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## STUDENT HANDBOOK

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# **Introduction and Campus Information**

## **Welcome**

### **President's Message**

Welcome to West Virginia Northern Community College. In an effort to put students first, we want to make sure you have the most complete information possible regarding student services, policies, and resources. We at West Virginia Northern Community College believe it is essential that students are aware of their privileges and responsibilities.

This handbook contains information that will serve as a resource while you are a student. We hope you use the handbook to assist in having a positive learning experience. Every student is entitled to reach full potential in a safe learning environment and the handbook helps us in achieving this goal.

## **Introduction**

The administration, faculty, and staff of WVNCC welcome you to our educational community. We have prepared this Handbook to acquaint you with the policies and procedures which will govern your education and student life here at West Virginia Northern. WVNCC is a comprehensive community college district with three campuses-New Martinsville, Weirton and Wheeling. It should be noted that materials in this Handbook describe the general services provided by the College. Additional details can be found in the College Catalog or at our website, [www.wvncc.edu](http://www.wvncc.edu).

In some cases, a particular offering is provided only on one campus. This results from the College's recognition that each community is unique. Some special programs, services and facilities, however, are located at each of the three campuses to serve you better. If you have questions pertaining to services on a specific campus, you should contact your Academic Advisor, Campus Counselor, or Service Center in New Martinsville, Weirton or Wheeling. WVNCC is firmly committed to assisting you in every way possible to attain your educational goals. We hope that the information provided in this Handbook will help you be successful at West Virginia Northern.

## **Mission**

West Virginia Northern Community College's mission is 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.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

## **Assessment**

Consistent with its mission to provide high quality programs which meet the needs of citizens, employers, and communities, West Virginia Northern Community College will implement assessment across the College. The purpose of assessment is to provide information regarding the curriculum, the learning environment, and student academic achievement. The resulting information is used to improve student learning, benchmark the accomplishment of strategic initiatives, and improve institutional effectiveness. While all College personnel are involved in assessment, the faculty provide the pivotal component of the assessment of student academic achievement. They identify the outcomes in courses and programs as well as the measures for both formative and summative assessment and conduct analysis which results in recommendations for changes.

## **Campus Information**

West Virginia Northern is a public, two-year comprehensive community college with campuses in New Martinsville, Weirton, and Wheeling.

### **Wheeling**

Mailing address: 1704 Market Street  
Wheeling, WV 26003-3643  
304.233.5900

### **Weirton**

150 Park Avenue  
Weirton, WV 26062-3797  
304.723.2210

### **New Martinsville**

141 Main Street  
New Martinsville, WV 26155-1211  
304.455.4684

[www.wvncc.edu](http://www.wvncc.edu)

## **Wheeling Campus**

West Virginia Northern Community College has three locations in Wheeling. The B&O Building, located at 1704 Market Street at the southern end of the business district, originally was the main terminal of the Baltimore and Ohio Railroad. It contains the administrative offices of the College, counseling and student services, Business Office, Learning Resource Center, classrooms, laboratories, faculty offices, and student and faculty/staff lounges.

The B&O Railroad station and viaduct were opened in 1908, 55 years after the railroad first came to Wheeling. The building was renovated and restored for use by West Virginia Northern and fully occupied in December of 1976. The building was purchased by the state for \$3.4 million and another \$2.5 million was spent for the renovations.

The Education Center is a newly renovated building that was formally a warehouse. The building, located on Chapline Street adjacent to the B&O Building, houses the culinary arts facility, all health sciences laboratories, classrooms, faculty offices, student and faculty/staff lounges, as well as a 5,000 square foot multi-purpose room.

Groundbreaking ceremonies were held May 9, 2012, for the \$3.88 million construction project that turned a former downtown Wheeling auto showroom into the Applied Technology Center on the Wheeling campus across the street from the B&O Building. First floor of the building houses labs for welding, diesel and refrigeration/heating/air conditioning instruction along with a large classroom and offices. The second floor includes a multi-purpose classroom, a second classroom and the lab. The ATC opened in May of 2013. Later that summer, in a new building across the street from the ATC, the Student Union and Bookstore opened.

## **Weirton Campus**

The Weirton campus is located at 150 Park Ave on Weirton Heights. The Redline Building is situated on a wooded 20-acre lot and houses classrooms; computer labs; faculty offices; administrative offices; counseling and student services; student lounge; College Bookstore; Learning Resource Center; tutoring center; telecommunications classroom; science, nursing, surgical technology, and mechatronics labs; and a conference room for business and community meetings and workshops. Forerunner of the Weirton campus for WVNCC was the Hancock County Branch of West Liberty State College. Classes originally were conducted at Weir High School and other community facilities with the campus being opened in 1976. Seven modular buildings were utilized initially and the Redline Building was constructed in 1985 to serve the growing student population. In 1998 a major addition was constructed on the building and the smaller structures were removed. During 2011 the Redline Building underwent a \$2.1 million expansion. Included in the 9,950 square foot building addition are two classrooms and three state-of-the-art laboratory classrooms for surgical technology, and advanced manufacturing, which awards an associate in applied science degree in a new program designed to prepare individuals to be electrical and mechanical maintenance technicians. The addition comprises two floors with solar panels on the roof, making it a green building. The Redline Building is completely surrounded by a large parking lot.

## **New Martinsville Campus**

The two-story facility at 141 Main St. is adjacent to the New Martinsville Municipal Building downtown. It houses administrative and faculty offices; counseling and student services; the Learning Resource Center; general use classrooms and computer labs equipped with state-of-the-art technology; two IP video classrooms/conference rooms; workshop/seminar rooms; laboratories for business, nursing, and physical and biological sciences; lounges and the College Bookstore. The Francis Creative Arts Center is in close proximity to the main campus facility. This two-story brick structure was donated to the College by Jack S. Francis, a local attorney, in honor of his wife, Elizabeth Francis, a longtime choral music instructor and supporter of the arts. ArtsLink, an arts council serving Wetzel and Tyler counties, has an agreement with the College for use of the FCAC. ArtsLink has renovated the FCAC into a regularly used center for arts activities in Wetzel and

Tyler counties. Responding to local community requests, the College began offering courses in New Martinsville in 1973, a year after West Virginia Northern was created. The campus was established in New Martinsville in 1975 and the current building has been in use since 1990. There are two large parking lots near the New Martinsville campus. Parking is available in a large lot just below a lot for public parking for the Municipal Building. Students are urged to take note of directional signs for the two lots.

All three WVNCC campuses have been supported significantly by the communities which they serve. Each campus has an active Friends of the College component that volunteers time and raises funds for special projects to help the College. Students are urged to familiarize themselves with the location of the Service Center on their campus. Most questions can be handled by personnel at the Service Center in Wheeling, Weirton, and New Martinsville.

# **Student Services**

## **Identification (ID) Cards**

ID cards are issued to all registered students. One ID card will be issued free of charge to new students. ID cards are issued with a photograph (taken by college personnel), student's name and semester code. The library does not require a separate student ID. A bar code will be put on the back of the student ID. If the patron has no student ID (Early Entrance, community), then the library will issue a separate card.

A fee is charged to replace a lost or stolen card. A lost or stolen card must be reported immediately to the Campus Service Center. Broken ID cards can be replaced during posted hours. The broken card must be returned to the Campus Service Center. If the broken card is not returned, the card is considered a lost card and a replacement fee is charged.

The ID card is a student's permanent West Virginia 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 are provided with an updated validation sticker each semester. The ID card is not transferrable. The card is the property of West Virginia 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 action.

## **Lockers**

Lockers are available for student use on the Wheeling, Weirton, and New Martinsville campuses. The locker rental fee will be published each year. Students arrange for lock rental on the Weirton and New Martinsville campus by contacting the Student Service Center. On the Wheeling campus lockers located in the B&O Building and Education Center are rented through the business office; in the Education Center lockers are rented through the Office of Student Activities. In New Martinsville and Weirton they are located on the second floor. Students must complete a locker rental agreement and pay a non refundable fee on a per semester basis.

Locks will be removed the Monday after final examinations each semester. Lockers not cleared will have locks removed and their contents will become property of the College. The College is not responsible for any locker items. Intoxicants, drugs, firearms and contraband in any form are prohibited on College property, including in lockers.

