Code of Conduct.

- C. Report decision in writing to student within seven (7) workdays of charges being reported.

IV. Appeal Procedure

Student appeals will be heard by the Student Appeals Committee for Non-academic Matters, an institutional standing committee. This appeal is final with no further appeals permitted. The written appeal must be submitted to the office of the Dean of Enrollments Management within five (5) work days following the initial decision made by the Campus Dean (or designee). The Dean of Enrollments Management will review the appeal and refer it to the Appeals Committee for Non-academic Matters.

The Appeals Committee for Non-academic Matters should meet to review the appeal within ten (10) working days of receiving the written appeal and will make available its decision within a reasonable period of time after reaching a decision consistent with the policies and procedures of the College and the laws of West Virginia.

- A. The Dean of Enrollments Management will decide whether the student may or may not be permitted to attend classes or other College functions during the appeal process.

B. In the appeal, the student may present evidence or information on his or her behalf and may be accompanied by a College employee (advocate) of his or her choice. The advocate may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so by the Appeals Committee for Non-academic Matters.

- C. Appeals Committee for Non-academic Matters will issue a written decision. The Committee shall keep a written summary of the proceedings. The written summary and other materials pertinent to the review shall then be forwarded by the chairperson to the Dean of Enrollments Management and kept on file.

WVNCC

Councils & Committees



Councils and Committees

Academic Appeals Committee

Chair: (To be elected by the committee)

Purpose

The Academic Appeals Committee convenes as needed to hear student appeals involving academic matters. The committee consists of three faculty appointed by the Vice President of Academic Affairs from a list of faculty suggested by the Faculty Assembly and two students from the campus of appeal appointed by the Associate Dean of Campus Operations. In a grade appeal, one faculty member must be from the discipline of the course in question or a related discipline. In a program dismissal appeal, one faculty member must be from the academic department housing the program. The committee will elect its chair.

Members for 2016-2017	Students	Alternates
Misty Kahl	Courtney O'Connor (WHG)	Mary Smith
John Reho	Mynx Mayhew (WR)	Angel Moore
Mary Merz	Damara Winfrey (NM)	
Arlene Kuca		
Maresa Taylor		
Chana Baker		
Mary Marlin		
Scott Owen		
Missy Stephens		
Jill Keyser		

Academic Judicial Board

Chair: On a rotating basis -- Campus Deans

Purpose

The Judicial Board is convened as needed to hear disciplinary matters involving students. It consists of three faculty, one from each campus, and one alternate from each campus, appointed by the Faculty Assembly; administrative staff member appointed by the President who will serve as Chair; and three students, one from each campus and one alternate from each campus appointed by the Student Senate.

Members	Alternates	Students
Claire Blatt (NM)	John Reho (WR)	Damara Winfrey (NM)
Frank DeCaria (WR)	Mark Goldstein (NM)	Alternate: Angel Moore
Gene Evans (WHG)	Vacant (WHG)	Randy Donahue (WHG)
		Alternate: Brandon Balwanz
		Mary Smith (WR)
		Alternate: Austin Carpenter

Ad Hoc Committees

From time to time, the President may convene an ad hoc committee or a task force to investigate particular issues or to plan events of the College. These special committees may include student representation if appropriate.

Assessment Committee

Chair: To Be Named

Purpose

The Assessment Committee is charged with monitoring and guiding the implementation of the College's Assessment Plan, (i.e. developing, maintaining, evaluating and modifying as needed, all assessment goals and activities). The committee will meet with and suggest criteria and guidelines for other assessment groups, as identified in the Assessment Plan. Members will be appointed by the President following a consultation with other governance groups or are elected to serve a two year term.

Members for 2016-2017

Charleen Stokes
Delilah Ryan
Darcy Ferrell
Ben Fulton
Jennifer Lantz

Dr. Carry DeAtley, Ex-officio
Hope Coffield, Ex-officio

Student

Rosemary Ketchum

Board of Governors Constituent Representatives

David Stoffel (Faculty)
Melanie Baker (Classified Staff)
Rosemary Ketchum (Student)

Budget Committee

Chair: CFO/Vice President Administrative Services - vacant

Purpose

The Budget Committee consists of faculty and classified staff representatives who meet with the CFO/Vice President of Administrative Services during the budget development process to assess financial needs and report to the President through the CFO/Vice President of Administrative Services their views on how the budget should be formulated. Members are appointed by the President.

Members for 2016-2017

Janet Fike (Non-classified)
Mark Goldstein (Faculty)
Chris Kefauver (Faculty)
Pat Roper (Faculty)
Scott Owen (Faculty)
Ina Robinson (Classified Staff)
April Schrump (Classified Staff)
Dr. Pam Sharma (Faculty)
Linda Jo Shelek (Faculty)
Pat Stroud (Classified Staff)
Shelly DeLuca (Classified Staff)

Peggy Carmichael (Ex-officio)
Vacant (Ex-officio)

Classified Staff Council

Chair: Shannon Payton

Purpose

The purpose of the Classified Staff Council shall be to serve as representatives for, facilitate communication, and promote the interests of classified staff members, encouraging support and cooperation among classified staff, administration, faculty, and students.

Members for 2015 - 2017 -- (July 1, 2015 - June 30, 2017)

Melanie Baker (Board of Governors Representative & Advisory Council of Classified Employees Representative)
Hilary Curto (Recorder)

Shannon Payton(Executive/Administrative/Managerial Sector)
Pat Stroud (Executive/Administrative/Managerial Sector)
Dawn Barcus (Professional Non-Faculty Sector)
Shelly DeLuca (Professional Non-Faculty Sector)
Chris Corbin (Technical & Paraprofessional Sector)
Bob Gibb (Technical & Paraprofessional Sector)
Jacqueline Hores (Clerical/Secretarial Sector)
Terri Klepak (Clerical/Secretarial Sector)
Dave Monteleone (Service/Maintenance Sector)
Thomas Queen (Service/Maintenance Sector)

Additional Information

New officers are elected in April of each odd-numbered year. The member representing classified employees on the Board of Governors shall serve for a term of two years and is eligible to succeed themselves for three additional terms not to exceed a total of eight consecutive years.

Curriculum Committee

Chair: Kathy Herrington
(The Chair is appointed by the Vice President of Academic Affairs)

Purpose

To develop and/or review proposals submitted by faculty, staff, or administration and make recommendations to the Vice President for Academic Affairs for changes in course descriptions or outcomes, program descriptions or outcomes. The committee also reviews proposals regarding the adoption of new programs for discontinuation of existing programs and guides the development of articulation agreements, assuring that those proposals and agreements meet standards set forth by the faculty, the institution, and the state of West Virginia.

Members for 2016-2017	Members for 2016-2017	Student
Scott Owen Misty Kahl Mary Marlin Mary Ann Merz Chana Baker Adam Beatty	Lisa Soly Joyce Britt Michelle Watson Greg Winland Korene Silvestri	Rosemary Ketchum

Distance Education Committee

Chair: Pam Sharma

Purpose

The purpose of the Distance Education Committee is to make recommendation to the Vice President of Academic Affairs on policy development, best practices in teaching and learning, and faculty and student development activities that contribute to the quality and growth of distance education.

Members

Jennifer Kriechbaum
Don Poffenberger
Delilah Ryan
Korene Silvestri
Dave Stoffel
Maresa Taylor
Pat Stroud

Carry DeAtley, Dean of Academic Affairs (Ex-officio)

Enrollments Management Council

Co-Chairs: Vice President of Student Services - Janet Fike
Vice President of Academic Affairs - Vacant

Purpose

The EM Council is responsible for assuring the integrated management and strong coordination of all Enrollments Management processes and for monitoring results by ensuring evaluation of activities and the use of enrollments data (see Guidelines).

Members

Appointed by the President upon recommendation of the Council Chairs, to include at least two faculty members and one classified staff member. A student member will be appointed by the Tri-Campus Student Senate.

Members

	Members	Students
Bob DeFrancis	Larry Tackett	Austin Carpenter
Melanie Baker	Michele Watson	
Pat Roper		
Lisa Soly		

Faculty Assembly

Chair: Scott Owen

Purpose

The Faculty Assembly is the traditional collegial body for faculty discussion and deliberation on the various issues affecting the College and for adopting recommendations on College policy, procedures and programs.

Officers for 2016-2017

Scott Owen (President)
Adam Beatty (Vice-President)
Jennifer Kriechbaum (Secretary)
Mark Goldstein (Faculty Representative to the State Advisory Council of Faculty)

Additional Information

New officers are elected at the April Faculty Assembly meeting (each even numbered year). A full-time faculty member serves as faculty representative on the Board of Governors. A full-time faculty member shall serve for a term of two years. Faculty members are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

Faculty Assembly Executive Committee is elected by the Faculty Assembly.

Purpose: To stay abreast of, promote and enhance awareness of faculty issues with administration and faculty assembly, and provide a liaison between the President and VPAA's offices and the faculty.

Members

Members of Faculty Executive Committee are elected By Faculty Assembly and serve for two year terms, with half of the membership rotating off every other year. Members of executive committee are eligible to succeed themselves for only one additional term in succession (4 years total) without at least one elapsed year between, and will comprise no more than ¼ of the total faculty.

Term to expire March 31, 2017

Joyce Britt
Darcey Ferrell
Jeremy Doolin (President, 2015-16)
Scott Owen (VP, President-elect, 2015-16)
Jody Tyburski (Secretary, 2015-16)
Pam Sharma

Term to expire March 31, 2018

Adam Beatty
Jennifer Kriechbaum
Chana Baker
Pat Roper
Ben Fulton
Jennifer Lantz
R.J. Canter

Faculty Evaluation Committee (FERC)

Chair: Kathy Herrington

Purpose: To develop, review, and make recommendations to the faculty and administration regarding faculty evaluation policies and procedures.

Members

Debra Fitzgerald
David Stoffel
Pam Sharma
Melissa Stephens

Faculty Merit Policy Review Committee

Chair: Chris Kefauver

Purpose:

To develop, review, and make recommendations to merit policies and procedures.

Members

Jeremy Doolin
Frank DeCaria
Janet Fike
Lori Nelson
Pam Sharma
Melissa Stephens
Larry Tackett
Meredith Wycherley

Peggy Carmichael, Ex-officio
Dr. Carry DeAtley, Ex-officio

Faculty Promotion Committee

Purpose

The Faculty Senate shall nominate a Faculty Promotion Committee at the beginning of each academic year, making every effort to ensure that each academic division and each campus are represented in the composition of the committee. The committee shall include faculty ranks in the following distribution: five professors, two associate professors, and two assistant professors. Out of the nine members, five members (including three professors) will serve on the Faculty Promotion Committee the following spring. Once candidates eligible for promotion have been identified, faculty who were nominated to this committee who have served as peer reviewers to the candidate for promotion will excuse themselves from the committee to avoid a potential conflict of interest. Division chairs are also excluded from serving on the Faculty Promotion Committee, as are Program Directors who are responsible for evaluation of faculty members. The Chief Human Resource Director will serve as a non-voting member. The committee reports to the Vice President, Academic Affairs.

Members

Darcy Ferrell	Charleen Stokes
Mark Goldstein	Arlene Kuca
Michelle Watson	John Reho
Greg Winland	Charles Rogerson
Kathy Herrington	
Chris Kefauver	

Peggy Carmichael, Ex-officio

Financial Aid Committee

Co-Chairs: Janet Fike & Jeff Sayre

Purpose

This committee consists of three students (one from each campus), two faculty and one classified staff, the Dean for Enrollments Management, one College Counselor, and the Associate Director of Financial Aid. The committee evaluates standards of progress, progress for financial aid students who petition their probation status and evaluates scholarship opportunities.

Members for 2016-2017

Joyce Britt (Faculty)
Delilah Ryan (Faculty)
Korene Silvestri
Vacant (Classified Staff)
Kevin Serig (Classified Staff)
Jeanne Ann VanFossen (Faculty)

Student: Taylor Fraser (WHG) Alternate: JoQuan Minor
Student: Sarah Blankenship (WR) Alternate: Mynx Mayhew
Student: Damara Winfrey (NM) Alternate: Angel Moore

General Education Committee

Chair: To Be Elected by the Committee

Purpose: To develop, review, and make recommendations to the Curriculum Committee, the Assessment Committee, the administration, and the College regarding the development and assessment of general education outcomes and requirements for College academic programs.

Members

Ben Fulton
Adam Beatty
Crystal Harbert
Jennifer Lantz
Bonnie Peterman
Greg Winland

Institutional Technology Committee

Chair: CFO/Vice President, Administrative Services -- Jeff Sayre

Purpose

The Institutional Technology Committee is specifically charged to:

- (1) review and develop recommendations regarding policies and procedures related to the College's technology development and use, and
- (2) communicate committee work to faculty, staff, and students and provide input from these constituencies to the committee.

Committee members are recommended by the Faculty Assembly, Classified Staff Council and the Student Senate. One member of the Institutional Technology Committee also serves on the Distance Education Committee.

Members for 2016-2017

Jeremy Doolin (Faculty)
Hilary Curto (Classified Staff)
Bob DeFrancis (Administrator)
Adam Beatty (Faculty)
Vacant (Director, Information Technology)
Jennifer Kriechbaum (Faculty)
David Stoffel (Faculty)
Larry Tackett (Dean, New Martinsville Campus)
Debbie Wayt (Classified Staff)
Hope Coffield (Administrator)
Becky Yesenczki (Classified Staff)

Kim Patterson (Ex-officio)
Pat Stroud (Ex-officio)

Student: Taylor Fraser

Library/LRC Committee

Chair: Director of Libraries -- Pat Stroud

Purpose

Three faculty members are selected by the Faculty Assembly; one student is appointed.

The committee advises the Director of Libraries on policy and acquisitions, assists in promoting use of the LRC's and the services of the librarians among faculty, and serves as a liaison to bring comments about the functioning of the LRC's from faculty to the Director.

Members for 2016-2017

Debra Fitzgerald
Donna Hans
Kathy Herrington
Mary Ann Merz
John Reho

Vacant, Ex-officio

Student: Courtney O'Connor

Northern's President's Council

Purpose

Northern's President's Council consists of the President's Cabinet, supervisors, Faculty Assembly President, and Classified Staff Council President. Its purpose is to consult with the President on strategic planning and evaluation matters.

Members

Tami Becker
Debbie Bennett
Peggy Carmichael
Hope Coffield
Chris Corbin
Bob DeFrancis
CJ Farnsworth
Janet Fike
Alicia Frey
Jill Loveless
Trish Marker
Shannon Payton
Dr. Vicki Riley
Jeff Sayre
Lisa Soly
Rana Spurlock
Pat Stroud
Larry Tackett
Gerald Wallace

President's Cabinet

Members

Peggy Carmichael (Chief Human Resources Officer)
Bob DeFrancis (Dean, Community Relations)
Janet Fike (Vice President of Student Services)
Jill Loveless (Vice President of Academic Affairs)
Jeff Sayre (Vice President of Administrative Services/CFO)
Larry Tackett (Vice President of Economic and Workforce Development)

Professional Development Committee

This committee will be appointed following consultation with the Faculty Assembly and the Classified Staff Council. The committee is responsible for developing a program statement, approval process, criteria and budget.

Chair: Peggy Carmichael (July 1, 2015)

Members

Chair: Peggy Carmichael
Classified: Tina Edwards
Classified: Rebecca Yescenzki
Alternate Classified: Melanie Baker
Faculty: Mark Goldstein
Faculty: Jill Keyser
Alternate Faculty: Crystal Harbert
Non-Classified: VPAA
Non-Classified: Jeff Sayre

Retention Committee

Chair: CJ Farnsworth, Director Student Academic Support Services

Members

Tina Edwards
Tammy Becker
Ida Williams
Larry Tackett
Joyce Britt
Pat Roper
Dave Knecht

Student Representative: Cassie Underwood (Wheeling); Mynx Mayhew (Weirton); and Kalob Byers (NM)

Hope Coffield, ex-officio

Rules Committee

Chair: Peggy Carmichael

Purpose

The Rules Committee governs rulemaking by the Board of Governors and is applicable to rules for WVNCC.

Members

Frank DeCaria (Faculty)
Janet Fike (Administration)
Joan Harvath (Classified Staff)
Shannon Payton (Classified Staff)
Dr. Carry DeAtley (Administration)
Charleen Stokes (Faculty)

Alternate: Delilah Ryan (Faculty)

Safety and Security Committee

Purpose

To ensure compliance in all areas of the College.