## **Lost and Found**

The College maintains a lost and found service at the Campus Service Center on each campus. On the Wheeling campus, a log is kept of when and where the items are found and students sign and initial for items when they are claimed. Any of the unclaimed items get donated to Good Will at the end of each semester.



## **Use of College Facilities**

Any student organization or other group of students may request the use of College facilities for meetings or events. Request forms are available from the Student Activities office on the Wheeling campus and from the Office Administrators on the Weirton and New Martinsville campus. Room availability will be determined and the requesting party will be informed. Students should submit a request to their student group advisor who will then schedule the space with the appropriate party on your campus.

## **Telephones**

A pay phone is available on the first floor of the New Martinsville campus next to the Student Lounge, and the first floor of the Weirton campus next to the Student Lounge. Since these phones are provided for the convenience of students, you should be considerate of others and limit the length of calls. The College has telephone lines linking all three campuses. If you need to call another campus on College business, such as student governance, records or transferring courses, make arrangements with the College Counselor or Campus Service Center. Telephones that enable students to call other campuses at no charge can be found at the following locations:

- Wheeling, B&O Building, Campus Service Center, computer labs and classrooms.
- New Martinsville, inside the copy room.
- Weirton, just inside the window at the Campus Service Center.

## **Student Lounges**

The College provides lounges and recreation areas on all three campuses. In New Martinsville, the lounge is on the first floor of the building. In Weirton the lounge is on the first floor of the building. In Wheeling the lounge is on the first floor of the Education Center and in the second floor of the Student Union.

Lounges are restricted to use by students, staff, and faculty. These areas should be treated with respect. Individuals abusing these areas could be subject to the College's disciplinary procedures. Refer to the Institutional Code of Conduct in the policies section of the College Catalog.

Lounges with table games are located in the New Martinsville and Wheeling lounges.

Questions concerning the lounges can be directed to the following College employees:

Wheeling campus: Director of Student Activities

New Martinsville campus: Campus Dean or Campus Counselor

Weirton campus: Campus Dean or Campus Counselor

Rules for the game rooms are as follows:

- Users may not sit on tables or place objects on them.
- Users may not leave trash in the room.
- Users may not abuse the equipment.
- Accidental breakage of the equipment should be reported to the Director of Student Activities in Wheeling, and the Campus Counselor in Weirton and New Martinsville.
- Users may not monopolize equipment, denying access to others.
- Users may not bring guns, knives, or other dangerous items onto College property.



## **Fitness and Recreational Facilities**

On the Wheeling campus students are able to utilize the amenities of CentreTown Fitness located on 20th and Chapline Street. Wheeling students must see the business office for a sticker to be placed on their student ID prior to visiting CentreTown. Students on the Weirton and New Martinsville campuses may opt in for a fee. As an extension of the College all WVNCC policies and procedures apply.

On the New Martinsville campus students are invited to use the facilities and programs of the Prodigy Wellness Center, located at 313 Main St. The service center will provide a sticker for the ID that will provide free access to Prodigy and covers use of exercise equipment. Additional fees may apply for participation in any classes. For specific questions and hours of operation contact Prodigy at: (304) 398-4937.

Located in the Education Center, the College also has a multipurpose room with a NCAA regulation basketball and volleyball court as well as table tennis. The second floor mezzanine of the Education Center also has fitness equipment for students, faculty, and staff use. Students are permitted to use these facilities during open hours. Availability of the MPR is subject to classes and scheduled events. Students may check out equipment with the Office of Student Activities. Individuals using the MPR must be students; any outside group or organization wanting to use the space should contact the Director of Student Activities.

## **Food Services**

Vending services for snacks and beverages are available in the student lounge on all campuses. The Wheeling campus also has a concession stand in room 117 of the Education Center for additional food purchases.

## **Parking**

The College maintains parking lots on all three campuses. Students wishing to park on campus must obtain appropriate vehicle registration tags once each academic year. All students who enroll are entitled to a vehicle tag permit. Having a vehicle tag permit, however, does not assure students of a parking space. Vehicles parked in restricted areas may be ticketed or towed at the owner's expense. Violation of the College's parking regulations will result in towing, a ticket and/or other penalties.

When driving to classes, you should allow enough time to find legal parking spaces. Metered and off-street parking are available near each campus. You should respect private parking areas. Vehicles parked in restricted areas may be towed at the owner's expense. If you park in non-College owned lots, you are responsible for knowing and following the regulations for use of these facilities.

Handicapped Parking is available and requires a valid handicapped parking tag as well as a current WVNCC parking permit. Handicapped parking tags are provided by the State Department of Motor Vehicles and are obtained by application with a doctor's certification. Handicapped spaces are

provided at the B&O Building parking lots and in front of the Education Center on the Wheeling campus. Handicapped spaces are available at the Weirton campus parking lot and in the parking area adjacent to the New Martinsville campus.

Students may park in the designated parking areas in Weirton or New Martinsville. On the Wheeling campus with a valid WVNCC parking permit, students may park in the College parking lots located behind the B&O Building and on 17th, 18th, and 19th Streets. After 5 p.m., parking is available in the lots operated by the following businesses/agencies: city lot (17th and Eoff streets), United Electric and Wheeling Clinic.

The College assumes no liability for theft or damage to personal property or vehicles while parked in College parking lots or any other area. Cars should be locked and items secured at all times. Students should report theft or damage to the Campus Dean or Student Service Center as soon as possible.

## **Visitor Parking**

Visitor parking for individuals having official business with the College is available on each campus. However, visitor permits must be obtained during official operating hours from the Receptionist on the Wheeling campus. There are no visitor parking lots on the Weirton or New Martinsville campuses. For the Wheeling campus parking map, please visit the following site:  
<http://www.wvncc.edu/CampusWheeling/wheelingcampusparking.htm>

## **Housing**

West Virginia Northern has no housing facilities. Students interested in renting may consult local newspapers or seek help from the Campus Counselors.

## **Health Care**

West Virginia Northern does not maintain student health insurance or health care facilities. You are encouraged to acquire health care and accident insurance if you are not covered by your parents' or personal insurance plans. Student insurance coverage can be obtained through local independent agents. The cost of medical treatment or support in the event of illness or injury is your responsibility. Students becoming injured or seriously ill at the College or in facilities used by the College must seek professional medical care and be responsible for any expense.

## **Directory of Community Services**

The following link offers different resource information that may be useful. <http://www.prevent.org/> and search the directory by zip code, city, state, organization, etc. You can also email for additional information. [info@mail.wvncc.edu](mailto:info@mail.wvncc.edu)

## **Severe Weather/Emergency Closing**

West Virginia Northern operates on the premise that classes will be held on a regularly scheduled basis. In the event of severe weather conditions or emergencies, each campus will determine if classes are to be delayed or canceled. Local media will be notified as soon as a decision is made. 10

You must make your own decisions regarding travel on snow-covered or icy highways. If you have children, you should plan ahead for days when the College is open and public schools are closed. This may include understandings in advance with instructors regarding the results of absences under such circumstances.

## **Class Cancellations**

In order for employees to assist students with accurate information regarding class cancellations, the College is providing you with some helpful information.

In the event of:

- All day classes are canceled-classes with a starting time up to 4:59 p.m. are canceled.
- All evening classes are canceled-classes with a starting time of 5 p.m. or after are canceled.
- Delayed start-A set starting time will be included in the various announcements. For example, classes will start at 10 a.m. or delayed start-classes start at 10 a.m.
- Dismissal-All classes after a specific time will be canceled and any classes currently in session will be dismissed as indicated by your instructor.

Below is list of the communication tools the College will activate if classes are canceled, delayed or dismissed:

- Text Message Alert System-voluntary sign up
- Class cancellation hotline numbers:
  - Wheeling campus 304-233-5900
  - Weirton campus 304-797-6700
  - New Martinsville campus 304-455-4684
- Switchboard message
- Website-weather/emergency link on homepage
- In house phone intercom system

In the event that the College is open and classes are canceled, employees will be notified by e-mail of the class cancellations.