Executive Committee:

Janet Fike, Vice President of Student Services

Peggy Carmichael, Chief Human Resource Officer

Jeff Sayre, Vice President of Administrative Services/CFO

Additional Committee Members:

Debbie Bennett

RJ Faldowski

Darcy Ferrell

Debbie Fitzgerald

Chris Kefauver

Bonnie Peterman

Jack Montgomery

Shannon Payton

Kevin Serig

Student Appeals Committee for Non-Academic Matters

Chair: (To be elected by the committee)

Purpose

The Student Appeals Committee for Non-Academic Matters consists of five members elected from the Faculty Assembly. One faculty member and alternate are to have their main teaching responsibilities on the New Martinsville or Weirton campus. Students are elected by the Student Senate and randomly selected at time of hearing. At least one student member must be taking the majority of their classes on the New Martinsville or Weirton Campus. This committee hears student appeals involving non-academic matters. Recommendations are forwarded to the Dean of Enrollments Management. The committee elects its chair.

Members

Claire Blatt (NM)

Frank DeCaria (WR)

Donna Hans (WHG)

Ina Robinson (NM)

Alternate: Darcy Ferrell (NM)

Alternate: Greg Winland (WR)

Alternate: Michelle Watson (WHG)

Student: JoQuan Minor (WHG)

Student: Sarah Blankenship (WR)

Student: Damara Winfrey (NM)

Student Alternate: Taylor Fraser

Student Alternate: Mary Smith

Student Alternate: Angel Moore

Textbook Affordability Committee

Membership consists of the VPAA (Chair), five faculty, the student Board of Governors representative, the campus dean(s) or designee, one classified staff member, the bookstore manager or designee, and the Financial Aid Director or designee and the Vice President of Administrative Services who shall both serve as ex-officio members.

Purpose

The Committee shall meet periodically, but no less than annually, to advise the faculty assembly, student government, administration, and the institutional board of governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.

The Committee will report annually to the Board of Governors.

Faculty: Mark Goldstein, Michelle Watson, Charlie Rogerson, Charleen Stokes, and Jody Tyburski

Representatives for External Committees

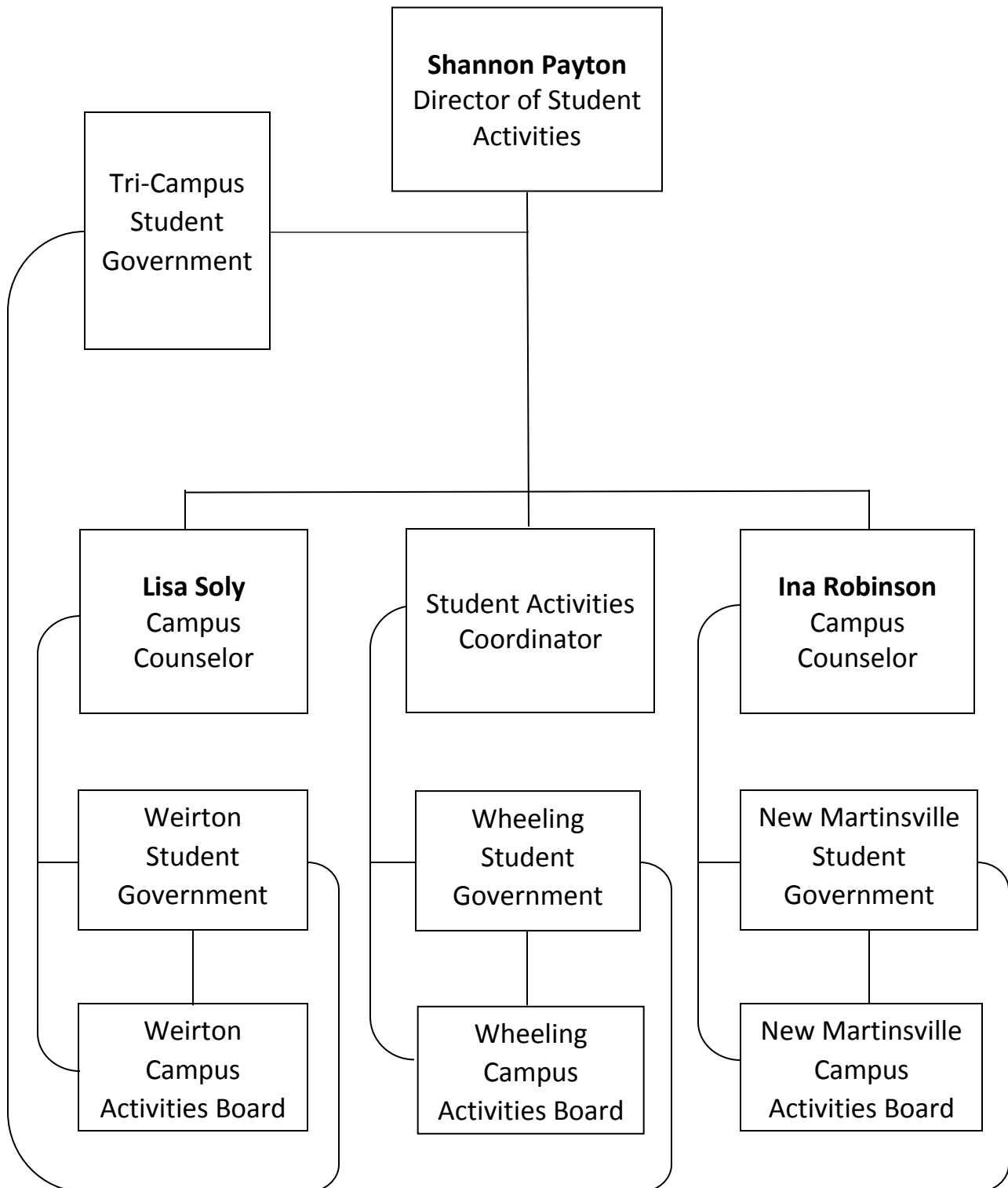
Frank DeCaria & Delilah Ryan (FACDIS) (WV Consortium for Faculty and Course Development in International Studies)

Melanie Baker (ACCE - State Advisory Council of Classified Employees)

Mark Goldstein (SACF - State Advisory Council of Faculty)

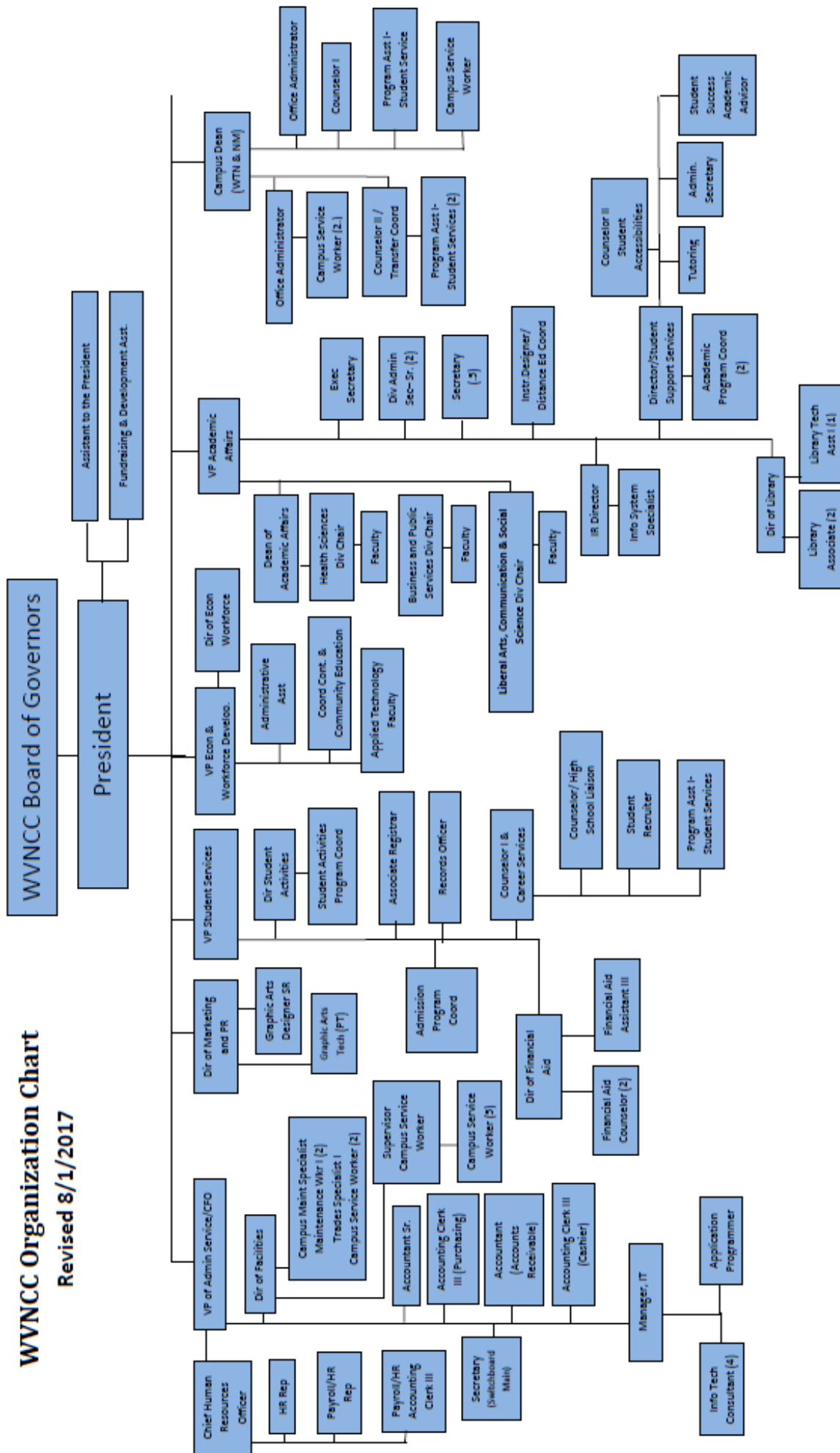
Organizational Chart

Student Government Association
 Organizational Chart



WVNCC Organization Chart

Revised 8/1/2017



General Meeting Information

- **Meeting Agenda Sample**
- **Basic Parliamentary Procedure**
- **Motion Strategy Sheet**



Student Government Association

(DATE & START TIME HERE)

(MEETING Location HERE)

Agenda

- I. Welcome Greetings**
- II. Reading and Approval of Minutes**
- III. The Office of Student Activities Up-dates**
- IV. Reports of Officers**
 - A. President**
 - B. Vice President**
 - C. Financial Secretary**
 - D. Recording Secretary**
 - E. Board of Governors**
 - F. State Advisory Councils of Students**
- V. Campus Reports**
 - A. Weirton**
 - B. Wheeling**
 - C. New Martinsville**
- VI. Committee Reports**
 - A. Curriculum**

B. Financial Aid

C. Library/LRC

D. Ad-Hoc Committees

VII. Unfinished Business

VIII. New Business

IX. Announcements

A. Next meeting:

X. Adjourn

Basic Parliamentary Procedure

When running meetings, here are some of the rules, the language and order that can help it proceed in an orderly fashion. It is important to review and practice this procedure so that every member feels informed and equipped to fully participate in meetings.

- President calls meeting to order (“This meeting will come to order”).
- Only those who get recognized by the chair may speak during a meeting which has “Come to order”.
- Side conversations are not allowed; if someone wants to speak during a meeting, it should be to the whole group (unless someone gets permission from the president to have a small side conversation for the purpose of furthering the meeting).
- The president acts as a neutral “gatekeeper” in discussions of matters to be voted upon.
- In order to discuss something, the group needs to vote on; someone (other than the president) has to make a motion or proposal (“I move that . . . happens”).
- The president should do substantially more facilitation of conversation (“What do you think, Pat?”) than talking him/herself.
- In order to even discuss a motion, someone has to “second” it (“I second the motion”).
- The minutes need to reflect who makes motions, who seconds them and what exactly the motions are (So the secretary may ask the chair to clarify those things at any time).
- If there is no second, the motion dies (will not be discussed).
- If there is a second, the president calls on people to speak for or against the motion (giving reasons to vote for or against).
- If someone who supports the basic motion wants to suggest a change within the motion, he/she may make a “friendly amendment” in the form of a new motion (“I would like to move that the current motion be amended like this . . . “). If they just don’t agree, that is what they say and it doesn’t alter the actual motion.
- The motion to make a friendly amendment either gets a second and the newly altered motion gets discussed or it dies and discussion returns to the original motion.
- Anytime someone who gets called upon can “call the question,” meaning that if someone else seconds that “call” the group must vote at that time on the motion “on the floor” (being discussed).
- Once a vote is taken by eligible voting members, the secretary announces the numbers and the president announces whether it “passed” or not.
- The president then gives directions or requests that appropriate action be taken by whomever is responsible to act on the motion that has “passed.”
- The president then thanks the participants for their discussion and/or makes suggestions for how to perhaps have a better discussion the next time.
- At the end of the meeting, the president asks for a “motion to dismiss.”

MOTION STRATEGY SHEET

WHAT CAN YOU DO	MOTION TO USE	WHAT TO SAY
Ask the group to consider a new topic	Main Motion	I move that....
Get the main motion off the table without taking a vote on it	Postpone Indefinitely	I move that we postpone the main motion indefinitely
Change the motion in some way	Amend	I move to amend the motion by (or, "so that it would read...")
Allow a committee to consider the motion or take action	Refer to a Committee	I amend to refer the motion to (a standing or special) committee
Delay consideration of a motion until some definite time	Postpone Definitely	I move to postpone the motion until (some stated time or point)
Put a limit on debate some way	Limit Debate (2/3)	I move to limit to debate (in some specified way)
Stop debate all together and vote	Previous Question (2/3)	I move the previous question (or) I move we stop debate and vote
Delay consideration of a motion only briefly, likely until later in the meeting	Lay on the Table	I move we lay the motion on the table
Stop the meeting for a break	Take a Recess	I move we take recess
End the meeting altogether	Adjourn	I move we adjourn
Set up a time for another meeting to continue the current one	Fix the Time to which to Adjourn	I move that when we adjourn, we adjourn to meet again at (some specified time)
Vote on a motion by ballot (or any other way)	Provide a Manner of Voting	I move that we vote on this motion using (specified time)
Prevent a main motion from even being considered by the assembly	Object to the Consideration of the Question (2/3)	(from your seat) I Object! (or) I call for a division
Require the chair to take a standing vote	Division of the Assembly	(from your seat) Division! (or) I call for a division
Suspend a parliamentary rule of the assembly to allow some action during the meeting	Suspend the Rules (2/3)	I move to suspend the rules and allow (whatever action is requested)
Question whether proper parliamentary procedure is being followed	Point of Order	(from your seat) Point of Order! (then state your point)
Challenge a ruling made by the president	Appeal	I appeal the decision of the chair on the ruling that (whatever the ruling was)
Do away with or reverse previous action taken	Rescind	I move to rescind the motion (state the motion)
To change a motion adopted at a previous meeting	Amend Something Previously Adopted (2/3)	I move to amend the motion previously adopted stating (whatever it stated) so that it would read (how you want it to read)
To resist a decision made earlier in the same meeting	Reconsider	I move to reconsider the vote taken on the motion (state the motion)

Institutional Regulation Appeal Process

West Virginia Northern Community College

Institutional Regulation

Title: Student Academic Rights and Responsibilities – Academic Sanctions and Appeals

Legal Foundation: State College System Board of Directors Procedural Rule 60

Regulation: The policy authorizes the imposition of sanctions upon students who violate the academic rules and regulations of the Institution. It also authorizes an appellate process, through which the student (by due process) can appeal a decision of academic sanctions to a duly constituted Academic Appeals Committee. The Vice President for Academic Affairs is responsible for the implementation and maintenance of the student academic rights and responsibilities and the imposition of academic sanctions set forth in this policy. The Vice President for Academic Affairs, or designee, is responsible for the academic appeals process. Student violations of College rules and regulations which will not affect the student's grade or standing in a course or program will be considered infraction of the Code of Conduct and will be referred to the Vice President for Academic Affairs for disposition. (See State College System Board of Directors Interpretive Rule 57.)

Rationale: This policy ensures the students of West Virginia Northern Community College of the academic rights promulgated by the State College System Board of Directors Procedural Rule 60. It also establishes the responsibilities that students must accept in their pursuit of academic goals at the College.

Procedure: Student Academic Rights

In correspondence with the academic rights and responsibilities specified in Section 3 of BOD Rule 60, each student at West Virginia Northern Community College shall:

- a. Have access to a copy of the College Catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.)
- b. Have the right to receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance, expectations, special requirements, laboratory requirements including time, fieldtrips and costs, grading standards and procedures, professional standards, etc.)
- c. Shall be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin; and
- d. Have the right to have any academic penalty, as set out in this policy, reviewed.

Reasons for Academic Action

Reasons for academic action include, but are not limited to, the following:

- a. Violations of Institutional academic standards, rules, regulations (e.g., required grade point averages, etc.) as stated in the College Catalog;
- b. Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.) Plagiarism includes using someone else's ideas without identifying that person in an appropriate citation, in required student assignments; Cheating includes such things as receiving test answers from or giving test answers to another student, submitting another student's work as one's own work (unless permitted to do so as a result of group activities), stealing tests or test items from faculty files or duplicating offices, etc.