## **Student Activity Events Cancellation:**

If classes are canceled, all student activity events will also be canceled and possibly rescheduled. In the event a student activity is scheduled on a Saturday evening or Sunday, the College will use any methods available at the time to notify students or attendees if the event must be canceled, including the website and the WVNCC text alert system.

## **Orientation**

The College provides a series of orientation sessions for new students. These sessions provide you with information about College programs, facilities, policies and procedures. Orientation sessions also present an opportunity for you to meet faculty members, College staff, and other students.

## **Placement Testing**

Success in your efforts at West Virginia Northern will depend greatly on the basic tools for learning which you bring to your class work. So that you may enter an environment in which you can learn and achieve to your capacity, degree-seeking students will be required to take course placement tests in English, reading, and mathematics. If you have completed a college-level English or math class or if your enhanced ACT or SAT are high enough you may be exempt from all or part of the testing process. See the Campus Counselor for details.

Students are encouraged to take these tests before registering for the first time. However, completion of testing is required before registering for any college-level math and/or English course or any other course requiring the completion of testing and/or developmental courses as a prerequisite. To obtain schedules and sign up for testing, contact your Campus Counselor.

## **N.O.W.-Northern on the Web**

You can:

- Register for classes
- Add/Drop classes
- Check your financial aid status
- Check your financial aid award
- See an unofficial academic transcript
- Update your address, phone, or e-mail

Access from any PC with Internet access (printer not necessary), available 24 hours a day, seven days a week and recommended browser is Internet Explorer. To get to Northern on the Web, go to [www.wvncc.edu](http://www.wvncc.edu)

# **Registration and Records**

## **THE REGISTRATION PROCESS**

Students are required to register using the Northern on the Web (N.O.W) registration system. Students may register using any computer with Internet access. Using off-campus facilities will help to avoid long queues and unnecessary delays at on-campus computers.

## **ONLINE REGISTRATION INSTRUCTIONS**

Students register for classes through N.O.W. To register online, log into your student portal and click on N.O.W.

### **1. CHECK FOR HOLDS/ACADEMIC STANDING:**

- Log into your N.O.W. account; click on STUDENT SERVICES; click on REGISTRATION; select REGISTRATION STATUS;
- Select the term for which you wish to register;
- If any holds are on your account, resolve any holds that prevent registration. Otherwise, go to step 2.
- If you are not in good academic standing, seek assistance from your academic advisor.

### **2. MEET WITH YOUR ADVISOR TO RECEIVE ASSISTANCE IN SELECTING YOUR COURSES AND YOUR ALTERNATE PIN:**

Be prepared when seeing your advisor for registration for the next semester. In doing so, your time with your advisor is more effective.

- a. Schedule an appointment with your academic advisor.
  - To access your advisor's name, click STUDENT SERVICES, then click STUDENT RECORDS, and then click VIEW STUDENT INFORMATION;
- b. An alternate pin number is required to register for and add/drop courses. A different alternate pin is assigned each semester.  
MY ALTERNATE PIN IS \_ \_ \_ \_ \_

### **3. SELECT COURSES FOR REGISTRATION:**

- Select STUDENT SERVICES tab; select REGISTRATION; select LOOK UP CLASSES;
  - Select the term for which you are registering;
  - Select a SUBJECT AREA, click on CLASS SEARCH; click on VIEW SEARCH.
  - A list of courses meeting your criteria is shown.
- b. Check to be sure you meet the course prerequisites/corequisite and that there is space available.
    - From the list of courses, click on the CRN for which you want to register;
    - Dates, days, and times of the course options will be shown;
    - Click on the COURSE TITLE to determine if seats are available and any prerequisites/corequisites required are met.

#### **4. REGISTER FOR CLASSES ONLINE:**

- Select STUDENT SERVICES; select REGISTRATION; select REGISTER OR ADD/DROP CLASSES;
- Enter CRN numbers into the boxes under ADD CLASSES WORKSHEET; if you need help locating CRNs, follow step 4 below.
- When finished, click Submit Changes;
- Registration is successful for classes indicating “Web Registered”;
- If registration errors are encountered because of prerequisite, class capacity (course is filled), major restriction, or other problem, select an alternate course by choosing LOOK UP CLASSES option from the N.O.W. registration menu or contact the faculty member scheduled to teach the course to request an override. (Faculty are not available during summer or school breaks.)
- Be sure to keep your alternate pin as it is required to make schedule changes.

#### **5. PRINT A COPY OF YOUR SCHEDULE AND BILL FROM N.O.W.:**

- Select STUDENT SERVICES; select REGISTRATION.
- Click STUDENT TUITION AND FEE CHARGES.

### **ONLINE PAYMENT INSTRUCTIONS**

#### **1. TO PAY YOUR TUITION ONLINE BY CREDIT CARD:**

- Select STUDENT SERVICES; select REGISTRATION; select PAY TUITION AND FEES ONLINE BY CREDIT CARD;
- Enter your Student ID, telephone number, term, amount paid and select FINISH.

#### **2. OTHER PAYMENT OPTIONS MUST BE ARRANGED BY THE LAST DAY TO PAY (Registration after the last day to pay requires payment on date you register):**

- Financial Aid
- TuitionPay Plan
- Third Party payments (i.e., Vocation Rehabilitation, employer sponsored payments, etc.)

#### **3. ADDING/DROPPING COURSES:**

- Add/drop classes from your schedule until midnight on the Friday prior to the start of the course. Students registering after this date will need to obtain a Late Registration Form from the Campus Service Center and OBTAIN THE FACULTY’S SIGNATURE PRIOR TO REGISTERING FOR THE COURSE IN PERSON AT THE CAMPUS SERVICE CENTER.

### **ONLINE WAITLIST**

WVNCC offers you the opportunity to be put on a waitlist for courses that are already full when you attempt to register. Here are some tips about how to use this function:

- Students waitlisted for a class are notified by WVNCC email when/if space becomes available.



- Students receiving notification of a space becoming available must register online through N.O.W. AFTER THE FRIDAY PRIOR TO THE START OF A COURSE, NO NOTIFICATIONS WILL BE SENT REGARDING COURSE OPENINGS.
- Be sure to set up your WVNCC email account. There are no exceptions to this policy as you are responsible for checking your email daily during the semester and during breaks. Follow this link for student email instructions: <http://www.wvncc.edu/offices-and-services/mywvncc-student-portal/2229> and click on the Student Email instructions link. If you miss the deadline sent in the email notification, your name is removed from the waitlist. Depending on the length of time prior to the start of the course, you may be able to put yourself on the waitlist again. Students are waitlisted up to two weeks prior to the week the course begins.

## **1) THINGS YOU NEED TO KNOW TO BE PLACED ON A WAITLIST:**

- You must be sure you meet the prerequisite for the course. If you place yourself on a waitlist and you do not meet the course prerequisite(s), you will not be permitted to register when space becomes available;
- You must not have any holds on your account (no past due balance; no outstanding documents; etc.)

## **2) STEPS TO PLACING YOURSELF ON A WAITLIST:**

- Attempt to register for the course. A Registration Add Error stating that the status is CLOSED will appear;
- Click on the Drop-Down Arrow under Action and select Waitlist; then click Submit Changes;
- The status for this course will now state Waitlist.

## **CHECKING YOUR WAITLIST STATUS:**

1. CHECK YOUR EMAIL DAILY. When a space becomes available for a class with a waitlist, the first/next person on the waitlist is notified via WVNCC EMAIL. Once an email is sent with a Waitlist Notification, you have one of two timeframes in which to register.
  - a. Prior to the week before the start of the semester, students have 48 hours after the notification is sent to register for the course;
  - b. Starting with the week before the start of the semester, students have 24 hours after the notification is sent to register for the course.

## **REGISTERING FOR A WAITLISTED CLASS ONCE PERMISSION IS GRANTED:**

Once email notification is received that space has become available, complete the following steps:

- Log into N.O.W.
- Return to the Register or Add/Drop Courses link under the Student Services—Registration link;
- Locate and click the Action Drop-Down Arrow and Select \*\*\*Web Registered\*\*\*\* and Submit Your Changes;



- The next page now shows your status as registered for that course;
- If you are registering after the LAST DAY TO PAY, you MUST pay for your course immediately to avoid being dropped from your classes. You can pay at the Campus Service Center, by contacting the Business Office at 304-214-8811, or online through your account.