- c. Behavior in the academic setting which interferes with the right of the other students to learn; and
- d. Appeal of final grade or of other academic sanctions.

Imposable Sanctions

A student, who fails to meet the academic requirements or standards, including those for academic dishonesty, may be subject to one or more of the following penalties:

- a. A faculty member may lower a grade, award a failing grade, or administratively withdraw a student;
- b. The College may place the student on program probation;
- c. The College may suspend the student;
- d. The College may dismiss the student from a program or the College. Dismissal from a program allows a student to enroll in courses in other programs while dismissal from the College removes the student's eligibility to enroll in other courses or programs at the College;
- e. A faculty member may exclude a student from participation in a class period or from a particular course if, in the judgment of the faculty member, the student's behavior interferes with the right of the other students to learn. The faculty member may exclude a student from a class period when that student continues disruptive behavior after having been warned by the faculty member to cease the behavior. The faculty member may request expulsion of a student from a particular course by following the provisions of BOD Rule 57 only after having excluded the student from a previous class period and the disruptive behavior continues.

Appeals: A student may appeal any academic penalty imposed by a faculty member or the College.

Academic Appeals Committee

The Academic Appeals Committee shall be made up of five persons: three faculty from the College and two students from the campus of the appeal. The Committee shall select its own faculty chairperson who will have voting privileges only in the case of a deadlock decision. In a grade appeal, one faculty member must be from the discipline of the course grade in question or from a related discipline. In a program dismissal appeal, one faculty member must be from the faculty of that program.

In the event that a substitution of faculty is necessary, the Committee will determine which of its faculty will be replaced; the Vice President for Academic Affairs will select the replacement. The Academic Appeals Committee may utilize consultants, but such persons may not take part in the Committee's deliberations or in its decisions.

Any student shall have the right to view his or her academic sanction.

- A. **Final Grade Challenges-** Challenges of a final course grade may be initiated by a student if it is believed that the grade represents an arbitrary or prejudiced evaluation or discriminates on the basis of race, color, creed, sex, or national origin. Such challenges are to be reviewed first by the faculty member who awarded the grade, then by the division chairperson, and then by the Vice President of Academic Affairs. If not reconciled at these levels, appeal may be made to the Academic Appeals Committee. There are two schedules for appealing grades as follows:

Appeal Schedule I

In academic appeal cases not involving program probation or dismissal, within seven (7) calendar days after the start of the semester following the one for which the grade was awarded (or ten (10) calendar days after notice was sent from the Records Office to the student of his/her final course grade), the student must inform, in writing, the faculty member or division chairperson of intent to challenge the grade. If informal efforts do not result in the resolution of the matter, it may be appealed to the Academic

Appeals Committee within twenty-one (21) calendar days after the first day of the succeeding semester (or twenty-one (21) calendar days after notice was sent by the Records Office of the final grade).

In cases of an appeal to the Academic Appeals Committee, the student will submit a written statement of the specific basis for the appeal to the faculty member, division chairperson, and Vice President for Academic Affairs. Upon receipt of a written student appeal, the Vice President of Academic Affairs will direct the faculty member of record to give written notice to the student “of his/her failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and the penalty which may be imposed.” (BOD Rule 60) The Vice President for Academic Affairs shall notify the student, faculty member, the Division Chairperson, and the chairperson of the Academic Appeals Committee of the date, time, and place of the hearing which will take place within fourteen (14) days of receipt of the written appeal.

Within five (5) calendar days of the hearing, the Academic Appeals Committee must make a recommendation to the Vice President for the Academic Affairs, who must, within seven (7) calendar days, accept, reject, or modify it and respond to the student. Within seven (7) calendar days of the Vice President for Academic Affairs’ decision, the student may appeal to the President of the College, whose decision is final. The President must respond in writing within ten (10) calendar days of the student’s final appeal.

Appeal Schedule II

In final grade challenges which affect program probation or dismissal, the student should begin the process by talking with the instructor immediately upon receiving knowledge of the grade. If the matter is not resolved satisfactorily with the instructor, appeal should be made to the Division Chairperson and the Vice President for Academic Affairs. In addition, the student must begin a formal appeals process, which will follow the timetable outlines below:

1. At least five (5) calendar days prior to the beginning of the next semester, the student must appeal to the Academic Appeals Committee by submitting a brief written statement of the basis of the appeal to the faculty member, the Division Chairperson, and the Vice President for Academic Affairs. Upon receipt of a written student appeal, the Vice President for Academic Affairs will direct the faculty member of record to give a written notice to the student “of her/his failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and the penalty which may be imposed.” (BOD Rule 60);
2. At least three (3) calendar days prior to the beginning of the next semester, the Academic Appeals Committee will make a recommendation to the Vice President for Academic Affairs who must, within one (1) calendar day accept, reject, or modify it and respond to the student; and
3. Within one (1) calendar day, the student may appeal to the President of the College, whose decision is final. By the first day of classes of the subsequent semester, The President, or his/her designee, must respond to the student in writing.

B. Program Probation- A student may be placed on program probation (e.g., in a Health Science program under Retention and Promotion of Health Sciences Students). The student may be required to satisfactorily make up the deficiency before continuing in the normal program sequence. Program probation may affect a student’s right to continue in the program in that unsatisfactory grades may be used in program dismissal.

Program probation results from unsatisfactory academic progress. Therefore, an appeal of program probation is, in effect, a grade challenge. The procedure to be followed is Steps 3-5 of program dismissal procedures.

- C. Program Dismissal-** Program dismissal results from unsatisfactory academic progress. Therefore, an appeal of program dismissal is, in effect, a grade challenge. The Academic Appeals Committee may only review the last final course grade which caused the program dismissal action. Prior unsatisfactory final course grades must have been appealed and reviewed earlier.

Program dismissal for reasons other than unsatisfactory academic progress will be considered an infraction of the Code of Conduct and will be referred to the Dean of Students Services for disposition. (See BOD Rule 57.)

Dismissal from a program (e.g., from a Health Sciences program under the Retention and Promotion of Health and Sciences Students Policy) is initially a counseling procedure. A student must be counseled by a designated representative or by a program committee on two separate occasions before a formal review can occur. The student should be counseled as soon as is reasonable after the discovery of the problem or, in the case of a previously enrolled student, at official enrollment in the program. Written records of counseling sessions will be maintained. A formal review will be conducted by a program committee:

1. To decide whether or not the student is to be dismissed from the program; and
2. To decide what counseling or remediation may be required of the student as a condition for remaining in the program.

A program dismissal action may be appealed to the Academic Appeals Committee. During the hearing, the student may be advised by a person of the student's choice. Normally an advisor may not participate in the proceedings. However, the Academic Appeals Committee recommendation for dismissal from a program must be reviewed by the Vice President for Academic Affairs who may confirm it or remand the case to the Committee with specific conditions for review. The student may appeal to the President of the College, whose decision is final.

In program dismissal cases, the following procedures will apply:

1. A divisional representative or program committee will counsel the student on two separate occasions before the end of the semester which puts the student in danger of program dismissal;
2. At least five (5) calendar days prior to the beginning of the next semester, the program committee will notify the student of its recommendation;
3. At least five (5) calendar days prior to the beginning of the next semester, the student must appeal to the Academic Appeals Committee by submitting a brief written statement of the basis for the appeal to the Vice President for Academic Affairs. Upon receipt of a written student appeal, the Vice President for Academic Affairs will direct the faculty member of record to give a written notice to the student "of his/her failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and the penalty which may be imposed." (BOD Rule 60);
4. At least three (3) calendar days prior to the beginning of the next semester, the Academic Appeals Committee will make a recommendation to the Vice President for Academic Affairs who must, within one (1) calendar day accept, reject, or modify it and respond to the student; and
5. Within one (1) calendar day, the student may appeal to the President of the College, whose decision is final. By the first day of classes of the subsequent semester, the President, or his/her designee, must respond to the student in writing.

- D. Administrative Withdrawal-** Appeal of an administrative withdrawal from a course will follow the final grade challenge procedures. The student may initiate the appeal no later than seventeen (17) calendar days from the date of the administrative withdrawal letter. The "W" grade may be challenged after the end of the semester in the same manner as any other final grade. The only acceptable remedy is changing of a "W" grade to an "I" grade.

E. Academic Dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)- Before filing formal charges, informal attempts to resolve the issue be made with the appropriate faculty member and Division Chair. Charges of academic dishonesty against a student may be filed by any member of the academic community. Such formal charges must be in writing, signed by the person making the charges, and are to be reviewed first by the involved faculty, then the Division Chairperson, and the accused student. If the student admits that the charges are true, a maximum penalty of an “F” in the course may be imposed.

If the student denies the charges or the Division Chairperson feels that the proposed penalty is inappropriate, the Division Chair shall forward the case within ten (10) calendar days of the filing of the formal charge to the Vice President for Academic Affairs. The Vice President for Academic Affairs must resolve the appeal or convene a hearing and provide them with a written copy of the charges and of the facts and evidence to support them. Within five (5) calendar days of the hearing, the Academic Appeals Committee must make a recommendation to the Vice President for Academic Affairs, whose decision is final. The Vice President for Academic Affairs may accept, reject, or modify the Committee’s recommendation and must so inform the student of the final decision in writing within five (5) calendar days of receiving the recommendation. The Committee may recommend that the imposition of sanctions be held in abeyance, where appropriate.

Board of Governors

Rules Approved

- **Academic Integrity and Student Responsibilities**
- **Alcohol and Drug-Free Environment**
- **Cancellation of College Classes**
- **Computer and Internet Usage**
- **Crime Awareness and Campus Security**
- **Debt Collection**
- **Fundraising**
- **Harassment and Discrimination**
- **Interpersonal Violence Rule**
- **Sexual Assault Rule**
- **Social Justice**
- **Student ID Rule**
- **Tobacco-Free Campus**

Other Board of Governors Rules Approved can be viewed by visiting:
<http://www.wvnc.edu/about/board-of-governors---rules-approved/680>

West Virginia Northern Community College

ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITIES

Effective Date: December 6, 2005

Date Approved by WVNCC Board of Governors: December 6, 2005

Authority Reference:

Replaces previous policy dated:

Rule: Academic requirements and policies determined by the College consistent with the West Virginia Higher Education Policy Commission, the Community and Technical College Council, West Virginia Northern Community College Board of Governors, and professional and regional accreditation guidelines apply to all students who enroll in credit courses and degree programs.

Academic Integrity:

The College's academic program requirements are determined according to standards of each field, as recommended by qualified faculty in consultation with professionals in the field, and approved by the Dean of Instruction, Curriculum Committee, and the President. Academic programs are approved by the WVNCC Board of Governors. All academic programs undergo a periodic program review involving professionals in the field and other educators with reports reviewed by the Board of Governors, Higher Education Policy Commission, and Community and Technical College Council. Accredited programs undergo additional review and meet specific requirements for the professional accreditation. In addition to the specific academic course and program requirements, academic policies assure the integrity of the academic experience and degree.

Assessment:

Assessment of student academic achievement is an important aspect of assuring achievement of state and national academic standards. This process includes the administration of standardized assessment measures which determine the achievement level of students at West Virginia Northern in specific areas and levels as compared with other students in similar levels and specialties across the country. These assessments are required of students; however, individual scores are not used as part of students' grades. Instead, it is information which permits the College to assess its strengths and needs to assure academic integrity in academic programs. WorkKeys by ACT is currently administered to students completing A.A.S. degrees to assess job-related skills as compared to specific occupational standards. These assessments are scheduled at times to make it convenient for students to participate. Failure to comply with completion of any required assessments can result in a "hold" on student records until completed.

Academic Program Completion Timeline Requirements:

Students are expected to complete program requirements listed in the catalog in effect at the time of matriculation into the program provided graduation requirements are completed within five years and the student does not “stop out” of college for two consecutive years. Students may elect to meet program requirements listed in a later catalog, provided all requirements of the later catalog are met. Students who do not take courses for more than two consecutive years must complete a new application for admission and undergo review with an academic advisor in the program to determine applicability of prior courses which may result in a revised plan for completion of degree requirements. Students who do not complete degree requirements within five years must have a plan for completion approved to assure the degree reflects current program competencies.

Alteration in Graduation:

Petition for alteration in graduation and program requirements may be submitted by students who request a modification in course requirements when they can document that program competencies or general education goals have been met in other ways. The student should initiate a Student Petition for Alteration in Graduation of Program Requirements form for each course being petitioned. The form must be completed in consultation with the appropriate College personnel, signed, and forwarded for approval to the department chair/program director and the Dean of Academic Affairs or his designee.

Course Substitutions:

Course substitutions for courses no longer offered by the College can be made by the department chair/program director administering the affected course, with the approval of the Dean of Academic Affairs. A Student Petition for Alteration in Graduation of Program Requirements should be completed and forwarded to the appropriate personnel for approval. Faculty advisors and/or counselors should make every effort to assist students in completing degree requirements in an efficient and timely manner.

Class Attendance and Participation:

Although classes vary with regard to requirements, activities, and instructional methods, attendance and active participation are the responsibility of students who wish to succeed. Students are expected to make progress and meet course expectations in time frames outlined by the instructor. During the first week of classes, students receive instructor expectations and should clarify any questions regarding these requirements. Instructors are eager to assist students toward success. It is the student’s responsibility to consult with the instructor regarding attendance or participation problems to determine if alternative arrangements can be made. Failure to attend or actively participate can result in administrative withdrawal by the instructor.

Academic Honesty and Support of a Learning Environment:

All students are responsible for their own academic work and behavior which supports a learning environment. Dishonesty in the form of plagiarism and cheating may result in disciplinary action such as lower grade, failing grade, administrative withdrawal, program probation, suspension or dismissal. Disruptive behavior which interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal.

Students have rights to appeal such decisions consistent with rule. See Student Rights and Responsibilities.

Plagiarism:

Plagiarism includes, but is not limited to, using someone else's ideas without giving credit to that person in an appropriate citation or using someone else's words without placing them in quotation marks and/or without identifying that person in an appropriate citation.

Cheating:

Cheating includes, but is not limited to, such practices as receiving test answers from or giving test answers to another student, submitting another student's work as one's own work (unless permitted to do so as a result of a joint assignment), stealing tests or test items, or using notes when not permitted.

West Virginia Northern Community College

ALCOHOL AND DRUG - FREE ENVIRONMENT

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: Part 86 Drug-Free Schools and Campuses Regulations, Drug-Free Schools and Communities Act of 1989, Drug-Free Workplace Act of 1988

Replaces previous policy dated: WVNCC Policy No. 4.1.5 effective January 1, 1998 and Institutional Regulation, "Drug-Free Workplace," effective January 8, 1990

Rule: The purpose of this rule is to assure compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug- Free Work Place Act of 1988.

This rule applies to the entire College community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

Standards of Conduct: The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol on West Virginia Northern Community College property or as a part of any College activity is prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

Disciplinary Sanctions: Consistent with College, local, State and Federal laws, the College will impose disciplinary sanctions for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws. Violations could result in expulsion from school, termination of employment and/or referral to law enforcement agencies as is consistent with College rules. Federal trafficking penalties include substantial fines and imprisonment up to life. West Virginia Law provides for penalties dependent on the classification of the substance, the activity involved and other convictions. The most severe penalties are for possession with intent to sell. Convictions may provide for fines and/or imprisonment with the amount and time dependent upon other factors.

College sanctions will be consistent with procedures used in other disciplinary actions as described in the Student Code of Conduct and Governing Board rule. For employees, sanctions may include oral warning, written reprimand, suspension, termination and referral to law enforcement agencies. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors may include referral to law enforcement agencies.

West Virginia Northern Community College

CANCELLATION OF COLLEGE CLASSES

Effective Date: June 24, 2004

Date Approved by WVNCC Board of Governors: June 24, 2004

Authority Reference: WV Code 18B-1-7

Replaces previous policy dated: WVNCC Policy No. 4.1.4 effective April 21, 1999; WVNCC Policy No. 4.1.4 effective November 1, 1997; and Institutional Regulation, "Cancellation of Classes Due to Weather or Facilities Conditions," effective March 31, 1995

Rule: West Virginia Northern is open and provides support for classes at all scheduled times unless declared otherwise by the President. It is the responsibility of all faculty and administrators to ensure the continuity and integrity of the program of instruction.

The President has the authority to cancel scheduled classes during specific periods at any or all campuses when conditions severely impact travel and/or campus operations to the degree that a satisfactory learning environment cannot be maintained. Such cancellations result from analysis conducted by College administrators.

Alternative arrangements to accomplish the course objectives when classes are cancelled are the responsibility of faculty in consultation with their students, consistent with academic processes. When classes are cancelled for a period of one week or longer, the academic schedule will be revised to allow for make-up of missed instruction. In such a rare circumstance, the President is expected to conduct broad consultation with the persons impacted, to the degree possible, prior to changing the academic calendar.

This rule should not be confused with the "Closing of College" rule. When the President declares the cancellation of classes, College office operations are maintained.

West Virginia Northern Community College

COMPUTER AND INTERNET USAGE

Rule Number: NC-7001

Effective Date: July 1, 2013

Date Approved by WVNCC Board of Governors: April 25, 2013

Date Approved by WVCTCS: May 14, 2013

Authority Reference:

WV Ethics Commission <http://www.ethics.wv.gov/ethicsact/Pages/Overview.aspx#gain>

Replaces previous rule dated: NA

Purpose:

This rule is designed to help users understand the expectations and limitations for on-campus internet and a College generated e-mail address. Users are expected to use the College provided internet access and e-mail primarily for business and course work purposes and to conduct themselves in a professional manner when doing so. The College has many filters in place to prevent inappropriate content from being viewed or received; however, the College does realize with ever changing technology, the filters may not always prevent inappropriate content from filtering through.

Rule:

This rule is applicable to employees, students, alumni, retirees, building occupants, and community members (users).

The College shall provide on-campus internet access and a work e-mail address to employees to assist with their responsibilities. The College shall also provide on-campus internet access and a student e-mail account to assist students with legitimate academic, instructional and necessary research course work.

Expectation of Privacy Users should not have any expectation of privacy in any e-mail message or content in any aspect of any computer system provided, owned or controlled by the College. Internet communications should not be expected to remain private and/or confidential from College administration. Computers and related equipment are College property and provided to users for legitimate business or educational use. All messages sent on electronic and telephone communication systems provided by the College remain the property of the College. As such, the College reserves the right to access, intercept and disclose the content of messages or deleted message with or without permission, prior or otherwise. In an employee's absence, the College may monitor the employee's electronic mail to verify that appropriate messages are being serviced properly. Such monitoring may include forwarding the employee's e-mail to a supervisor or another appropriate employee. E-mail and internet usage normally would not be monitored unless an issue arises which warrants such, or if there is an extended period of absence by the employee.

Personal Use Employee use of e-mail for personal use is prohibited. The College systems shall not be used to circulate or forward jokes, inspirational material, or other non-work related items to co-workers or other individuals. Occasional personal use of internet is acceptable during non- working hours and on a limited basis. Access of non-work related websites during work hours is prohibited. Mass e-mailing for legitimate

College business purposes is permitted. All other mass e-mailing is prohibited. Solicitations, for personal gain, are strictly prohibited by users. (Examples of acceptable solicitations would be College authorized student organization fundraisers, prize drawings for employees and/or students; community fundraising events.

Prohibited Sites Websites containing pornography or advocating discriminatory, hateful or violent actions are prohibited unless approved for educational purposes by the Vice President of Academic Affairs. The transmission of obscene, illegal, violent, discriminatory or other information which may result in harassment or defamation is prohibited at all times. Users must take appropriate action when receiving obscene, illegal, violent, discriminatory or other information which may result in harassment or defamation via e-mail. Appropriate action may include deleting the e-mail, blocking the sender and/or reporting receipt to the IT department.

Proper Business Communication The College provides electronic mail (e-mail) services to all employees and students through College owned software and servers accessible within and external to the WVNCC computing network. The use of these e-mail services (including but not limited to the transmission, receipt, and archiving of all messages and attachments as well as all e-mail account information) is restricted to conducting College business only and applies to all users with the exception of students, alumni, and community members.

Employees should resist the temptation to slip into informality when using the in-house e-mail or internet. All e-mail communications should be treated the same as any other business communication. Deleted e-mails can be retrieved, so an employee or student should never send an e-mail that he or she would not want an unsympathetic third party to read later. Also bear in mind that e-mail communications do not convey humor or sarcasm effectively. No e-mail should ever be sent in anger or haste, and e-mail is not the proper method for communicating thoughts or ideas that an employee or student is uncomfortable expressing face-to-face.

Unacceptable Use:

1. Using e-mail for any purpose which violates federal or state laws.
2. Using e-mail for non-College related commercial purposes and for any private gain.
3. Using another individual's identity and password as well as disclosing or sending e-mail account information without prior employee approval.
4. Misrepresenting one's identity or affiliation in e-mail communications.
5. Sending harassing, intimidating, abusive, profane, or offensive material (text and/or images) to or about others, inclusive of ethnic, racial or religious slurs.
6. Displaying and/or transmitting sexually explicit text, images (including cartoons).
7. Soliciting or recruiting for the purposes of non-College business, religious, and political causes.
8. Disclosing or releasing confidential information or e-mail files without authorization to any constituency within or external to the College community.
9. Intercepting, disrupting, or altering electronic communications.
10. Causing congestion on the network by broadcasting inappropriate messages to groups of individuals and account lists for non-business announcements, chain letters and any message that alludes to or is intended to be posted to the e-mail system's bulletin boards.

Communications utilizing electronic media are protected by the same laws and policies and are subject to the same limitations as communications through other media. Access to any WVNCC e-mail files or accounts may be made available to authorized personnel for conducting College business as well as to Information Technology staff in the following circumstances:

1. Software and/or hardware failure.
2. Performing routine operations or resolving problems.
3. Protecting the integrity of the College's computing network and the rights and property of the College.
4. Protecting the rights of individuals working in collaborative situations where information and files are shared.

Inappropriate Material or Messages E-mail and the internet shall not be used to communicate, forward, duplicate, or retrieve any discriminatory, offensive, disruptive, obscene, sexually oriented, inflammatory, violent, or otherwise inappropriate material or messages. Such material or messages shall not be uploaded, downloaded, stored, sent, or received from or using any component of any computer system provided, owned or controlled by the College. E-mail, the internet, and any component of any computer system provided, owned or controlled by the College shall not be used to harass or stalk any person or group or to create or contribute to a discriminatory or hostile work environment. Individuals are required immediately to report any activity that violates this rule to a supervisor, faculty or the Chief Human Resource Officer who will investigate harassment claims.

Access Codes and Passwords All access codes and passwords are to be kept strictly confidential. Users should not provide access or passwords to any outside party. Confidential information should never be transmitted over the internet without proper encryption. All software must be used in accordance with its license agreements and copyrights. No software may be loaded, downloaded or copied without first obtaining the permission of the College. Users shall not use College equipment or facilities knowingly to download or distribute pirated software or data. The College data and databases are private and confidential. No College databases or data may be uploaded or otherwise transferred to persons or entities outside the College without approval.

Mass Mail The College computer and internet equipment and facilities must not be used knowingly to violate the laws of the United States of America or any other nation, or the laws and regulations of any state, the College, province, or local jurisdiction. Users of the College's internet facility shall identify themselves honestly, accurately, and completely when corresponding in or participating in internet or other interactive activities. No one shall send untargeted and unsolicited mass electronic mail. No party may use the College's Internet facilities deliberately to propagate any virus, worm, Trojan horse, or back-door program code or disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of the College or another user.

Duplication Consistent with the College's ownership of its computers and servers, no user has any expectation of privacy in any file or document stored, modified, or created on a College-owned computer, server, or similar device. Whenever an employee leaves the employment of the College for any reason, all files of the employee on College computers or servers, including, without limitation, e-mail and files or documents on any drives, may be duplicated on to discs for storage, use, and future necessary reference.

Fair Use The College will follow all copyright laws as stated in U.S. Copyright Law (Title 17, United States Code). Fair Use (Section 107) allows copyrighted works to be used in an educational setting by observing a Fair Use of this material. These Fair Use provisions shall be the determining factor in deciding whether or not usage of a particular item is in copyright compliance. For the use of copyright materials outside of the scope of the Fair Use provisions, permission must be obtained from the copyright author or holder.

Reporting to the System Administrator Pornographic or unsolicited materials appearing or generated through pop-ups should be reported to the Information Technology (IT) Director or Vice President of Administrative Services immediately. Avoid opening e-mails or attachments to e-mails unless the sender is known and the employee is certain that neither the message nor the attachments are contaminated with a virus. Do not load or download any program or software without proof of a license. Report a potential virus to the IT department immediately.

Removal of Access The President or his/her designee may, if a situation warrants such, direct the Director of IT to remove a user's access to some or all of the College's computer system. The user may be notified of the removal or the possibility of having the access removed. The user shall not be permitted to have some or all of the access returned without the prior express written approval of the President or his/her designee. Access will be removed upon separation or termination of employment for employees.

Violations Determination of whether an employee has abused the College e-mail or internet system is a function of the frequency of the misuse or the disruption to the employee's work or that of other employees. Violators will be notified of such violations. Employees and students may be disciplined for violations of such rules, policies or regulations. Others may lose privileges for violations of such rules and policies. Any necessary employee disciplinary action will be handled through the College's disciplinary action rule. Student violations will be handled through the student code of conduct process.

Any appeal for such decision may be made to the President in writing or by filing a grievance through the WV Public Employees Grievance Board.

Additional Policy & Regulation These regulations are in addition to and not in place of other College rules, policies, and regulations relating to the use and operation of the College's computers, computer system and network.

Definitions

Faculty working hours-Shall consist of teaching hours and office hours.

Commercial purposes-Individual stands to make a profit from the use.

Private gains-Use of College supplies or equipment for personal projects or activities. Conducting work on personal projects or activities during work hours for which they are paid by the College. Use of subordinates to work on personal projects or activities during work hours or compel them to do so on their own time. The WV Ethics Act prohibits any misuse of public resources which is more than the minimums, that is, which involves more than a trifling or insignificant amount of time, funds, supplies, personnel or equipment.

President's designee-For the purposes of this rule, the President's designee shall consist of any of the following; the Vice President of Academic Affairs, the Vice President of Student Services, the Vice President of Administrative Services, the Chief Human Resource Officer or the Campus Deans.

References

NC-2031 Disciplinary Action Rule
Student Code of Conduct
WV Ethics Act

West Virginia Northern Community College

CRIME AWARENESS AND CAMPUS SECURITY

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: Federal Family Educational Rights and Privacy Act (F.E.R.P.A.) Of 1974 as amended, the Student Right-to-Know and Campus Security Act of 1990 as amended, Crime Awareness and Campus Security

Replaces previous policy dated: WVNCC Policy No. 4.1.12 effective November 20, 1997

Rule: West Virginia Northern Community College will take all prudent steps to promote a safe and secure environment that is compatible with the institution's academic and co-curricular pursuits. The College supports making its community safe and secure by community members acceptance of responsibility for individual actions and commitment to participate in programs to assist others. Individual involvement is essential and community members commit to report any suspicious activity or crime immediately. The College will report the campus security rules and crime statistics of the institution and keep statistics on file consistent with applicable State and Federal laws.

West Virginia Northern Community College

DEBT COLLECTION

Date Approved by President: March 24, 2005

Date Approved by Chancellor:

Date Approved by WVNCC Board of Governors: March 24, 2005

Authority Reference: West Virginia Code Sections 18B-1-6, 18B-10-1, 18B-10-8; Federal Perkins Loan Program, Section 6, Due Diligence; Fair Debt Collection Practices Act, 15 U.S.C. 1602 et. seq.

Replaces previous policy dated: WVNCC Policy No. 4.3.7, effective September 25, 2003; WVNCC Policy No. 4.3.7, effective December 15, 1999

Rule: West Virginia Northern Community College will be due diligent in collecting any funds (tuition, fees, loans, service or rental/leasing agreements) owed it. The College will collect tuition and fees consistent with the West Virginia Code and WVNCC Board of Governors rule, "Tuition and Fees-Assessment, Payment, and Refunds" assuring that fees are paid prior to the beginning of classes or arrangements made for payment per the exceptions in that rule. When payment for classes is not made or appropriate arrangements made, then registration will be cancelled.

Until balances are paid or arrangements to pay are made, a "hold" is placed on the account and the ability to receive reports, access services, register for additional classes, or use facilities may be withheld. Holds remain on accounts until paid in full.

Students will be made aware of payments and payment due dates through publications easily available to them, through invoices provided for all services with due dates noted, and through publication of rules regarding consequences of non-payment in schedules and catalog. Further, students who participate in College endorsed payment plans will be notified at least ten days prior to cancellation of registration if payments are not made according to payment schedule agreement.

For students leaving the College (graduation, withdrawal), particularly recipients of Federal Perkins Loans and National Direct Student Loans, exit interviews will be conducted to explain the personal responsibility and liability for repaying any outstanding College balances and/or loans.

The College may refer to a College-designated third party agency or an approved contracted collection agency any invoices outstanding 30 days after the "third and final notice" which is given when an invoice is outstanding at 90 days.

Each July, the Business Office, in accordance with West Virginia Code § 14-1-18, will formally request permission to remove account balances from the accounts receivable ledger for accounts with balances five years or older. These accounts will be maintained for history purposes in Banner system or A/R system and coded as turned over to "State of WV" for collection.

West Virginia Northern Community College

Fundraising

Rule Number: NC-1005

Effective Date: September 1, 2010

Date Approved by WVNCC Board of Governors: August 26, 2010

Authority Reference: WV Code 18B-1-6; Title 135 Procedure Rule, Series 4, WV Council for Community and Technical College

Replaces previous rule dated: NA

Purpose:

Oversight and coordination of all fundraising activities associated with the College will:

1. Provide a continuity of message in building understanding and support for College-wide funding needs.
2. Avoid conflict and duplication of effort in the fundraising contact program.
3. Maximize the contribution from each potential donor.
4. Provide a complete accounting and audit trail of all monies donated to the College.
5. Ensure that no other fundraising effort will compete with the priorities established by the West Virginia Northern Community College Foundation in support of the College.

Rule:

In order to manage all fundraising activities associated with WVNCC, the College requires all organizations and affiliations to request permission from the College President and notify Institutional Advancement before any fundraising activities are initiated. Funds raised through authorized activities must be deposited with the WVNCC Foundation or in a designated College account. No group, affiliation, or individual(s) that raises funds using the College's name can operate or control outside accounts for funds raised by such College associated activities. Violations of this rule will result in appropriate legal and administrative action.

West Virginia Northern Community College

Harassment and Discrimination

Rule Number: NC-2024

Effective Date: July 1, 2011

Date Approved by WVNCC Board of Governors: June 22, 2011

Authority Reference: Title 1X, Education Amendment of 1972; Title VII of Civil Right of 1964; WV Human Rights Act

Replaces previous rule dated: Sexual Discrimination/Harassment March 25, 2004

Rule:

The College is committed to maintaining a work and learning environment including College sponsored activities free of all forms of harassment including sexual harassment and discrimination. Any form of harassment against an employee or student by anyone, including all employees, supervisors, students, outside personnel, vendors or non-employees who have contact with our employees or students will not be tolerated. College employees engaging in harassment shall be subject to immediate discipline, up to and including termination. Students engaging in harassment shall be subject to the guidelines set in the Student Code of Conduct.

Harassment consists of unwelcome or unsolicited behavior, whether verbal, non-verbal, physical, or visual, that is based upon a person's sex, color, race, ancestry, religion, national origin, age, disability, medical condition, marital status, veteran status, citizenship, or other protected group status.

Definitions:

Harassment-Education: Sexual harassment is conduct that can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the education program of the institution. In an education setting, the faculty member is presumed to be in position of power. Therefore, participation by the student does not automatically make the behavior welcome.

Harassment-Employment: Any form of unwelcome or unsolicited behavior directed at an individual or group of people because of their protected status where the behavior affects the person's working conditions or employment status.

It is illegal to discriminate against anyone because of race, sex, religious creed, national origin, age (above 40), veteran's status, or disability. Harassment affects working conditions so it is a form of discrimination.

Hostile Work Environment: Behavior unreasonably interferes with work performance or creates intimidating, hostile, or offensive working environment.

Not encouraged: Recipient doesn't do anything to cause the behavior through actions or words. (Body language and dress are not considered encouragement.)

Quid Pro Quo - Education: A College employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Quid Pro Quo - Employment: Submission to or rejection of harassing conduct is used as basis of employment decision (this for that).

Severe or pervasive: Behavior must be severe or pervasive enough to interfere with job performance, create hostile work environment, or prevent a student from participating in or to receive benefits, services, or opportunities in the education program of the institution. The more severe a behavior is, the less frequently it needs to occur to be considered harassment. Severe and pervasive also apply to harassment in the education setting.

Reasonable person standard is applied to objectively decide if behavior is offensive enough to create a hostile working environment.

Unsolicited: Unacceptable behavior which is not initiated by recipient.

Unwelcome: Behavior which is viewed as offensive by recipient.

Unwelcome or unsolicited behavior may include but is not limited to: verbal (jokes, sexist statements, sexual advances, invitations), non-verbal (leering, gestures, facial expressions), visual (posters, cartoons, photographs, clothing, electronic communications including e-mail and social networking), or physical (unwanted touching, hugging).