## **CHANGE OF NAME OR ADDRESS**

If you move or change your name, you must submit these changes to the Campus Service Center. Include your full name and Northern Identification number when making these changes. Name changes must be accompanied by legal documentation, such as marriage license, driver's license, court decrees, etc. before the change will be made.

## **CHANGE OF MAJOR**

Students intending to change their major must complete a change of major form. These forms are available from and are to be returned to the Campus Service Center. Deadlines for changing your major are the end of the first week of full term classes each semester.

## **SCHEDULE CHANGES**

At the beginning of each semester, you should verify that the classes you want are being offered. Class schedules are subject to revision. Some classes are only offered once per school year, and some classes are not offered on every campus. The schedule of classes is available through the Campus Service Centers, Campus Counselors, or online at [www.wvncc.edu](http://www.wvncc.edu).

In the event that a change occurs to your schedule after you register (i.e. room/time/day change, class cancellation) you will be notified via email of the change. Please be in the habit of checking your student email regularly.

# **Books, Financial Aid and Tuition**

## **Bookstore**

Barnes & Noble operates the bookstores on all three campuses and sells required textbooks, supplementary reading materials, and other supplies and accessories, such as school clothing, rings, software, computers and school supplies. Students are reminded to take their course schedule to the Bookstore when purchasing textbooks. Registration Integration is Barnes & Noble's innovative system that transmits a student's course registration from Northern's registration system directly to the bookstores' website. This enables students to order textbooks at the same time they register for their courses. When students click on the "Textbook" link, their course information is transmitted to the bookstores' website and students immediately see a list of the books they need for their courses, including price, and ISBNs. There are also opportunities for students to rent textbooks as well. For more information, visit <http://www.wvncc.edu/current-students/bookstore/466>.

## **Bookstore Refund Policy.**

A full refund will be given during the first week of class with a receipt. After the first week, a full refund will be given up to 30 days after start of classes, with a receipt, if:

- (a) within two days of purchase OR (b) with proof of schedule change. All other textbook refunds within the first 30 days will be honored at 75% of the purchase price, with a receipt. Textbooks being returned must be in their original condition. Refunds for summer and special course sessions will be accepted for ONE WEEK ONLY after the start of class.

All merchandise other than textbooks may be refunded anytime with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Cash back on merchandise credits will not exceed \$10.00. Refunds will be given in original form of payment.

Exceptions: Custom course materials, outlines, study guides, magazines and prepaid phone cards. Software must be unopened for exchange or refund. Opened software will be exchanged for the identical item only.

Defective merchandise will be replaced throughout the semester. Merchandise must be returned immediately after the defect is discovered. Merchandise from canceled classes must be returned in "as purchased" condition to receive 100 percent refund or credit. Sales receipt is required.

## **Buyback Policy.**

The Bookstore is happy to buy your used books back. The best time to sell your used books is during finals week. We will pay you 50% of the book's selling price, if it was requested by your professors for required use next semester and the bookstore is not overstocked. If the book does not meet this criteria, the prices we pay are based on the current national demand. Study guides and workbooks must be "like new" without any writing on their pages. All books must be in good condition. Some

books have little or no monetary value. Out-of-print books and old editions are not in national demand and the bookstore can't buy them. PLEASE REMEMBER: For the protection of the students on campus, we always require those selling books to show current student identification.

Telephone numbers for the bookstore locations are as follows:

Wheeling, 233-5900, Ext. 8930

Weirton, 723-2210, Ext. 7503

New Martinsville, 455-4684, Ext. 8774

## **Normal Hours of Operation for the Bookstores**

In Wheeling 9 a.m.-6 p.m. Monday-Thursday and 9 a.m.-4 p.m. Friday. Normal hours for the New Martinsville bookstore are 9:30 a.m.-3 p.m. Monday-Thursday and normal hours for the Weirton bookstore are 10 a.m. - 3 p.m. Monday-Thursday, with extended hours at the beginning and end of each semester. Bookstore hours vary during the year depending upon student needs. Please check with the bookstore on your campus for more information on hours of operation.

## **Financial Aid and Tuition**

Financial aid is the process of a student seeking assistance for their educationally related expenses for students seeking a Certificate or Associate degree. Financial aid comes in three basic categories: (1) Scholarships and Grants, (2) Work study, and (3) Student Loans.

## **Applying for Financial Aid**

- Complete a FAFSA (Free Application for Federal Student Aid) [www.FAFSA.gov](http://www.FAFSA.gov)
- Complete the WVNCC Financial Aid Application
- Submit all college transcripts from any college attended (even if only for one day)
- Review your SAR (Student Aid Report) after FAFSA processed by the Department of Education
- If you are selected for Verification, there will be a comment on your SAR. WVNCC will send you a letter requesting additional documents
- If you are interested in getting a student loan, you must complete all these steps above PLUS complete the Direct Loan Master Promissory Note (MPN) and the WVNCC Federal Direct Loan application. If this is your first loan at WVNCC you must also complete Direct Loan
- Entrance Counseling. MPN and entrance counseling can be completed online at [www.studentloans.gov](http://www.studentloans.gov)

## **Register for Classes**

Financial aid is paid based on your class registration and attendance (this does not include courses you are on the waitlist for).

Financial Aid files must be complete to be paid financial aid.

Check with your Campus Service Center or your N.O.W. account if you are unsure if your file is complete.

## **Paying for Classes with Financial Aid**

Students who have applied for financial aid to pay their tuition should know the following:

- You will receive a bill for your tuition
- You will need to make sure your Financial Aid file is complete

Students meeting all these requirements will have their classes held until their financial aid is paid. All charges will be taken from the financial aid before a refund check is issued. It is the student's responsibility to make sure that their tuition is paid. Unpaid charges will be subject to regular Business Office Collection Procedures.

## **Scholarship**

Scholarship applications are available beginning in January of each year preceding the start of the upcoming academic year. For a complete listing of all Scholarships and Academic Awards through WVNCC, please refer to the College Catalog under Scholarships for specific details.

## **Costs**

Tuition and fees are approved by the West Virginia Community College and Technical Education System. They are listed online at the College website and are subject to change. Residents of Belmont, Harrison, Jefferson, Monroe, Columbiana, Mahoning and Trumbull counties in Ohio may attend West Virginia Northern at the West Virginia "In-State" tuition rates. Students from Allegheny, Beaver, Butler, Washington and Greene counties in Pennsylvania as well as students from Washington County in Ohio are eligible for a reduced Metro Rate. When classes are canceled, refunds will be issued as soon as possible. For detailed information on tuition and fees and refund policies, please refer to the Tuition/Financial Aid section of the College Catalog.

## **Payment of Tuition**

Payment of tuition must accompany registration during regular registration periods. During designated early registration periods, you may register and have payment deferred until a pre-selected date which is prior to general registration. This data is published on the class schedule.

# **Student Grading and Records**

## **Grades**

Grade are submitted by faculty members immediately after the end of each course or term. Grades are available online through Northern on the Web for students to view and print unofficial copies usually within 10 days from the end of the semester. Students needing an official copy of their grades do so by requesting an official academic transcript. Grades are not posted or provided via telephone to assure privacy.

## **Grading**

West Virginia Northern's grading system evaluates student achievement with quality points assigned to each grade. Please refer to the College Catalog, Policies section, for detailed information.

## **Repeating a Course/"D" and "F" Repeat Provisions**

Please refer to the College Catalog under Repeat Provisions for specific details.

## **Academic Forgiveness Provisions (Deletion of Outdated Coursework)**

Please refer to the College Catalog under Academic Forgiveness Provisions for specific details.

## **Withdrawal from Classes or College**

To withdraw from the College or from classes, you must withdraw online or call the Campus Counselor to withdraw by telephone. If you withdraw via telephone, make sure that you receive a confirmation number for your records. You cannot withdraw from classes simply by not attending classes. An "F" grade is recorded when a student stops attending class without completing the drop procedure. When attendance or inability to complete course requirements prevents satisfactory completion of course work, the instructor may administratively withdraw you from a class before the eleventh week of the semester or a comparable timeframe for a short-term course. You will be informed by email in the case of an administrative withdrawal and a grade of "W" will be recorded for such course(s.)