Statement of Conduct:

Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected status or that of his or her relatives, friends or associates. It also includes conduct that persons in a protected group status would find offensive or objectionable. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests to an employee or student for sexual favors, and other visual, verbal or physical conduct of a sexual or offensive nature when either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment, continued employment, advancement or the student's ability to participate in or benefit from the education program.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual; or

3. Such conduct has the purpose or effect of interfering with an individual's work performance or with the student's ability to participate in or benefit from the education program including College sponsored activities or creating an intimidating, hostile or offensive working or learning environment.

Best Practices:

What to do to reduce the risk of engaging in harassing behavior:

1. Act in a reasonable and professional manner.
2. Think before you act.
3. Steer clear of comments directed at a protected group.
4. Avoid intimate touching.
5. Refrain from repeating behavior when told it is offensive.

What to do if you are accused of harassment:

1. Consider your behavior.
2. Do not retaliate.
3. Respect confidentiality.
4. Cooperate fully.

What to do if you are the victim of harassing behavior:

1. Tell the harasser what he or she has done and demand it stop.
2. Be firm and don't be defensive.
3. Document the behavior.
4. Discuss the issue with your supervisor or Chief Human Resource Officer.
5. File formal complaint, if warranted.

What to do if you witness harassing behavior:

1. Bring it to the attention of your supervisor or the Chief Human Resource Officer.
2. Refer victim to the Chief Human Resource Officer.

Reporting a complaint:

Any *employee* who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the immediate supervisor of the individual involved or the Chief Human Resource Officer without fear of retaliation or reprisal.

Any *student* who believes he or she has been the subject of harassment, including sexual harassment or discrimination, shall immediately report the incident to the Campus Dean, Vice President of Academic Affairs or Chief Human Resource Officer.

Anyone witnessing harassment of others should report the incident to the Chief Human Resource Officer. Faculty who witness harassment of students by other students in the classroom should

seek assistance and guidance as appropriate from the Vice President of Academic Affairs and/or Chief Human Resource Officer.

ANYONE who receives a complaint is to refer it to the Chief Human Resource Officer immediately.

Students who believe they have been sexually harassed and wish further information or assistance in filing a complaint should contact the Human Resource Office. All complaints will be thoroughly investigated and all complaints and related information will be kept confidential to the extent possible. The results of the investigation will be reported to the parties consistent with College practices regarding disclosure of personnel information.

Investigation:

It is the responsibility of the Chief Human Resource Officer or designee to coordinate all investigations. All complaints and related information will be kept confidential to the extent possible.

1. Chief Human Resource Officer receives complaint.
2. Contact between the parties is reduced or eliminated to the extent possible, if needed.
3. Parties and witnesses are interviewed.
4. Facts are reviewed to determine a conclusion.
5. Complainant and alleged harasser are informed of the results in a manner which is consistent with College practices regarding disclosure of personnel information.
6. Investigation records shall not be kept in the individual's personnel or student file except in the event there is a written recommendation and/or documentation of disciplinary action. Investigation records will be kept in a separate confidential file maintained by the Chief Human Resource Officer.

Employees who, after investigation, have been determined to have been engaging in the harassment of their co-workers or students which violates the sensitivities of their co-workers or students will be subject to disciplinary action, up to and including termination.

Training:

Training will be provided to all employees at the minimum of every two years and at the time of initial hire. Training will be provided to students every year.

Authority/Coordinator:

The Chief Human Resource Officer is responsible for implementing, and administering the Harassment and Discrimination Rule as well as serves as the Title IX Coordinator. Adhering to federal regulations, the appropriate College publication will provide contact information for the Title IX Coordinator.

West Virginia Northern Community College

Interpersonal Violence Rule

Rule Number: NC-1004

Effective Date: March 1, 2016

Date Approved by WVNCC Board of Governors: September 24, 2015

Date Approved by WVCTCS: January 12, 2016

Authority Reference: Title VII of the Civil Rights Act of 1964; West Virginia Human Rights Act

Replaces previous rule dated: Sexual Assault Rule, April 1, 2008

Rule:

The College is committed to providing a safe learning and working environment. This safe environment includes all campus and all off-campus locations, all College-related activities and sites. Interpersonal violence is a violation of the College rules and of state law. Interpersonal Violence is sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence and/or stalking by any two or more individuals by any means. Interpersonal violence is prohibited.

Sexual harassment and discrimination are addressed by the College in separate rules for students and employees. Copies of the current sexual harassment and discrimination rules are available in the Student Handbook, College Catalog, and Employee Reference Manual.

Definitions:

Adviser refers to the person the complainant or respondent brings to a disciplinary hearing.

College refers to West Virginia Northern Community College.

Complainant is the alleged victim or the individual who has been the subject of interpersonal violence.

Consent requires the response of yes, not the absence of no. Consent requires conversation. The person who initiates sexual activity is responsible for asking for consent. The absence of a clear verbal signal means you do not have consent. Both parties must have unimpaired judgment (examples that may cause impairment include but are not limited to alcohol, drugs, and mental health conditions). Prior to sexual activity, both parties must disclose personal risk factors such as any known STDs, and both parties must use safer sex practices. Consent means that both partners decide together to have sex. Regardless of your prior sexual history consent is required each time you have sexual activity. Both parties must have a clear and accurate understanding of the intended sexual activity. It is not your partner's job to resist; it is your responsibility to respect his/her boundaries. At any time when consent is withdrawn or not verbally agreed to, the sexual activity must stop. Silence is not consent. You cannot rely on assumptions on what your partner does or does not want.

Incapacity of the complainant does not constitute consent on the part of the complainant. A person is determined incapable of consent when such person is less than sixteen years old, or mentally defective, or mentally incapacitated, or physically helpless. Mentally defective means that the person suffers from a mental disease or defect, which renders such person incapable of appraising the nature of his or her conduct. Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to such person without his or her consent or as a result of any other act committed upon such without his or her consent. Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act. It is the position of the College that an interpersonal violence also occurs against the complainant who willingly takes a controlled or intoxicating substance if the sexual contact occurs after the complainant becomes temporarily incapable of appraising or controlling his or her conduct as a result of the controlled or intoxicating substance. A student charged with interpersonal violence can be prosecuted under West Virginia law AND disciplined in accordance with College policies and regulations. A student found guilty of interpersonal violence through the campus Student Conduct system may be subject to suspension or expulsion.

Dating violence means violence by a person who has been in a romantic or intimate relationship with the complainant. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

Discrimination means actions that deprive others of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a Protected Category.

Domestic Violence/Intimate Partner Violence/Abuse means the occurrence of any of the following acts/conditions between those in or having previously been in an intimate relationship to each other, including dating, domestic and/or any other intimate relationship.

Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;

Placing another in reasonable apprehension of physical harm;

Creating fear of physical harm by harassment, stalking, and psychological abuse or threatening acts;

Committing sexual assault, sexual abuse, domestic battery or domestic assault as those terms are defined under West Virginia criminal law;

Holding, confining, detaining or abducting another person against that person's will.

Hostile Environment means an environment created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, or pervasive and objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

Incapacitation means as a state where a person cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the who, what, when, where, why or how of his or her sexual interaction).

Interpersonal Violence means sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence and/or stalking by any two or more individuals by any means.

Intimidation means implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a Protected Category.

Minor means a person under the age of 16 years.

Non-Consensual Sexual Contact means any intentional Sexual Touching, however slight, with any object, by a person upon another person that is without consent and/or by force.

Non-Consensual Sexual Intercourse means any Sexual Penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act.

Protected Category means a category under which an individual falls or is perceived to fall that is protected under federal, state, or local anti-discrimination laws, including race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information.

Retaliation means any adverse action taken against a person who complained about harassment, supported a complainant involving harassment, or who participated in the investigation of a claim of harassment because of that person's participation in filing the complaint of harassment, supporting a complainant involving harassment, or for participating in the investigation of a claim of harassment.

Respondent is the alleged offender or the individual(s) who has been accused of interpersonal violence.

Sexual assault is sexual intercourse or sexual intrusion without consent. There are three levels of sexual assault in West Virginia:

1st Degree: The perpetrator inflicts serious bodily injury, uses a deadly weapon, or the perpetrator is over age 14 and the complainant is younger than 12 years old and is not married to that person. Penalty: An indeterminate term of not less than 15 nor more than 35 years in a state correctional facility; and/or a fine of not less than \$1,000 nor more than \$10,000. However, if the defendant is 18 or older and complainant is younger than 12, the penalty is not less than 25 nor more than 100 years in a state correctional facility, and or a fine of not less than \$5,000 nor more than \$25,000.

2nd Degree: Sexual intercourse or intrusion without consent and lack of consent is due to forcible compulsion or physical helplessness. Penalty: An indeterminate term of not less than 10 nor more than 25 years in a state correctional facility; and/or a fine of not less than \$1,000 nor more than \$10,000.

3rd Degree: Sexual intercourse or intrusion with someone who is mentally defective or mentally incapacitated, or when someone age 16 or older assaults someone less than 16 who is at least 4 years younger than the perpetrator and not married to him/her. Penalty: An indeterminate term of not less than 1 nor more than 5 years in a state correctional facility; and/or a fine of not more than \$10,000.

There is no statute of limitations for felony sex offenses (all degrees of sexual assault and 1st degree sexual abuse); 2nd and 3rd degree sexual abuse must be charged within 1 year after the offense was committed (WVC§61-11-9).

Sexual Exploitation means a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact. The term includes, but is not limited to, the following situations:

Sexual voyeurism, such as watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person observed;

Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent, such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent;

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual/gendered-related nature. A form of sexual harassment occurs when submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or academic status, submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or such conduct creates a hostile environment.

Sexual Offenses means any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the complainant is incapable of giving consent.

A forcible sexual offense is any sexual act directed against another person, including unwanted touching, that is against that person's will or which involves the use of force, violence or the threat of force or violence, or a sexual act against a person incapable of giving consent. Forcible sexual offenses include sexual assault, sodomy, sexual assault with an object, and all forms of nonconsensual touching such as fondling.

Non-forcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent, such as statutory sexual assault. Acts which are commonly expressive of familiar or friendly affection and accepted medical purposes are not included.

Sexual Penetration means vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

Sexual Touching means any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Stalking means a course of conduct (i.e., repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of another) directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

Third Party refers to any other participant in the process, including an individual who makes a report, participates in an investigation or judiciary process as a witness, or is affected by a prohibited conduct.

Title IX Coordinator is the Chief Human Resources Officer.

Protective Measures:

There are many things we can do to assist us in lessening the chance for interpersonal violence. Always be alert and aware of your surroundings, especially at night. Walk in well lighted areas. Avoid walking close to alleys, doorways and bushes. If possible, walk in pairs or a group. If you must walk at night, wear clothes and shoes that don't restrict movement. If possible, avoid carrying bulky items. Always have your key in hand when approaching your parked vehicle. Before opening a car door, look into the vehicle. Check out both the front and back seat areas. Once in the car, lock the doors. Drive with the windows up or slightly open until you are safely on the open road.

Students dealing with interpersonal violence can ask for special accommodations to help protect the complainant from the respondent while the complainant is on campus or if the respondent seeks special accommodations to help protect the respondent. These will be handled on a case by case basis.

Reporting Procedure:

Any interpersonal violence can be reported to any employee of the College. Any complaint of an interpersonal violence or any employee who receives a report of an incident will report the incident to a College Administrator.

Four options in reporting an interpersonal violence:

1. Report assault but choose not to pursue charges.
2. Report assault and pursue internal (College) charges.
3. Report assault and pursue criminal charges.

4. Report assault and pursue both internal (College) and criminal charges.

The College's Interpersonal Violence resources are updated each year and a listing is available at each campus service center and on the website.

Interpersonal violence cases that indicate a danger to the campus community as a whole will be forwarded to the Campus Safety Executive Team for release to protective notification to the campus community; the complainant will not be identified.

Reporting Procedures Related to Minors:

In compliance with state reporting mandates, all employees who become aware of or suspect child abuse, sexual abuse of minors, and/or criminal acts against minors will report that information to a College Administrator, who will report suspected cases of child abuse to Child Protective Services and a law enforcement agency immediately, and within not more than 48 hours. Clery Act reporting of offenses for statistical purposes occurs whether victims are minors or adult.

What to do if you are sexually assaulted:

Go to a safe place. For your own protection, call the police immediately, especially if the assailant is still in the immediate area. The police will help you whether or not you choose to prosecute the assailant. Call a friend or family member for support.

Seek medical attention immediately. The primary purpose of a medical examination following a sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the sexual assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention as quickly as possible.

Do not wash. Don't bathe or douche. Bathing or douching might be the first thing you want to do. You might literally be washing away valuable evidence. Wait until you have an examination.

Preserve all physical evidence. Save your clothing. It is alright to change clothes. But save what you were wearing. Your clothing could be used as evidence for prosecution. Place each item of clothing in a separate paper bag for police.

Report the incident to the police

It is up to you, but reporting a sexual assault isn't the same thing as prosecuting a sexual assault. Prosecution can be determined later. Contact police by calling 911. College Administrators are willing and able to assist complainants in getting them information on how to report incidents to the proper authorities. If you are a complainant of an interpersonal violence and decide not to notify the police, please secure medical attention. The College will assist the complainant by providing a list of supporting agencies. You are not required to notify the police or the College.

At this time, the College does not provide campus services for counseling or mental health related to interpersonal violence. Please refer to the resource guide provided on each campus for Victim Assistance information.

The campus will investigate interpersonal violence complaints in accordance with the College rules and regulations. Both the complainant and the respondent are entitled to the same opportunities to have others present during the hearing process, and each will be notified of the final determination and any sanction on the respondent (only of the campus disciplinary process). The College will work with the complainant to make reasonable accommodations to the student's schedule as a result of the alleged offense.

Disciplinary Action

Offenses of interpersonal violence can result in a final determination of disciplinary action and the College may impose a maximum sanction of expulsion for the actions of sexual assault, acquaintance sexual assault or other forcible or non-forcible sex offenses for the first offense or any subsequent offenses.

The College may impose the following disciplinary actions after a final determination regarding sexual assault, domestic violence, dating violence, sexual assault, or stalking. These sanctions will be in addition to criminal or civil penalties imposed by federal or state courts.

1. Disciplinary Warning
2. Disciplinary Probation
3. Disciplinary Suspension
4. Disciplinary Expulsion

Please see the Student Code of Conduct for the explanation of the disciplinary sanctions.

Confidentiality

The College treats all information shared about a reported incident of interpersonal violence, including information shared during an investigation and the discipline process as confidential. This means information gathered through an investigation and this discipline process will only be shared with others on a need-to-know basis. Those who participate in an investigation and/or the discipline process should respect the confidentiality of the process and any information shared throughout. The College respects the privacy of those reporting prohibited conduct and will endeavor to respect requests for confidentiality to the extent permissible by law.

However, the College has certain legal obligations to address this conduct and to prevent its recurrence and, as a result, cannot guarantee confidentiality to a complainant in all cases.

Federal Timely Warning Obligations

Complainants of interpersonal violence should be aware that the College's administrators must issue timely warnings to the College community for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. No such warning will identify a complainant or contain information that could do so unless permitted by the complainant.

Full Disclosure

The College promptly investigates all complaints of alleged violations of the College's Interpersonal Violence Rule. Students and employees are expected to cooperate fully and truthfully with any investigation and/or the discipline process. The College may use a Title IX assessment or investigation and/or disciplinary action, as appropriate to the situation.

Investigation Process

The College will conduct procedures that provide a prompt, fair and impartial investigation and resolution. Upon receipt of information about an alleged incident of interpersonal violence, the College has the obligation to investigate and may pursue disciplinary action regardless of whether the Complainant files a complaint. This investigation will be conducted by individuals who receive training annually on issues related to domestic violence, dating violence, sexual assault and stalking and will be coordinated by the Title IX Coordinator, Peggy Carmichael, who is available by telephone at 304-214-8901, email at pcarmichael@wvnc.edu, or in person at 1704 Market Street, Wheeling, WV, 26003, Wheeling campus, B&O building, Room 125, Human Resources Office. An investigation may begin prior to the receipt of a formal complaint, or it may occur if a formal complaint is not made. The College may also include a disciplinary process related to an event following the College's Student Code of Conduct policy (available in the Student Handbook on the College's website), including the steps listed below. The students and employees are expected to cooperate fully and truthfully with any investigation and/or the discipline process.

Protection from Retaliation

The College does not tolerate retaliation or discrimination against any person and/or persons who brings forward a complaint, who cooperates in the investigation of a complaint, or who participates in the discipline process for an alleged violation of the Interpersonal Violence Rule. Anyone who believes he/she has been retaliated against as a result of his/her involvement with an investigation and/or discipline process for an alleged violation of the Interpersonal Violence Rule should immediately report the alleged retaliation to the Title IX Coordinator, Peggy Carmichael, who is available by telephone at 304-214-8901, email at pcarmichael@wvnc.edu, or in person at 1704 Market Street, Wheeling, WV, 26003, Wheeling campus, B&O building, Room 125, Human Resources Office. An independent investigation will be conducted, and appropriate disciplinary action will be taken.

Dishonest or Frivolous Complaints

If a complainant is found to have been intentionally or maliciously dishonest, reckless, or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

Rights of Those Involved

Rights of the Complainant (the person making the complaint of an alleged violation)

- The right to make a complaint that will initiate the College's discipline process
- The right to an explanation of the options available to them
- The right to an adjustment to their academic schedule if such changes are reasonably available
- The right to the confidentiality of the discipline process to the extent possible
- The right to request that the College instruct the Respondent not to have contact with the Complainant as an interim measure during the discipline process
- The right to file a police report and take legal action separate from and/or in addition to the College discipline process
- The right to know, in advance, the names of all persons to be called in the hearing
- The right to be present throughout the hearing and to inspect all statements and materials presented
- The right to speak and present information on one's own behalf
- The right to be informed of the outcome of the hearing in a timely manner

Rights of the Respondent (the person charged with an alleged violation)

- The right to an explanation of the charges and the discipline process
- The right to receive a copy of the complaint filed against them
- The right to the confidentiality of the discipline process to the extent possible
- The right to an adjustment to their academic schedule if such changes are reasonably available
- The right to request that the College instruct the Complainant not to have contact with the Respondent as an interim measure during the discipline process

- The right to know, in advance, the names of all persons to be called in the hearing
- The right to be present throughout the hearing and to inspect all statements and materials presented
- The right to speak and present information on one's own behalf
- The right to be informed of the outcome of the hearing in a timely manner

Filing a Complaint

Complainants are encouraged to file a complaint promptly, and it is expected that complaints will be filed by current students. To file a complaint and initiate the College's discipline process for an alleged violation of this policy, contact a College administrator and her/she will explain the complaint procedures. Students with a protective order, restraining order, no contact order or similar order issued by a criminal, civil or tribal court should bring a copy of that document to the Campus Security Liaison Officer in Wheeling, the Campus Dean in Weirton or New Martinsville or their designee for review and evaluation of an individualized plan based on the review.

The College promptly investigates all complaints of alleged violations of the College's Interpersonal Violence Rule. While there is no deadline for filing a complaint, in order for a hearing to occur, the Respondent must be enrolled at the College at the time the complaint is made and throughout the hearing process. The College will, however, investigate all complaints made by students who are no longer enrolled at the College. The investigation of such complaints may or may not take the form of a hearing as described below. The Judicial Board will use a preponderance of the evidence standard to determine responsibility.

The following Complaint Resolution procedures apply to complaints of alleged violations of the Interpersonal Violence Rule where the Complainant is a student. Please consult with Human Resources for the procedures for cases in which the Complainant is an employee or a student employee.

The Complainant and the Respondent may invite a support person to accompany them through all parts of the College complaint resolution procedure.

Investigation related to student disciplinary action

The College will conduct procedures that provide a prompt, fair and impartial investigation and resolution. A disciplinary hearing is conducted by a Judicial Board which is trained annually and the process is administered by College officials who are trained annually on issues related to domestic violence, dating, violence, sexual assault and stalking, as well as how to conduct a hearing process and that protects complainant's safety and promotes accountability.

A. The Complainant will be asked to submit a written statement of the incident.

B. The Respondent must submit a written response to the complaint within a reasonable time frame, as determined by the hearing process.

C. The College through its investigative process will review all information and seek out related information as applicable.

Next Steps for student disciplinary hearing process

A. The hearing coordinator may instruct both the Complainant and the Respondent to refrain from contact with each other outside of the hearing process until the investigation and the hearing process are completed. This “no contact” instruction will include prohibiting indirect contact via phone, electronic means, or through other people. Failure to comply with these instructions will result in disciplinary action by the College.

B. The Executive Safety Committee or designee will determine whether the Respondent may be a danger to the community. If it is determined that the Respondent may be a danger to the community, appropriate action will be taken until the investigation and discipline process are completed including Interim Suspension of the student.

C. The hearing coordinator will ask the Complainant and the Respondent for the names, phone numbers, and mailing and e-mail addresses of their adviser and witnesses, if applicable.

D. All witnesses are asked provide a written statement containing the information they have about the alleged incident to the hearing process. The hearing process will establish a deadline for the submission of witness statements and other evidence.

E. The hearing coordinator will distribute copies of all statements and any other evidence, including any Security or local police investigative reports, to the Judicial Board, the Complainant, and the Respondent before the hearing.

F. If a statement or evidence is introduced after the deadline but before the hearing, the hearing process will determine whether it is relevant and whether its belated introduction is for good reason. The hearing process may admit the statement or evidence and, if necessary, may reschedule the hearing to allow both parties and the Judicial Board time to review the new information.

Hearing Procedure

A. The hearing coordinator will include reasonable efforts to schedule the hearing in a timely manner. The hearing coordinator will be part of the entire hearing process but is a non-voting part of the hearing process.

B. The hearing coordinator will include every reasonable effort to secure a space for the hearing that is appropriate, private, and provides sufficient places for the parties to confer and the witnesses to wait.

C. The hearing shall be closed to all but the hearing coordinator, the Judicial Board, the Complainant, the Respondent, the advisers of both the Complainant and Respondent, and the witnesses (during their respective interviews).

D. All speakers must be recognized by the hearing process prior to their speaking. No interruptions will be tolerated.

E. Both the Complainant (or Designee but not both) and the Respondent (or Designee but not both) may ask questions about all information shared during the hearing. The Judicial Board Chair will determine whether a question is relevant. The Judicial Board Chair's decision on such matters is final.

F. If a new statement or evidence is introduced at the hearing, the Judicial Board Chair will determine whether it is relevant and whether its introduction at the hearing is for good reason. The Judicial Board Chair may admit the new statement or evidence and, if necessary, may grant a recess or reschedule the hearing to allow both parties and the Judicial Board time to review the new information.

G. Brief breaks will be taken at the request of either party or the Judicial Board. The Judicial Board Chair will determine the reasonableness of requests for breaks.

H. Hearing Outline: Generally, hearings will follow the order of business listed below. Variations may occur depending on the circumstances of an individual case.

1. The Judicial Board Chair makes introductions.
2. The Judicial Board Chair explains the hearing process.
3. The Complainant may make an opening statement in addition to his or her written statement.
4. The Respondent may make an opening statement in addition to his or her written statement.
5. The Complainant answers questions from the Judicial Board and the Respondent.
6. The Respondent answers questions from the Judicial Board and the Complainant.
7. The witnesses provide their statements and answer questions from the Judicial Board, the Complainant, and the Respondent, one at a time.
8. The Judicial Board may pose further questions to the Complainant and the Respondent.
9. The Complainant may make a final statement.
10. The Respondent may make a final statement.

11. The Judicial Board Chair dismisses all participants.

Deliberation and Decision Making

Upon completion of the hearing, the Judicial Board will deliberate in private to determine if any violation(s) of the policy occurred and what the specific violation is. The Judicial Board will use a preponderance of the evidence standard to determine responsibility. If it is not possible for the Judicial Board to make a decision the same day as the hearing, the panel will reconvene as soon as possible and shall meet until a decision is reached.

The Judicial Board will base its decision on the hearing, participants' written statements, the investigative report, and information shared during the hearing. The Judicial Board will determine whether the Respondent is:

Not Responsible: The Respondent will be found not responsible when the Judicial Board determines that it is more likely than not that the alleged behavior did not occur and/or the alleged behavior occurred but was not in violation of College policy.

OR

Responsible: The Respondent will be found responsible when the Judicial Board determines that it is more likely than not that the alleged behavior did occur and that the behavior was in violation of College policy.

Notification of Decision

If the Respondent is found not responsible from the hearing decision, a letter will be sent to both the Respondent and the Complainant.

If the Respondent is found responsible, the Judicial Board will determine sanctions; the Judicial Board may include the Respondent's prior conduct history, if any. A letter will be sent to both the Respondent and the Complainant.

Copies of the hearing decision letter may be sent to others as needed depending on the nature of any sanctions.

Sanctions

Note: The College may impose an Interim Suspension or interim measures based on the health or safety of members of the College community during the investigation and through the hearing process until a final decision is completed.

If the Respondent is found responsible for violating the Interpersonal Violence Rule, the Judicial Board may impose one or more of the following sanctions as indicated for the specific violation. If more than one type of violation of the Interpersonal Violence Rule occurred, the Respondent will be sanctioned accordingly:

For a finding of Interpersonal Violence Rule:

- Disciplinary Warning
- Disciplinary Probation, which may include restriction from particular buildings, areas of campus, and/or College activities
- Disciplinary Suspension from the College for a minimum of one semester
- Disciplinary Expulsion

In addition to the above sanctions, the Judicial Board reserves the right to invoke additional requirements.

Appeal

A. Both the Respondent and the Complainant may appeal the Judicial Board's decision. An appeal must be made in writing within five business days of receipt of the Judicial Board's decision letter.

B. Upon receipt of an appeal, an Appeals Committee will be selected to review the appeal from within the original Hearing Committee.

C. Both the Complainant and the Respondent will be notified if either party submits an appeal and may themselves submit a written response for the Appeals Committee to consider. The hearing process will determine an appropriate deadline by which a response must be submitted in order for it to be considered by the Appeals Committee.

D. An appeal may be made on one or more of the following grounds only:

1. There was a process or procedural error made that was significant to the outcome of the hearing as it affects the student appealing.
2. New information, not available or known to the student appealing at the time of the hearing, has arisen, which, when considered, may materially alter the outcome.
Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.
3. The sanctions were not appropriate for the specific policy violation for which the Respondent was found responsible.

E. An appeal is not a new hearing, and the Appeals Committee (a subset of the original Hearing Committee) will meet alone.

F. The Appeals Committee will consider the merits of the appeal based only on the written appeal request, the hearing recording and the written record of the case, and the Respondent's prior conduct history (if the appeal is based on the appropriateness of the sanction) in making its decision. Based on these materials, the Appeals Committee will:

1. reject the appeal if the committee finds that the grounds for an appeal are unsubstantiated; or
2. reject the appeal if the committee finds that any procedural errors were minor in nature and would not have altered the outcome of the hearing or the sanctions imposed; or
3. modify the sanction(s) if they are found to be inappropriate; or
4. Return the case to the Judicial Board for further deliberation if new information, as defined above, has arisen (In such cases the original Judicial Board will be reconvened as soon as possible. If a member of the original panel is no longer available, the hearing process will select a new member from the Judicial Board; or
5. Remand the case to a different Judicial Board for a new hearing when a substantial procedural error is determined to have occurred and has unfairly influenced the original hearing.

G. Once the Appeals Committee has made its decision, the Respondent, the Complainant, and the Judicial Board will be notified of its decision in writing.

H. The Appeals Committee's decision is final, and there are no further appeals permitted by either party.

Record of Process

A. An audio recording will be made of the hearing for the use of the Judicial Board and the Appeals Committee.

B. The audio recording and copies of all statements, evidence, and letters associated with the hearing will be maintained by the Vice President of Student Services in a case file in accordance with the College's record retention policy for a period of seven years after the conclusion of the case.

C. The hearing decision letter and the appeal decision letter, if applicable, will be kept in the student's permanent record.

Awareness Programs

All new students, newly hired employees and existing employees will be trained in primary prevention and awareness programs relating to sexual misconduct, domestic violence, stalking, dating violence, and related offenses.

At a minimum, that training will inform on the nature of prohibited conduct, the definitions of various prohibited behaviors, the definition of "consent" as applied by the institution, safe and positive options for bystander intervention in risky situations, means

of recognizing signs of domestic violence and abusive behavior and ongoing prevention and awareness related issues.

In addition, that training will inform attendees of the relevant provisions of this rule for purpose of recognizing reporting instances of prohibited conduct.

The institution will provide ongoing training, programs, and preventions campaigns throughout the academic year. Programs and campaigns will include and are not limited to domestic violence, dating violence, sexual assault, stalking, bystander intervention, consent, and other related interpersonal violence topics. Educational information will be made available regarding risk reduction and recognizing warning signs of abusive behavior and how to avoid potential attacks.

West Virginia Northern Community College

Sexual Assault Rule

Rule Number: NC-1004

Effective Date: April 1, 2008

Date Approved by WVNCC Board of Governors: March 27, 2008

Authority Reference: Title VII of the Civil Rights Act of 1964; West Virginia Human Rights Act

Replaces previous rule dated: NA

Rule:

The College is committed to providing a safe learning and working environment. This safe environment includes all campus locations and all off-campus, college-related activities and sites. Sexual assault is a violation of college rules and of state law. Sexual assault is broadly defined as being any unwanted attempted or actual sexual activity, including forcible and non-forcible sexual offenses.

Sexual harassment and discrimination are addressed by the College in separate rules for students and faculty and staff. Copies of the current sexual harassment and discrimination rules are available in the Student Handbook, College Catalog, and Personnel Manual.

Definition of types of assault covered under guidelines

A forcible sexual offense is any sexual act directed against another person, including unwanted touching, that is against that person's will or which involves the use of force, violence or the threat of force or violence, or a sexual act against a person incapable of giving consent. Forcible sexual offenses include rape, sodomy, sexual assault with an object, and all forms of nonconsensual touching such as fondling.

Non-forcible sexual offenses are acts of unlawful sexual activity against persons incapable of giving consent, such as statutory rape. Acts which are commonly expressive of familiar or friendly affection and accepted medical purposes are not included.

Disciplinary Actions:

Persons found guilty of sexual assault will be disciplined in accordance with disciplinary policy or rules, which include expulsion from the college or termination of employment. These sanctions will be in addition to criminal or civil penalties imposed by federal or state courts. Any person found guilty of filing a false accusation of sexual assault will be subject to appropriate disciplinary action as well.

Each campus will develop an educational and informational campaign to assist with the prevention of sexual assaults and sexual harassment.

West Virginia Northern Community College

SOCIAL JUSTICE

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: WV Code 18B-1-6

Replaces previous policy dated: HEPC Title 131, Series 56 effective March 31, 1992

Rule: West Virginia Northern Community College is committed to bringing mutual understanding and respect to all individuals and groups within the college community and eliminating all forms of discrimination as provided by West Virginia and Federal law. All employees are expected to set the tone and help maintain a positive environment that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, gender, sexual orientation, age, religion, veteran status, or disability.

West Virginia Northern Community College

Student ID Rule

Rule Number: NC-4007

Effective Date: February 29, 2008

Date Approved by WVNCC Board of Governors: February 28, 2008

Authority Reference: WV Code 18B-1-6: West Virginia Community and Technical College Education, Title 135, Series 4

Replaces previous Rule dated:

Purpose: To provide formal identification for all college students

Rule: ID cards will be issued to all registered students (new and returning). One ID card will be issued free of charge to new students. Returning students will be issued their first ID card free of charge. ID cards will be issued with a photograph (taken by college personnel), student name, student ID number and semester code.

A fee of \$5.00 will be charged to replace a lost or stolen card. A lost or stolen card must be reported immediately to the campus service center. Dates for card replacement will be posted at each campus on a monthly basis.

Broken ID cards can be replaced during posted hours. The pieces of the broken card must be returned to the ID office. If the pieces are not turned in, the card will be considered a lost card and a \$5.00 replacement fee will be charged.

The ID card is a student's permanent WV Northern Community College identification card and must be presented to College officials upon request. The ID card is issued for the duration of a student's experience at the college. Registered students will be provided with an updated validation sticker each semester. The ID card is not transferable. The card is the property of WV Northern Community College and, as such, can be confiscated if there is any misuse, forgery, or alteration on the ID card. The student may also be subject to disciplinary sanctions.

West Virginia Northern Community College

Tobacco-Free Campus

Rule Number: NC-1006

Effective Date: November 15, 2012

Date Approved by WVNCC Board of Governors: April 26, 2012

Authority Reference: WV Code §18B-1-6; Title 135 Procedure Rule, Series 4, WV Council for Community and Technical College Education

Replaces previous rule dated: Tobacco-Free Environment Rule

Rule:

The College has a responsibility to its employees and students to provide a safe and healthy environment. In support of this responsibility, the College has established the following rule regarding tobacco use on campus property:

1. Tobacco use, which includes but is not limited to smoking, chewing, rubbing and the use of electronic tobacco devices, is prohibited on all college owned, leased or operated property, buildings and vehicles. This will include any public sidewalks within 25 feet radius of College entrances/exits. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using college facilities will be required to abide by the College Tobacco-Free Campus rule. Organizers of such events are responsible for communicating and enforcing this rule to attendees.
2. The sale of or free distribution of tobacco products on campus is prohibited. This includes the delivery of tobacco products to campus by means of delivery services of any kind.
3. Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs is prohibited. Accepting revenue for advertising tobacco products is inconsistent with the mission of this rule. Course learning materials which reference tobacco products, is acceptable, as long as the materials do not promote the use of tobacco.
4. Tobacco advertisements are prohibited in college-run publications.