## **Transfer of Credits**

Credits earned at West Virginia Northern are transferable to other community colleges, four-year colleges and universities in West Virginia and throughout the United States. The West Virginia Higher Education Policy Commission ensures through the statewide core transfer agreement that core courses can be transferred to all public colleges and universities in the state. Students are encouraged to contact the college to which they wish to transfer for specific transfer requirements.

## **Requesting an Academic Transcript**

A request for an academic transcript is to be submitted to the Campus Service Center. Transcripts are generally available within 72 hours from the time the request is received in the Registrar's office, except during peak periods.

Note: In order to receive an academic transcript, all obligations to West Virginia Northern must be met - no outstanding fees, no outstanding library books, etc. NO EXCEPTIONS.

## **Withholding Services because of Delinquent Accounts**

If you have delinquent accounts in the Business Office, Library, Financial Aid Office, Bookstore or elsewhere in the College, you will be denied College services such as grade reports, recommendations, evaluation of credit, official transcripts of credits earned at West Virginia Northern, registration for subsequent semesters and receipt of diploma. If you have any questions, contact your Campus Counselor.

## **Viewing Student Records**

West Virginia Northern Community College maintains student academic records in a secure manner to protect student rights as guaranteed by the amended Family Educational Rights and Privacy Act of 1974. If you wish to see your own records, you should write a letter indicating the records you wish to review to the Registrar. You will then be notified when and where you can review your records. Such review will take place within 45 days after your formal request. Should you wish to challenge the contents of your records, you must follow the College's Appeals Procedure. Refer to the Policies section of the College Catalog for specific details.

Under the amended Family Educational Rights and Policy Act of 1974, the following records are excluded from this review:

- Financial records of your parents and information included therein;
- Confidential letters and statements in the records before Jan 1, 1985; if such letters or statements are used for purposes for which they were intended; and records for which you have signed a waiver to your reviewing privilege. In compliance with the Family Educational Rights Privacy Act, should you wish to have personal information released to another person, agency or organization, you must make this request in writing to the College officials who maintain those records. Written requests are to be submitted to the Campus Service Center on your campus. The request will be denied if the written release form has not been submitted. The College will release student information to the following without your written consent:
  - College Officials
  - Agencies specified in the Family Educational Rights and Privacy Act; and
  - Civil authorities having legal documents to request the information.

Copies of the College's policy on complying with the Family Educational Rights and Privacy Act are available from the Campus Service Center.

## **ENROLLMENT VERIFICATIONS**

Enrollment verifications are now available online through the National Student Clearinghouse. To obtain a verification, log into you're my WVNCC student portal.



## **Academics and Advising**

### **Programs of Study**

For a complete listing of all programs, please visit our Web site: [http://www.wvncc.edu/Programs/Academic Programs](http://www.wvncc.edu/Programs/Academic%20Programs).

Students who successfully complete College programs receive two-year degrees or one-year certificates.

Two-Year Degrees:

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Applied Science (A.A.S.)

One-Year Certificates in Applied Science (C.A.S.) The College Catalog lists specific programs and requirements for each program.

### **Program Offerings**

Not all academic programs are offered on all campuses. In addition, some programs may be started but not completed on all campuses. For example, students may begin the nursing program on the New Martinsville campus, but they must finish the second year on the Wheeling campus. The class schedule or a College Counselor will provide information about what programs are offered on each campus and if all courses are available.

### **Advisor**

It is required that all degree-seeking students consult with their Academic Advisor in their program of study to plan and register for classes. This will ensure that courses are being taken as required for graduation. Students who are undecided about their academic program also are assigned an academic advisor. Campus Counselors also are available to assist students.

### **Academic Advising**

The cornerstone for student success is the Academic Advisor. Academic advisors are assigned to all degree seeking students to provide assistance with career assessment and life goals as well as understanding placement test scores, selecting classes, planning a schedule and interpreting College policies. Academic advisors are assigned based on a student's program and campus. A list of advisors is available at the Campus Service Centers and is also posted throughout the College as well as available on the N.O.W. account.

Students should meet with their advisor before each registration to assess their progress, discuss goals, select classes and develop a schedule. It is also highly recommended students contact an advisor at the transfer institution early in their program to consult about requirements to the institution and major.



Many courses have prerequisites; therefore, students are encouraged to carefully read the course descriptions in the back of the College Catalog. One of the student's most important tools, in addition to personal contact with their Academic Advisor, is the College Catalog. It is the responsibility of each student to become thoroughly familiar with the Catalog in order to be certain that all requirements are being met.

Other tools include the degree evaluation and academic transcript. These tools reflect the individual courses accepted by Northern in transfer from other institutions. Once your request has been received and processed, log into your N.O.W. account and view your academic transcript. You can also run a degree evaluation to determine which transfer courses meet your program requirements. Students intending to transfer to another college or university are strongly advised to consult with the Transfer Counselor concerning their program of study. Students interested in attending a West Virginia public four-year institution should refer to the Core Coursework Transfer Agreement. Students are advised to discuss their course selections with the college to which they intend to transfer. The decision of transfer credit, minimum grade required and credit hour articulation are determined by the reviewing college.

## **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.

## **Course Requirements**

Faculty provide students with a syllabus for each course which contains important information about course content, objectives, grading and attendance. You should attend the first class to make sure that you understand what is expected.

## **Class Loads**

Full-time students are those students taking 12 or more credit hours during a fall or spring semester or six or more credit hours in a summer term. Note: You may be required to maintain 12 credit hours for your own personal insurance purposes, loan deferment or other special situations.

Students receiving the Promise Scholarships must complete 15 credit hours per semester during Fall and Spring to maintain their scholarship. Additional information on Promise Scholarships is available at [www.cfww.com](http://www.cfww.com). To be eligible for full-time financial aid, students must be enrolled in 12 or more credit hours during a fall or spring semester.

## **Normal Course Load**

A normal course load of 15 to 18 credit hours each semester is necessary to complete a certificate program in one year or an associate degree program in two years. Starting class any time other than the fall semester, the need to complete developmental course work or taking less than the prescribed number of courses per semester as outlined in the College Catalog could lengthen the time required for completion of your goal.

## **Overloads**

To enroll for more than 18 credit hours during the fall or spring semesters or 12 hours during the summer term, you must receive permission from your Campus Dean or Wheeling Campus Counselor prior to registration.

## **Standards of Academic Progress**

Please refer to the College Catalog under Standards of Academic Progress Rule for specific details.

## **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 to the Registrar’s office.

## **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 Vice President 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.

## **Graduation Requirements**

Please refer to the College Catalog under Graduation Requirements for specific details.

## **Student Academic Honors**

Please refer to the College Catalog under Academic Honors for specific details.

# **Student Support Services**

## **Technology and Email Accounts**

The College assigns an email account to all degree seeking, non-degree, transient and continuing education program of study students in credit hour courses upon registration. Students must access this email account through their assigned Student Portal (MyWVNCC.) Instructions on using the account are available at each Campus Service Center, through the Campus Counselor or through the Office of Admissions. The College also assigns adjunct faculty, full time faculty and staff an email account. Students, faculty and staff must use their Northern assigned accounts for all official College transactions. The College will also provide its annual FERPA notice, campus crime statistics notification and other College information through this email account. Technical support for Full Time Faculty and Staff email accounts is provided by the College's Office of Information Technology. Technical support for student and adjunct faculty e-mail accounts is provided by the College's Office of Institutional Research.

## **MyWVNCC Student Portal:**

All students upon admission to the College are given access to a Student Portal (MyWVNCC) account that allows single sign-on for most services such as College email, N.O.W, and Blackboard. Students should use this portal to access all services. Instructions to log onto your MyWVNCC portal are located here: <https://student.mail.wvncc.edu/instructions.php>. If you are experiencing issues with your MyWVNCC account, please contact your student services center, which can enter a ticket with the appropriate office or check FAQs located here: <https://student.mail.wvncc.edu/docs/FAQs.pdf>

## **Use of Information Technology Resources**

Several computer labs, LRC resources and tutoring centers are made available for student use on each campus that all contain computer equipment used for testing, student work and general information gathering. Although most users are aware of proper computer conduct, these reminders will prove to be helpful. For the benefit of students, faculty, staff and other authorized users, the following rules must be observed in rooms with computer resources. Please see Board of Governor's Rule which addresses the proper use of the Internet and College computers.