Enforcement of this rule will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff and students who see individuals smoking or using tobacco products are asked to inform these individuals in a professional and courteous manner that College rule prohibits tobacco use anywhere on grounds. Offenders are to be reported to the Chief Human Resource Office on the Wheeling campus and the Campus Deans on the Weirton and New Martinsville Campus.

Initial rule violations will be responded to with education. Repeated violations may be subject to appropriate disciplinary actions in accordance with the student code of conduct and the employee disciplinary action rule for faculty, administrators and staff. Visitors who violate the rule will be informed that WVNCC is a tobacco-free campus. Visitors who continue to violate the rule following a warning will be escorted off campus.

RULE:

NORTHERN TOBACCO-FREE RULE, NC-1006

The College has a responsibility to its employees and students to provide a safe and healthy environment. In support of this responsibility, the College has established the following rule regarding tobacco use on campus property:

1. Tobacco use, which includes but is not limited to smoking, chewing, rubbing and the use of electronic tobacco devices, is prohibited on all college owned, leased or operated property, buildings and vehicles. This will include any public sidewalks within 25 feet radius of College entrances/exits. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using college facilities will be required to abide by the College Tobacco-Free Campus rule. Organizers of such events are responsible for communicating and enforcing this rule to attendees.

2. The sale of or free distribution of tobacco products on campus is prohibited. This includes the delivery of tobacco products to campus by means of delivery services of any kind.

3. Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs, is prohibited. Accepting revenue for advertising tobacco products is inconsistent with the mission of this rule. Course learning materials which reference tobacco products are acceptable as long as the materials do not promote the use of tobacco.

4. Tobacco advertisements are prohibited in College-run publications.

Enforcement of this rule will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff and students who see individuals smoking or using tobacco products are asked to inform these individuals in a professional and courteous manner that College rule prohibits tobacco use anywhere on grounds. Offenders are to be reported to the Chief Human Resource Office on the Wheeling campus and the Campus Deans on the Weirton and New Martinsville campuses.

Initial rule violations will be responded to with education. Repeated violations may be subject to appropriate disciplinary actions in accordance with the student code of conduct and the employee disciplinary action rule for faculty, administrators and staff. Visitors who violate the rule will be informed that WVNC is a tobacco-free campus. Visitors who continue to violate the rule following a warning will be escorted off campus.

Several educational and informational sessions will be offered to both students and employees.

SOME RESOURCES THE COLLEGE WILL OFFER

- West Virginia Tobacco Quitline: 1-877-966-8784: The West Virginia Tobacco Quitline provides highly trained, certified phone coaches to help participants quit tobacco. In addition to individual phone coaching, the program also offers nicotine replacement therapy for qualified enrollees, and information and materials on quitting tobacco. Specialized programs for pregnant smokers and spit tobacco users are also available.

- Kaiser Permanente (KP) Tobacco Cessation Class: This is a three hour class; a one shot deal, but can be broken up into two sessions for worksite usage; this KP training covers tobacco issues: why individuals want to quit, triggers to tobacco use, benefits of quitting tobacco use, pharmaceutical adjuncts to tobacco cessation and supportive techniques to quitting tobacco use.

- Quitting to Win Tobacco Cessation Support Group: A 4-6 week program developed by the Wellness Council of West Virginia that meets once a week for an hour.

- Table Exhibits and Displays: Stop by and talk one-on-one with a Certified Tobacco Treatment Specialist (CTTS) to have your questions answered or to sign up for a cessation class. The CTTS will have an ample supply of written brochures and tips to assist you in quitting tobacco.

Find out more information about Northern's Tobacco-Free Rule and available resources:

www.wvnc.edu/about/wvnc-tobacco-free-policy/2155

Welcome to our Tobacco-Free Campus



A healthy place to work and learn.

W E S T V I R G I N I A
NORTHERN
C O M M U N I T Y C O L L E G E

www.wvnc.edu

*WHEELING CAMPUS



- 1 B&O Building
- 2 Education Center
- 3 Applied Technology Center
- 4 Student Union, B&N
- 5 Maintenance Building
- 6 17th St. Parking Lot
- 7 Wesco Lot
- 8 Jacob St. Parking
- 9 Hazel-Atlas Building

*WEIRTON CAMPUS



- 1 Main Campus
- 2 ArtsLink Center

*NEW MARTINSVILLE CAMPUS



- 1 Main Campus
- 2 ArtsLink Center

Beginning November 15, 2012, the use of tobacco products of any type will not be permitted on all College owned, leased or operated property, buildings and vehicles. This will include any public sidewalks within 25 foot radius of College entrances/exits.

WHY WE DECIDED TO GO TOBACCO-FREE

To put our students, employees and visitors first by providing a healthy, tobacco-free environment and decreasing exposure to secondhand smoke.

CREATING A CULTURE OF COMPLIANCE

The rule applies to all employees, students, visitors, vendors, contractors and building occupants. Violation of the tobacco-free rule may result in corrective action under the Northern Student Code of Conduct, Board of Governors Disciplinary Action Rule, and third-party contracts. Visitors refusing to comply will be asked to leave the campus.

ABOUT THE POLICY

West Virginia Northern Community College will become completely tobacco-free on all campus grounds and parking areas on November 15, 2012, coinciding with the American Cancer Society's Great American Smokeout®, held annually on the third Thursday in November. The tobacco-free rule, which prohibits the use of all tobacco products on all grounds and parking areas (traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or waterpipe smoking, snus, snuff, etc.), applies to all areas of the College, indoors and out.

When this change is enacted on November 15, Northern will join more than 250 other United States colleges and universities with tobacco-free policies in place for the entire campus, indoors and out.

*The map above outlines the boundaries covered by the tobacco-free rule at WVNCC. Clearly visible signage is also in place to indicate tobacco-free boundaries. This will include any public sidewalks within 25-foot radius of College entrances/exits.

FERPA

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. The student must submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use- restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Release of Directory Information

At its discretion, WV Northern Community College may provide “directory information” in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may block the public disclosure of directory information by notifying the Registrar’s Office in writing.

WVNCC designates the following categories of student information as public or “Directory Information.” This information may be disclosed by WVNCC for any purpose, at its discretion:

- Name of Student;

Designation of Limited Use Directory Information

WVNCC designates the following categories of student information as “Limited Use Directory Information.”

- Age of Student;
- Awards;
- Campus;
- City and State of residence;
- Class Status (i.e., freshman);
- Dates of Attendance;
- Degree(s) and Date(s) Conferred, including anticipated graduation dates;
- Enrollment Status (i.e., full time or part time);
- Honors;
- Major Field of Study;
- Official Address;
- Participation in Officially Recognized Activities and Sports;
- Photographs, videos or other media containing a student’s image or likeness (collectively “Student Images”);
- Place of Birth;
- Telephone Number; and
- WVNCC issued student electronic mail addresses (“Email Addresses”).

Accordingly, this information will not be provided to external parties not contractually affiliated with WVNCC. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit WVNCC; (2) those officials within WVNCC who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block requires WV Northern Community College not to release any or all of this “directory information”; thus, any future requests for such information from non-institutional persons or organizations are refused.

WV Northern Community College honors your requests to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, WV Northern Community College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure are honored by the College until removed, in writing, by the student.

WVNCC Crisis and Suicide Prevention Information

WVNCC Crisis and Suicide Prevention

In an emergency, call the Statewide 24-Hour Helpline at 844-HELP4WV or National Suicide Prevention Lifeline 1-800-273-TALK (8255).

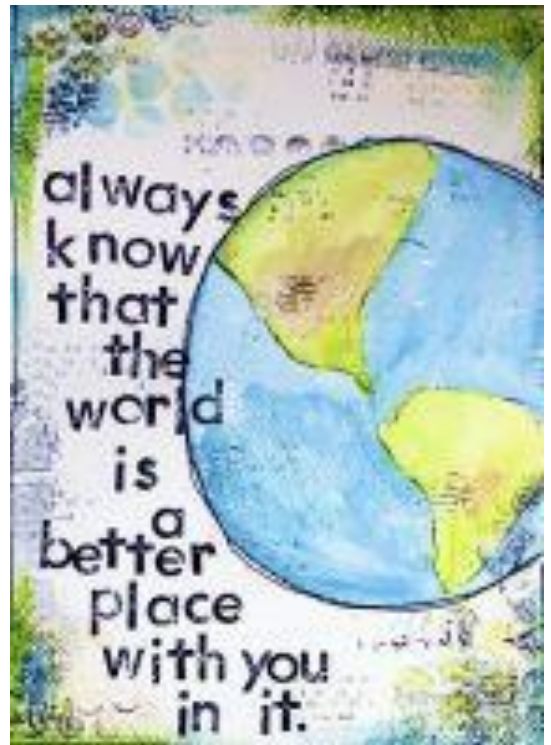
On-Campus Contacts for Referrals

If you or a friend is in need of help finding resources for dealing with crisis or suicide, you can contact:

- For HELP NOW: call 800-273-8255 or text "start" to 741-741 or go to ww.suicidepreventionlifeline.org to chat with someone online
- Police: call 911 or your local police number
- WVNCC Office of Security and Safety at 304.650.9994
- WVNCC Title IX Coordinator, Peggy Carmichael at 304.214.8901
- Campus Counselors: Wheeling, Tami Becker 304-214-8946/ Weirton, Lisa Soly 304-723-7515/ New Martinsville, Ina Robinson 304-510-8769
- Any WVNCC College Administrator or Staff member

Suicide Prevention and Coping Resources

- The Unabridged Student Counseling Virtual Pamphlet Collection
(<http://www.dr-bob.org/vpc/>)
This site houses information from several colleges and universities on a wide variety of topics including anger management, anxiety, depression and suicide, grief and stress.
- HelpGuide is a non-profit resource for mental health
(<http://www.helpguide.org/>)
- ULifeline is a great online mental health resource for college students.
(<http://www.ulifeline.org/>)
- The Trevor Project
(<http://www.thetrevorproject.org/>)
Crisis intervention and suicide prevention services for lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth.
Includes a 24/7 hotline: 1-866-488-7386.
- Suicide and Depression Awareness for Students Guidebook
(<http://www.learnpsychology.org/suicide-depression-student-guidebook/>)
This guide is dedicated to helping those who are suffering or have suffered from depression, suicidal thoughts or suicide attempts. It is also designed for concerned friends and family members who might be worried that someone they love will experience death by suicide. Finally, it is meant for students, so that they might spot the warning signs of suicide in others – or in themselves – and find the proper resources.



Confidentiality

The College treats all shared personal information as confidential. This means information gathered through any interaction with staff, faculty, or administration will only be shared with others on a need-to-know basis. Those who participate in counseling or meeting covering personal information should respect the confidentiality of any information shared throughout. The College respects the privacy of those reporting concern or crisis, and will endeavor to respect requests for confidentiality to the extent permissible by law.

However, the College is dedicated to helping maintain the wellbeing of students and, as a result, cannot guarantee confidentiality in all cases.

All College staff and faculty affiliated with the College are required to report incidences of personal and interpersonal violence, including concerns of self-harm, to a member of the WVNCC Security and Safety Executive Committee:

Campus Liaison Officer	Officer Faldowski	304-650-9994
Vice President of Student Services	Janet Fike	304-214-8837
Chief Human Resources Officer/Title IX Coordinator	Peggy Carmichael	304-214-8901
Vice President of Administrative Services/CFO	Jeff Sayre	304-214-8809

Emergency Contacts:

In an emergency, call the Statewide 24-Hour Helpline at 844-HELP4WV or National Suicide Prevention Lifeline 1-800-273-TALK (8255).

New Martinsville	Weirton	Wheeling
<i>To Report Serious Crisis:</i>	<i>To Report Serious Crisis:</i>	<i>To Report Serious Crisis:</i>
City Police (304) 455-9100	City Police (304) 797-8555	City Police (304) 234-3661
County Sheriff (304) 455-2430	Brooke County Sheriff (304) 527-1430	County Sheriff (304) 234-3607
State Police (304) 455-0913	Hancock County Sheriff (304) 564-4100	State Police (304) 238-1100
Campus Dean* (304) 455-4684 Ext. 8760	Campus Dean* (304) 723-2210 Ext. 7500	Counselor** (304) 233-5900 Ext. 8946
Counselor** (304) 455-4684 Ext. 8769	Counselor** (304) 723-2210 Ext. 7515	Campus Security Liaison (304) 650-9994 or (304) 233-8822

Community Resources

New Martinsville	Weirton	Wheeling
<p><i>For Medical Assistance:</i></p> <p>Wetzel County Hospital (304) 455-8000</p> <p>New Martinsville Health Center (304) 455-2600</p>	<p><i>For Medical Assistance:</i></p> <p>Weirton Medical Center (304) 797-6000</p> <p>Hancock County Health Dept. (304) 564-3343</p> <p>Brooke County Health Dept. (304) 737-3665</p>	<p><i>For Medical Assistance:</i></p> <p>Ohio Valley Medical Center (304) 234-0123</p> <p>Wheeling Hospital (304) 243-3000</p> <p>Ohio County Health Department (304) 234-3682</p>
<p><i>To Report Crime:</i></p> <p>City Police (304) 455-9100</p> <p>County Sheriff (304) 455-2430</p> <p>State Police (304) 455-0913</p> <p>Campus Dean* (304) 455-4684 Ext. 8760</p> <p>Counselor* (304) 455-4684 Ext. 8769</p>	<p><i>To Report Crime:</i></p> <p>City Police (304) 797-8555</p> <p>Brooke County Sheriff (304) 527-1430</p> <p>Hancock County Sheriff (304) 564-4100</p> <p>Campus Dean* (304) 723-2210 Ext. 7500</p> <p>Counselor* (304) 723-2210 Ext. 7515</p>	<p><i>To Report Crime:</i></p> <p>City Police (304) 234-3661</p> <p>County Sheriff (304) 234-3607</p> <p>State Police (304) 238-1100</p> <p>Counselor* (304) 233-5900 Ext. 8946</p> <p>Campus Security Liaison* (304) 650-9994 or (304) 233-8822</p>
<p><i>For Support Services:</i></p> <p>Rape and Domestic Violence (304) 292-5100</p> <p>Sexual Assault Help Center (304) 234-1783</p> <p>After 4 p.m. and on weekends (304) 234-9782</p>	<p><i>For Support Services:</i></p> <p>Healthways (800) 774-2429</p> <p>Sexual Assault Center (304) 234-1783</p> <p>(After 4 and on weekends (304) 234-9782)</p>	<p><i>For Support Services:</i></p> <p>Sexual Assault Help Center (304) 234-1783</p> <p>After 4 p.m. and on weekends (304) 234-9782</p> <p>Tri-County Help Center (740) 695-5441 or (800) 695-1639</p>

Student Government Association

SGA

Documents

- **SGA Description**
- **SGA Application**
- **Student Senator Responsibilities Agreement**
- **Petition**
- **SGA Recommendation Form**
- **Student Contact Form**



What is the Student Government Association (SGA)?

The specific functions of the Student Government Association are:

- to plan, promote and execute student activities, to stimulate student involvement with the college, and to recognize and assist other student groups
- to represent all students, and the college in the state level and in the community service activities
- to select students for college standing committees, to make comments on issues, express student opinions on policies, and to initiate college wide discussion on student issues
- to organize and assist individual Campus Activities Boards

The West Virginia Northern Community College Student Government Association provides unique opportunities for students to build relationships, enhance leadership skills, become civically engaged, and maximize their college experiences. All aspects of the Student Government Association are advised and supported by WVNCC staff members through the Office of Student Activities, who are deeply committed to the development of the organizations and students.



Office of Student Activities
Student Union - 2nd Floor

Student Government Association Application

Name (First): _____ (Middle) _____ (Last) _____

Student ID #: _____

Campus (Circle One): New Martinsville Weirton Wheeling

Home Address: _____

Cell/Home Phone Number: _____

E-Mail Address: _____ @mail.wvncc.edu *

*You must use your WVNCC e-mail address for us to contact you.

Major: _____

Are you currently enrolled in six or more hours this semester? Yes or No

Have you ever been in violation of the Student Code of Conduct? Yes or No

Leadership Experience:

Volunteer Experience:

Thank you for your application
We look forward to working with you in the future.

Return Application to:
Office of Student Activities
Student Union - 2nd Floor
E-mail: spayton@wvncc.edu or iwilliams@wvncc.edu
Phone: 304.214.8918



Tri- Campus Student Government Association
Student Senator Responsibilities Agreement

Student Senator's Full Name _____

Home Campus (Circle One): New Martinsville Weirton Wheeling

The duties of the student senator are as followed (From WVNCC SGA Constitution):

- A. To main an overall grade point average (GPA) of 2.0 and be enrolled in at least six credit hours of coursework in the Fall and Spring Semester.
- B. To attend all meetings of the monthly Tri-Campus Student Government Association.
- C. To learn the proper procedures for executing their official duties.
- D. To establish and maintain rapport with the students, to listen to student concerns, and to refer students with questions to administrators.
- E. To promote and execute all SGA activities.
- F. Serve on and attend assigned institutional and student government committee meetings.
- G. To work closely with the Director of Student Activities, the Student Activities Program Coordinator, and the campus advisor in making all plans, including the scheduling of meetings and activities.
- H. To be a voting member of the SGA.
- I. To encourage responsible suggestions from students in the policy and decision making process of education and student affairs, and refer these to the SGA, to be involved with proposing, planning, executing and following up on all activities.
- J. To attend all meeting of the SGA, Tri Campus, and all training and leadership sessions.
- K. Hold weekly posted office hours (at least two hours a week).
- L. Use the email established by West Virginia Northern Community College.