- Access to File-Sharing or File-Hosting Sites is prohibited. The College makes use of bandwidth monitoring software that restricts access to certain types of websites as well as individual sites that have been found to be in violation of copyright laws as well as having higher than normal incidence rates of viruses and malware. Access to sites that provide streaming radio or video may also be restricted because of bandwidth consumption.
- Users are not permitted to download, attach, change, distribute, or install any software or inappropriate files, including streaming content, for non-school functions (e.g. downloading MP3 files and/or broadcast audio or video files).

- Users may not use iPods, MP3 players, TVs, DVD players, tape recorders or other sound producing devices in the computer labs unless using headphones or ear buds.
- Users may not bring friends, relatives or children with them into the computer labs that would disrupt the work of other users.
- Users may not bring any food or drink into the computer labs or classrooms that utilize computers.
- Users will be expected to provide identification and proof of student status when signing in and if requested by a College official or lab assistant.
- Users are prohibited from the following activities:
  - a. Accessing or attempting to access records within or outside the College's computer and communications facilities for which the student is not authorized; or bypassing or attempting to bypass College network security and access control systems.
  - b. Copying, disclosing, transferring, examining, re-naming, or changing information or programs belonging to another user unless given express permission to do so by the user responsible for the information or programs.
  - c. Violating the privacy of individual users by reading e-mail or private communications without legal authority, or authorization based upon documented just cause.
  - d. Use College provided technology resources to engage in activities that are prohibited by federal, state and local laws.
  - e. Intentionally introducing a virus, Trojan or other malware into the College provided network.
- Users must adhere to copyright law regarding the use of software, print or electronic information, and attributions of authorship. In certain instances, legal counsel for the state of West Virginia may be consulted to determine permissible uses.
- Users will not waste IT resources by intentionally printing unnecessary amounts of paper or disrupting the use or performance of College-provided IT resources or any other computer system or network.

## **Enforcement**

Any student or community users found to have violated this policy may be subject to disciplinary action up to and including loss of computer privileges, expulsion and/or criminal prosecution. Disciplinary action will be administered by the Campus Dean or Vice President of Student Services in the case of community and student users and may be based on recommendations and guidelines of the Information Technology Department.

## **Learning Resource Center (Library)**

The Library or Learning Resource Center (LRC) on each campus has a variety of resources to assist students with research and class papers and projects. The library staff has the expertise to locate information resources not only within the library but also throughout the country through interlibrary loan and the Internet. The libraries are located on the first floor at the New Martinsville and Weirton campuses and on the second floor of the B&O Building in Wheeling.

The library has both print and non-print materials. The library has a unified collection of more than 38,000 books and videotapes and subscribes to more than 150 magazines and newspapers. Also, the library subscribes to several electronic databases for reference inquiries and magazine articles and provides access to the Internet for research purposes. The library's web page assists students with research needs by providing links to various sites.

<http://www.wvncc.edu/current-students/librarylearning-resource-center/1159>

Besides research, the library has other services available to students. Students can access the Internet and use computers, find career information, locate materials to enhance study skills, and use library space for group and individual study. In addition, instructors place items on reserve for use by students in their classes. Photocopiers are located in each library. Specialized library, Internet, and research training is available to individuals. Hours are posted.

## **Tutoring Services and Academic Support**

Students who struggle to understand classroom information or to complete routine assignments may benefit from the help of a tutor. With the individualized assistance that tutoring offers, students can master academic material at their own pace. Tutors and peer tutors are also available through the Academic Success Center. Peer tutors are chosen based on their academic performance and on recommendations from faculty in their subject areas. Individual and group sessions, as well as supplemental instruction, are available through the tutoring centers by appointment, with some walk-in services available, on all three campuses. Students can also request an appointment with a tutor through their GradesFirst accounts, which is available through the My WVNCC Student Portal. Additional assistance is available online through Smarthinking.com, and Academic Success Center tutors will be available to tutor online through Blackboard for students in Distance Education courses and for select on-campus courses. Through Blackboard, students can participate in discussions and chats regarding course content and student success strategies, such as study skills and test-taking skills. While tutors may not be readily available for all subject areas, the Academic Success Centers seek to assist all students by recruiting tutors as needed/available and, at least, by offering guidance in study skills and more.

The Academic Success Center also offers academic support services to enhance the success of all students. In addition to tutoring and supplemental instruction, printed materials are available regarding study skills, test taking strategies, basic computer skills, and developing time and stress



management techniques. All services are free of charge.

Visit the Academic Success Centers in Room 210, B&O Building in Wheeling, Room 107 in Weirton and Room 114 in New Martinsville. For online students, contact staff for assistance through the Tutoring Blackboard page.

## **Disability Services**

The College strives to provide equal access to its educational programs for all students with disabilities. Every effort is made to ensure that students with disabilities enjoy the same rights and assume the same responsibilities as all other students. The Support Services for Students with Disabilities and the College Counselors work with faculty and staff of the College as well as with community agencies to arrange for various types of assistance that students with documented disabilities may need.

Services offered include registration assistance, supplemental orientation, individualized testing arrangements, flexibility in classroom facilities or location, note taking services, reader or interpreter services, tape recording services, print enlargement, mobility assistance, consultation with faculty and staff and referrals to appropriate community agencies.

Reasonable accommodations are offered on the principle that students with disabilities who are otherwise qualified should be able to participate in the programs regardless of their disability. Program standards will not be lowered to accommodate individual students. Students with disabilities are required to provide documentation to the Support Services for Students with Disabilities to be eligible for appropriate accommodations.

In addition to the services listed above, the Support Services for Students with Disabilities office also offers the College Assistance and Resources for Educational Success (CARES) program. This program offers individual and/or group tutoring, mentoring, and support for individuals with learning disabilities and related disorders. CARES is fee-based and financial aid eligible. Students should sign up for CARES before the semester starts or soon after to receive the most benefit.

## **Veteran Benefits**

West Virginia Northern Community College is an approved institution through which men and women who have served in the Armed Forces can receive veterans' benefits. Also eligible are dependents and spouses of veterans whose death or permanent and total disability was service connected. For the first time in history, service members enrolled in the Post-9/11 GI Bill program will be able to transfer unused educational benefits to their spouses or children starting Aug. 1, 2009. The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after Sept. 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. Eligibility now extends to persons who, on or after July 1, 1985, have enlisted, reenlisted or extended enlistment in the Selected Reserve for six years or more and meet certain other criteria. Eligible students who attend classes on at least a part-time



basis will receive a monthly assistance allowance. Other programs available are: Montgomery GI Bill (Chapter 30) Post 9/11 (Chapter 33), Post 9/11 Transfer of Benefits (Chapter 33), Reserve and National Guard (Chapter 1606), REAP (Chapter 1607), Dependent of Disabled Veteran (Chapter 35), Voc rehab Disabled Veteran (Chapter 31) and VRAP.

Please contact the Certifying Official on the Wheeling campus for further assistance.

## **Career Services**

The College assists students in identifying careers, developing job-seeking skills and obtaining employment through the Career Planning and Placement Director. Among the services offered are:

Career Planning - Guidance is provided to promote the responsible selection of careers.

Assessment - Free career interest tests are available to any student having difficulty in selecting a program of study.

Credentials - Guidance is offered in assembling references, career data, and other information essential in finding a job.

Skill Development - Help is offered with resume writing, completing applications, and interviewing techniques.

Placement - Assistance is provided in finding full- or part-time employment.

Referrals - Students seeking employment through the office are referred to available jobs for which they are qualified.

For assistance in any of these areas, see your Campus Counselor or the Career Counselor in the B&O Building on the Wheeling campus. You also can check out the College's website: [www.wvncc.edu](http://www.wvncc.edu).

# **Student Activities**

## **Student Activities and Governance**

West Virginia Northern is committed to the ideal of participatory democracy. Therefore, students through their duly elected student representatives are involved in the decision making and formulation of policy directly related to student welfare.

Students are organized through a student government structure that consists of campus student government representatives on each campus forming the Tri Campus Student Government Association composed of all students from all three campuses. The student body elects members of the campus student government each spring.

The Tri Campus Student Government Association is the official voice of the students for College-wide affairs. The campus Student Government Association represents the students and their views on the respective campuses and is primarily responsible for stimulating student life and serving as a liaison for the Tri Campus Student Government Association.

Any questions pertaining to Student Government should be directed to the Director of Student Activities. You are encouraged to become actively involved with Student Government Association. Meetings of these groups are open to all students.

Student officers and senators are elected each April for a one year term. Senators are elected on each campus. Student government will also serve as representatives on the Tri Campus Student Government Association. Students also elect a representative to serve on the College Board of Governors, and one student to serve on the State Advisory Council of Students.

All student officers are obligated to take leadership training and orientation upon assuming their positions. In addition to elected officers, a Campus Activities Board and the Community Outreach Opportunity Program (COOP) are selected to assist in student activities and sports programming.

If you wish to be involved in a certain activity or have suggestions concerning a new activity, please contact the Office of Student Activities or your campus Student Government Association representative. All students are encouraged to participate in student activities and governance as an important aspect of your college experience.

All student activities at West Virginia Northern are operated in an alcohol and drug free environment.

## **Functions of Student Governance Bodies**

Tri Campus Student Government Association

- Recommends policy
- Recognizes student groups

- Represents all students at the state level
- Selects students for College standing committees
- Stimulates student involvement with the College
- Develops student activities and clubs
- Represents the campus and students in community activities
- Channels student concerns to SGA or other appropriate bodies or individuals

Copies of the Student Government Association Constitution may be obtained from the Office of Student Activities, or campus counselor, or from the Office of Student Activities website.

## **Forming Organizations**

A major part of education takes place outside of the classroom through extracurricular activities, clubs, and organizational activities. You are encouraged to participate in student organizations to become better acquainted with other students and College faculty and staff. Additionally participation allows you to develop leadership abilities and community spirit.

Each officially recognized organization at the College has an advisor who is a professional employee of the College. Advisors work with students in the following ways:

- Offering advice on matters related to the organization's purpose
- Attending meetings and activities of the organization when considered necessary for the welfare of the students
- Advising the organization about its financial affairs
- Providing information on College policies and procedures relevant to the organization
- Ensuring that meeting minutes are taken and disseminated to appropriate College personnel
- Attending any function open to non-members or assisting students in arranging for another professional employee of the College to attend
- Schedule all space for the students and set up requirements with the appropriate College employee
- Reporting breaches of College policies and procedures to the appropriate College personnel  
(Note: all advisors are Campus Security Authorities)

All activities sponsored by any group of students are held under the supervision of an advisor or professional employee of the College.

Any group of students wishing to form a co-curricular, extracurricular or sports related student organization should comply with the following:

1. Contact the Director of Student Activities about forming the group, including its tentative name, purpose, and advisor
2. Write a constitution for the organization. Each organization should have a constitution within six weeks of the time interested students contact the Director of Student Activities.

Each constitution should include the following:

- Name of the organization
- Date the group was chartered and by whom
- Location e.g. Weirton campus
- Purpose and objective of the organization
- Qualifications for membership, e.g. full time student
- Offices in the organization
- Qualifications for officers, e.g., president must be at least a second term student
- Functions of each officer
- Meeting times, e.g. once a month
- Meeting place, e.g. Wheeling Park Ice Rink
- Regulations which officers and members must follow, e.g. members must attend at least 75 percent of all regularly scheduled meetings
- Dues of the organization, if any
- The number of members necessary to conduct business
- Procedure for electing officers
- Procedure for removing officers from office, including the reasons for which an officer can be removed
- Conduct expected from group members
- Method of obtaining an advisor

3. Present a copy of the constitution to the Director of Student Activities who will then distribute additional copies to the Student Government Association. The SGA will review the constitution to see if the organization is compatible with the goals and purpose of a community college.

4. The SGA president will present the constitution at the Tri Campus SGA meeting and relay the comments of the SGA to the Director of Student Activities.

5. After considering the recommendation of the SGA, as well as the goals, policies and practices of the College and state, the Director of Student Activities will endorse the constitution and the formation of the group, request further clarification or alteration of the constitution or withhold the endorsement of the group.

6. Should the group not be approved, the students can then present their request to the appeals committee for non academic matters.

If you do not desire to form an organization but wish to support an activity or project, you are encouraged to see an SGA representative on your campus or to contact the Director of Student Activities.

A list of current student organizations can be obtained from the Office of Student Activities or the

OSA website.

## **Calendar and Event Information**

Each year the Office of Student Activities produces an activities calendar of planned events. The calendars list events for each campus by month. The Office of Student Activities also utilizes posters, flyers, social media, email, and the College website to distribute information to the student body. Questions regarding events can be directed to the Campus Activities Board members, the campus counselors, or the Office of Student Activities.

## **Sports**

The College also recognizes the need for physical activities for students and, therefore, endorses a sports program. To participate in the sports program, you must be currently enrolled and you must have your own personal health insurance. West Virginia Northern offers club, recreational, intramural sport opportunities. Typically the sports that have been widely enjoyed by the student body are basketball, flag football, softball, golf, and volleyball. However as interest is indicated, other sports will be added to the program.

Students participate on their respective campuses and in their communities through competition with students on other campuses of West Virginia Northern Community College. Students with a greater interest in sports may join club sports and compete against other colleges in the tri-state area. In order to participate in the club sports program you must be enrolled in at least three credit hours.

If you are interested in the sports program or have questions about it, contact the Director of Student Activities. Wellness programs are offered throughout the year at Centre Town Fitness and Prodigy Fitness.

## **Student Activity Events**

If classes are canceled, all student activity events will also be canceled and possibly rescheduled. In the event a student activity is scheduled on a Saturday evening or Sunday, the College will use any methods available at the time to notify students or attendees if the event must be canceled, including the website and the WVNCC text alert system.

## **Bulletin Boards**

The College provides bulletin boards throughout College facilities to post official information, notices of activities and programs at the College or in the community, employment notices, current events or promotional materials for educational services. The College reserves the right to remove outdated materials or material not related to the College. Posting signs about any event external to the College must be approved by the Campus Dean or Director of Student Activities.

## **Information Services**

The College publicizes the accomplishments of students at West Virginia Northern. Should you wish to have publicity sent to the media, contact the Community Relations Office. Personnel in that

office will determine the best way to prepare and distribute the information.

## **Student Life Committees**

### **Financial Aid Committee**

This committee consists of three students (one from each campus), two faculty and one classified staff, the Vice President of Student Services, 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.

### **Academic Appeals Committee**

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 the appeal. 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.

### **Academic Judicial Board**

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.

For a complete listing of all committees and their descriptions please visit the following Web page:  
<http://www.wvncc.edu/about/faculty-and-staff-councils-and-committees/667>

# **Code of Conduct**

## **Code of Conduct**

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/Vice President of Student Services (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/Vice President of Student Services will determine if the exclusion of the student should continue pending final disposition of the matter. The determination by the Campus Dean/Vice President of Student Services 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, within 25 feet of College property.
- 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/Vice President of Student Services has the authority to issue institutional discipline to any behavior 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/Vice President of Student Services who then oversees the disciplinary procedures.

#### **B. Review the Charges**

Upon review of the charge(s) the Campus Dean/Vice President of Student Services (or designee) may:

- Dismiss the charges
- Impose sanctions as prescribed by the Student Code of Conduct
- 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 Vice President of Student Services within five (5) work days following the initial decision made by the Campus Dean (or designee). The Vice President of Student Services 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.

The Vice President of Student Services will decide whether the student may or may not be permitted to attend classes or other College functions during the appeal process.

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.

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 Vice President of Student Services and kept on file.

# **Safety and Campus Crime**

## **Campus Safety & Security**

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. You are responsible for individual actions and commitment to participate in programs to assist others. Individual involvement is essential and community members must commit to report any suspicious activity or crime immediately. The College will comply with applicable State and Federal laws.