I have read and understand the responsibilities, duties, and eligibility requirements for the office of student senator and pledge to execute them to the best of my ability.

Student Senator's Signature

Date



Office of Student Activities

Term: _____

Eligibility Requirements: SGA representatives must have an accumulative grade point average of 2:0 and each must maintain enrollment of six credit hours on the campus from which the member was elected. When program requirements mandate that the student attend another campus, resulting in the six hours being split between two campuses, the student must declare a home campus. A home campus may be declared by submitting a letter to the Director of the Student Activities. In order to be eligible a student cannot have any prior violations of the student code of conduct. (From Article II of the WVNCC SGA Constitution)

Campus (Circle One)*: New Martinsville Weirton Wheeling

* Each candidate must declare a home campus

We, the undersigned student body members do hereby nominate

(Candidate's Full Name - Print) _____

for the position of (Office Seeking) _____

Student Body Members Signatures * (Must have at least ten signatures)

* Students are not permitted to sign multiple petitions for another candidate running for the same office

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Faculty/Staff Members Signatures & Title (Must have three signatures & submit letters of recommendations)

1. _____
2. _____
3. _____

I have read and understand the responsibilities, duties, and eligibility requirements for the above office, and I accept the nomination.

Candidate's Signature

Date

Return completed Petition, SGA Application, and Letters of Recommendation to your Campus Counselor or the Office of Student Activities (Student Union) by _____. For any questions, please contact The Office of Student Activities at 304-214-8918 or spayton@wncc.edu.



Student Government Recommendation Form

(Three recommendations are required to complete the application submission)

To the Applicant:

Type or print all information requested below and give this form to the person being a reference for you. Your reference should be able to comment on your ability to succeed as a student leader. The reference should return the completed form directly to the Office of Student Activities or Campus Counselor. At this time, please email or place in campus mail the form and letter, or else send it by fax.

**WVNCC Office of Student Activities
ATTN: Shannon Payton
spayton@wvncc.edu
304-214-8989 Fax**

Applicant's Name: _____

Recommender's Name: _____

I hereby waive my right of access to this letter of recommendation:

Applicant's Signature Date

All confidential information becomes the property of the WVNCC

To the Reference:

The applicant named above is applying to be a student government representative for West Virginia Northern Community College

Reference's Information:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

PLEASE EMAIL the form and letter to the Office of Student Activities at spayton@wvncc.edu or place it in campus mail. Alternatively, please fax it to us at: 304-214-8989.

1. I have known the applicant as an:

____ Student

____ Other: _____

for a period of ____ years and/or ____ months.

2. Compared with students you have known in the past ____ years in the applicants field at approximately the same level of training, please evaluate this applicant on the following:

	Average or Below	Good	Excellent	Outstanding
Academic performance				
Analytical ability				
Creative/original thought				
Disciplined work habits				
Independence				
Initiative				
Motivation				
Resourcefulness				
Self-confidence				
Leadership ability				
Other (please specify):				

3. When rating the applicant above, I have compared the applicant to (please name the group to whom you are comparing the applicant, e.g. college/junior/seniors, student leaders, etc.):

4. As a separate document, please provide a summary of the candidate's potential to succeed as a student government leader by addressing the following topics:

- The applicant's potential strengths in student leadership, organization, and critical thinking and examples of times you have seen the candidate demonstrate those strengths.
- Those aspects of the applicant's personality and character significant to overall characteristics in being a student leader representing WVNCC.

Recommender's Signature

Date



Student Contact Form

Office of Student Activities
 1704 Market Street – Student Union
 Wheeling, West Virginia 26003

Personal Information	
First name	
Middle name	
Last name	
Nickname	
Gender	
Student ID Number	
Home address	
District/County	
Home phone	
Cellular phone	
	Is Texting Messages an option? Yes No
School e-mail address	
Home e-mail address	
Birthday (MM/DD) ~ Optional	
Emergency Information	
#1 Emergency contact's name	
Relationship	
Address	
Phone number(s)	
#2 Emergency contact's name	
Relationship	
Address	
Phone number(s)	

Acknowledgement

I, _____, acknowledge that all SGA relevant correspondences will be sent to my WVNCC provided e-mail address. Therefore, I promise to check my WVNCC on a regular basis.

 Student Signature

 Date

CAMPUS ACTIVITIES BOARD

CAB

Documents

- **CAB Description**
- **CAB Application**



What is the Campus Activities Board (CAB)?

Each of West Virginia Northern Community College's three campuses has a Campus Activities Board that plans and implements student activities ranging from family programming to major events such as a community concert and/or carnival.

The Campus Activities Board meets weekly or bi-monthly depending on the campus and is open to all West Virginia Northern students.

CAB MEMBERSHIP APPLICATION

(Please Print)

LEGAL NAME: _____

ID# _____

Nickname: _____

I am a student on the: Wheeling Weirton New Martinsville Campus

Semester Participating In: _____

(Fall / Spring / Summer)

Year _____

Address: _____

Home Phone: _____

Cell Phone: _____

Student E-mail Address: _____

In which areas of service are you most interested?

_____ Children's Activities (*Please see below)

_____ Promoting Activities

_____ Sporting Events

_____ Organizing and Implementing Activities

Other Areas of Interest: _____

**Please note if you would like to volunteer for youth activities, we require a background check that will be paid for by WVNCC. After you have had a background check, it is your responsibility to notify the college if something has changes and that is no longer valid.*

For myself, my heirs, executors and administration, I, the above, waive and release any and all rights and claims I may have against West Virginia Northern Community College, CAB, students, faculty, or staff members for any and all injuries suffered by me while participating in CAB activities and while being transported to and from activities.

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

(Revised: 07/2011)

DATE ADDED IN BANNER: _____

YEAR: _____

DATE OR BACKGROUND CHECK COMPLETION: _____

Please complete activity information on the reverse side.



CAMPUS ACTIVITIES BOARD

This is a leadership position within the college where you have the opportunity to be involved in activities and events on your campus. Some of your responsibilities will be to promote, execute, and assist in planning student activities, sporting events, and community service at WVNCC. You will have the opportunity to be part of many exciting activities at the college as well as build new relationships with students on your campus!

Event or Activity Name	Time Spent at Activity	Date of the Activity	Comments

I certify that the applicant has participated in the activities listed above:

Office of Student Activities Representative/Advisor

Date

Community Outreach Opportunity Program

COOP

Documents

- **COOP Description**
- **COOP Application**



What is the Community Outreach Opportunity Program (COOP)?

The Community Outreach Opportunity Program (COOP) offers community service opportunities, connecting WVNCC students and employees with area non-profit agencies and various philanthropic projects -- creating positive change for our community as well as educational experiences for our students and staff. We recognize that WVNCC students benefit through their interactions with philanthropic endeavors. The local community and various service projects serve as co-educators for our students, leading them to significant discoveries about themselves and their educational, vocational, and personal goals.

Through our extensive outreach efforts, WVNCC has been named to the President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service each year since its founding in 2006. 'The Honor Roll recognizes higher education institutions that reflect the values of exemplary community service and achieve meaningful outcomes in their communities. This honor is recognition from the highest levels of the federal government of an institution's commitment to service and civic engagement on its campus and in our nation.'

COOP MEMBERSHIP APPLICATION

(Please Print)

LEGAL NAME: _____

ID# _____

Nickname: _____

I am a student on the: Wheeling Weirton New Martinsville Campus

Semester Participating In: _____

(Fall / Spring / Summer)

Year _____

Address: _____

Home Phone: _____

Cell Phone: _____

Student E-mail Address: _____

In which areas of service are you most interested?

_____ Youth Services (*Please see below)

_____ Military Mail Call

_____ Homeless / Less Fortunate

_____ Citizenship / Leadership

_____ Emergency Services

_____ Environmental Issues & Concerns

_____ Fund Raising

_____ Senior Citizens / Elderly

_____ Health / Wellness

_____ Animal Preservation

_____ Community Service

_____ Other (Specify)

Comments: _____

**Please note if you would like to volunteer for youth activities, we require a background check that will be paid for by WVNCC. After you have had a background check, it is your responsibility to notify the college if something has changes and that is no longer valid.*

For myself, my heirs, executors and administration, I, the above, waive and release any and all rights and claims I may have against West Virginia Northern Community College, COOP, students, faculty, or staff members for any and all injuries suffered by me while participating in COOP activities and while being transported to and from activities.

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY
(Revised: 07/2011)

DATE ADDED IN BANNER: _____

YEAR: _____

DATE OR BACKGROUND CHECK COMPLETION: _____

*Please complete activity
information on the
reverse side.*

Request Forms

- **Request for Travel**
- **Travel Expense Settlement Form**
- **Mileage Chart**
- **Activity Budget Planning Form**

Do you need a vehicle:

Yes No

Print Form

Questions call ext. 8814

Name Sally Smith Dept Student Activities Cost Code 3082 Fund

Dates and Destination		City and State	
Date	Time	From	To
01/01/2000	10:00 am	New Martinsville, WV	
		To	Wheeling, WV
01/01/2000	2:00 pm	Wheeling, WV	
		To	New Martinsville, WV

Reason for Travel: To attend monthly Tri-Campus SGA meeting in Wheeling

* Direct Billed costs represent those that the College will pay in advance.

Check for Business Office to secure DB expenses.

				Estimated Costs (complete all that apply)	
				Direct Billed*	Reimbursed
Transportation					
		*Air Fare			
	Personal Vehicle miles	76	42.5 cents		\$ 32.30
		*Vehicle Rental			
		Other Ground Transportation			
		*Parking			
		*Registration Fee			
No. of Rooms	Lodging \$	x	nights		
Facility Name and Phone Number:					
Determine meal per diem by locating your destination at:					
http://www.gsa.gov/portal/category/21287					
Subtotal Estimated Expenses					\$ 32.30
Grand Total for Trip					\$ 32.30

Other Person(s) Traveling

Approval Signatures

* Sally Smith 01/01/2000
 Traveler Date

 Supervisor Date

 Business Office Approval Date

Business Office Use Only

Vehicle Assignment State Vehicle Assigned _____ Rental-Return rental agreement to Business Office Personal

Approved for Professional Development _____ Perkins Operating Use 3902

Do you need a vehicle:

Yes No

Print Form

Questions call ext. 8814

Name Dept Cost Code Fund

Dates and Destination		
Date	Time	City and State
<input type="text"/>	<input type="text"/>	From <input type="text"/>
		To <input type="text"/>
<input type="text"/>	<input type="text"/>	From <input type="text"/>
		To <input type="text"/>

Reason for Travel:

* Direct Billed costs represent those that the College will pay in advance.

Check for Business Office to secure DB expenses.

Estimated Costs (complete all that apply)
Direct Billed* **Reimbursed**

Transportation

*Air Fare

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Personal Vehicle miles 42.5 cents

<input type="text"/>	<input type="text"/>
----------------------	----------------------

*Vehicle Rental

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Other Ground Transportation

<input type="text"/>	<input type="text"/>
----------------------	----------------------

*Parking

<input type="text"/>	<input type="text"/>
----------------------	----------------------

*Registration Fee

<input type="text"/>	<input type="text"/>
----------------------	----------------------

No. of Rooms *Lodging \$ x nights

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Facility Name and Phone Number:

Determine meal per diem by locating your destination at :
<http://www.gsa.gov/portal/category/21287>

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Subtotal Estimated Expenses

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Grand Total for Trip

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Other Person(s) Traveling

Approval Signatures

Traveler _____ Date _____

Supervisor _____ Date _____

Business Office Approval _____ Date _____

Vehicle Assignment State Vehicle Assigned _____ Rental-Return rental agreement to Business Office Personal

Approved for Professional Development _____ Perkins Operating Use 3902

Cost Code

Name: Title: OASIS ID:

Address: City, State, Zip:

Department: Headquarters: Normal Work Hours:

Contact: Travel Coordinator at 304-214-8814 Vehicle: State Rental Personal Other

Purpose of Travel:

Date M/DD/YY	TIME AM/PM	CITY/STATE From/To	MILES	AMOUNT	AIR	CAR RENTAL	MEALS	LODGING	OTHER	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<							

Mileage Chart (Roundtrip)			
Destination	From Wheeling	From Weirton	From New Marts
Beckley, WV	520	580	444
Bluefield, WV	596	465	516
Buckhannon, WV	330	449	180
Cameron, WV	96	156	
Canaan Valley, WV	360	420	432
Charleston, WV	360	420	304
Chester, WV	115	38	150
Clarksburg, WV	240	282	85
Dunbar, WV	394	454	318
Elm Grove, WV	10	70	45
Fairmont, WV	206	266	118
Flatwoods, WV	364		
Follansbee, WV	50	10	126
Glen Dale, WV	20	80	56
Glenville, WV	345	405	152
Harpers Ferry, WV	466	526	474
Huntington, WV	494	554	418
Institute, WV	380	440	388
Jackson Mills, WV	290	350	298
Southern Comm College	502	562	426
Martins Ferry, OH	12	60	88
Morgantown, WV	170	230	140
Moundsville, WV	26	86	50
New Martinsville, WV	76	136	
North Bend State Park	170	230	138
Oglebay Park	7	60	83
Paden City, WV	88	148	12
Parkersburg, WV	180	240	104
Pipestem, WV	594	654	518
Pittsburgh, PA	120	50	196
Ripley, WV	280	340	204
Shepard, WV	494		
Sistersville, WV	100	160	24
Snowshoe, WV	328		
St Clairsville, OH	13	62	89
Steubenville, OH	72	12	148
Washington, DC	594	834	670
Waynsburg, PA	124		
Weirton, WV	60		130
Wellsburg, WV	36	26	112
West Liberty, WV	28	72	104
Wheeling, WV		60	76



Office of Student Activities

Activity & Budget Planning Form

Note: This form is intended to permanently record an activity request and proposed and actual expenditures for proposed activity. This form is to be completed and approved by the Campus Activities Board, the Campus Counselor, and the Office of Student Activities two weeks prior to the event. Special permission may be granted by the Office of Student Activities to shorten the notification period as needed.

Campus:

Wheeling

Weirton

New Martinsville

Name of Activity _____ Date & Time of Activity _____

Type of Activity _____ Location of Activity _____

Purpose of activity _____

Steps to be taken to complete activity _____

Other Notes & Comments _____

Income and Appropriations:	Proposed Budget	Actual
Cost Code: _____	_____	_____
Expenditures (List):	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total Expenditures _____	_____	_____
Profit or Loss (Fundraiser Only):	_____	_____

Approved by the _____ Campus Activities Board on (Date) _____

Approved by Campus Counselor & CAB Advisor _____
(Signature) (Date)

Approved by the Office of Student Activities _____
(Signature) (Date)

The Office of Student Activities will notify the campuses' counselor whether the proposal was approved, modified, or denied two weeks prior to an event taking place. Changes can be made to the request and resubmitted to the Office of Student Activities.

Notes:

WVNCC Mission Statement

West Virginia Northern Community College's mission is to provide higher education empowering individuals to achieve academic and career goals leading to a competent workforce which excels in a global economy.

The College responds to the educational, cultural and civic needs of the communities it serves by offering an accessible, safe, diverse, and high-quality learning environment.

WVNCC Vision Statement

As a leader in education, a catalyst for economic growth and as the provider of choice for workforce development, West Virginia Northern Community College is recognized and admired for being a community of learners who model integrity, mutual respect, partnerships, and a commitment to excellence and community service. We envision empowering students to take ownership of their education as the College expertly manages continued growth in conjunction with fiscal responsibility, engages and retains a diverse population of life-long learners, and produces graduates in unprecedented numbers. As this vision is attained, West Virginia Northern Community College deservedly will earn a regional, statewide and national reputation for best practices.

A Pledge to Students

We, the faculty, staff and administrators of West Virginia Northern Community College, reaffirm our commitment to our common mission:

Excellence In Teaching And Learning.

As members of an academic community, we pledge to unite to support the success of all who wish to learn

As faculty, we are a community of scholars who place a top priority on teaching, learning and advising.
As classified staff, we serve the students and the College by facilitating and enhancing the total educational process.

As administrators, we provide leadership for the development of students, faculty and staff; and we accept the responsibility for quality and accountability to the total development of the Upper Ohio Valley.

At Northern, the values of the college education and service take precedence over the values of wealth and status.