If you see signs of crime or threats to your or others' safety, report it immediately to the Safety Committee, Campus Dean, Campus Counselor, Campus Service Center staff, local law enforcement officer or other College official. Crime reports help officials identify patterns and limit the opportunities of threats to safety and security.

Off-duty police officers patrol the Wheeling campus buildings from 6 - 10 p.m. If students desire an escort to a parking lot, they should wait in the lobby of either building for an officer. The Wheeling campus also has a full time police officer whose job responsibilities include patrolling campus buildings, enforcing campus regulations including those concerning parking, providing escorts as needed, securing buildings and maintaining required records related to safety issues, among other duties.

The New Martinsville campus is located near municipal law enforcement offices while the Weirton campus is more isolated yet located in the midst of a residential neighborhood that also contains a nearby church and parochial school. On or off campus, these are some tips to improve your safety:

- Take the most direct and safest route to destinations
- Stay on busy and well-lighted pathways
- Stay clear of dark areas, vacant lots and construction areas
- Walk with others whenever possible
- Walk in the direction of traffic to improve vision of oncoming cars
- Consider carrying a personal alarm

On or off campus, report to campus or law enforcement authorities when:

- Arguments escalate into physical confrontation
- Unknown strangers are seen loitering
- Persons are loading valuables into private vehicles
- Doors or windows are propped open or broken
- Persons are trying to force entry into locked cars, lockers, offices, or buildings
- Strangers appear to be going door to door in buildings or parking lots

Copies of the WVNCC Crime Awareness & Campus Security Report are available through the Campus

Service Centers.

## **Closing the College**

The President of the College has the authority to close the College during the period when emergency conditions exist. Such a determination is made in conjunction with local or State public safety officials. Such closing may be at one campus or the entire College, depending upon the impact of the situation. During the period of such closing, operations cease at the campus or College. The impact of the closing will be assessed, according to activities and operations affected during the period of closing, and alternatives developed to accomplish the goals of the College and requirements related to the activities. Academic calendar changes will be made only in rare circumstances and with broad consultation with those responsible and impacted. Senior administrators will work with personnel in their areas to develop satisfactory alternatives for accomplishment of goals and report those alternatives to the President, with the expectation that minimal schedule changes will be made. When possible, these alternatives will be developed after normal operations resume; however, depending upon the activities missed, the alternatives may of necessity be developed during the period of closing. See Student Services for weather emergency closing details

## **WVNCC Text Alert System**

WVNCC has a text alert system. This system is used for immediate notification to students, faculty and staff in an emergency situation, weather alert affecting the College, or campus closing. All students, faculty and staff will receive all emergency notifications for ALL campuses with the Alert detailing the campus that is affected.

## **Alcohol and Drug-free Environment**

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.

## **Tobacco Free Environment**

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, effective November 15, 2012:

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

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.

## **Firearms Policy**

Firearms, explosives, weapons of deadly force, or other weapons of mass destruction are not allowed on the property except for legally authorized law enforcement officials.

## **Additional Policies**

There are additional policies which relate directly to student life, such as guidelines for students called to active military duty; crime awareness and security; regulation for AIDS, hepatitis B; and other blood-borne infectious diseases; student use of state vehicles; cancellation of classes; use of facilities; Internet acceptable use and others. A complete list of all West Virginia Northern policies can be located on our website @ [www.wvncc.edu](http://www.wvncc.edu)



## **Policies (Partial Listing)**

What follows is a partial listing of some College policies, rules, and regulations. In many instances, students are referred to specific sections in the College Catalog for details.

### **Statement of Commitment**

West Virginia Northern Community College (WVNCC) is firmly committed to maintaining equal employment opportunity and affirmative action efforts.

### **New Policies**

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 125-B, B&O Building, Wheeling campus. Her email address is [pcarmichael@wvncc.edu](mailto:pcarmichael@wvncc.edu).

West Virginia Northern Community College is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan.

West Virginia Northern Community College is committed to the retention of all qualified, talented employees including protected group employees.

It is the policy of the West Virginia Northern Community College to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws.

### **Equal Opportunity and Affirmative Action Policy**

West Virginia Northern Community College is morally and legally committed to a policy of equal opportunity and prohibits discrimination with respect to race, sexual orientation, gender, age, color, religion, disability, veteran status, marital or parental status, and national origin for all employees, students, prospective students and applicants for employment. West Virginia Northern Community College neither affiliates with nor grants recognition to any individual, group or organization having such discriminatory policies or practices.

This policy extends to all West Virginia Northern Community College activities related to the

management of its educational, employment, financial, business and other affairs. It applies to all personnel management practices including, but not limited to, recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff and termination. West Virginia Northern Community College is committed to maintaining an atmosphere that is free of discrimination and harassment in any form.

West Virginia Northern Community College will continue to take affirmative action measures to ensure the entry of qualified minorities, women, veterans and the disabled as defined by law into the faculty, staff and student bodies. In education, equal opportunity on a merit basis is fundamental to equality in all other forms of human behavior; therefore, commitment to this goal is required of every College employee.

Any infractions of this policy will be subject to disciplinary actions as deemed appropriate and defined by College policy. Such infractions should be reported to Peggy Carmichael in the Human Resources office, Room 125, B&O Building, (304) 233-5900, Ext. 8901. Inquiries concerning this policy also can be directed to:

President's Office

West Virginia Northern Community College

1704 Market Street

Wheeling, WV 26003-3643

## **Appeal Procedures for Employees, Applicants, and Students**

Any person who believes that the West Virginia Northern Community College stated policy of non-discrimination has been violated can seek redress through College procedures. Employees, including student employees, and enrolled students may appeal administrative decisions, which are believed to be out of compliance with the provisions of this EEO/AA Plan by contacting, personally or in writing (Chief Human Resource Officer) Peggy Carmichael for the purpose of explaining the complaint.

A complainant may at any time seek the assistance of the Human Resource Director (Affirmative Action Officer) for assistance with a complaint.

## **Statutory Appeal Procedures for Covered Employees Including Student Workers**

Separate from the ordinary campus processes for dispute resolution, some complaints related to employment may be covered by the State Employee Grievance Procedure.

## **Appeal Procedures for Employment Applicants**

Any job applicant or candidate who has a complaint about equal employment rights should contact Peggy Carmichael, Chief Human Resource Officer.

- If the complaint is directed to Ms. Carmichael, she shall make an investigation into the matter

and respond to the complainant within a period of 10 working days.

- If the complainant is dissatisfied with the response received from Ms. Carmichael, he/she may appeal the matter to the President within five working days after the date the response is mailed.
- In the case of a complaint made directly to the President, or in the case of an appeal to him from the response of Ms. Carmichael, the President shall investigate the matter, or have it investigated, and respond to the complainant within a period of 10 working days from the date of the complaint or appeal.

The Chief Human Resource Officer, Peggy Carmichael, has been appointed by the President as the Affirmative Action Officer and the Equal Employment Opportunity Counselor for West Virginia Northern Community College.

Contact Information: Peggy Carmichael

Chief Human Resource Officer

West Virginia Northern Community College

Room 125 B&O Building

1704 Market Street

Wheeling, WV 26003

304-233-5900 x 8901

## **Sexual Discrimination/Harassment**

West Virginia Northern Community College is committed to providing its faculty, staff and students with a work and educational environment free from all forms of sexual discrimination and harassment. Therefore, sexual discrimination or harassment, in any manner or form, is a violation of College policy and expressly prohibited.

**Definition**—Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or education, or (3) such conduct creates an intimidating, hostile or offensive work or education environment. Sexual discrimination is defined as any derogatory action, words or sensory input based upon gender or gender orientation.

**Reporting**—Sexual discrimination or harassment complaints should be reported as soon as possible, to enable investigation and resolution, to the supervisor, advisor, counselor, or Human Resources Department. Any employee who knows, or should know, about a sexual harassment or discrimination problem has the responsibility to bring it to the attention of her/his supervisor or other College official.

**Resolution Procedures**—All complaints will be taken seriously and addressed in a confidential

manner in the least disruptive, most informal manner possible, suited to individual circumstances. Every effort will be made to allow alleged offenders and complainants an opportunity to resolve their difficulties informally in a manner which preserves the reputation and integrity of the involved individuals. If the complainant does not feel it is possible to talk with the alleged offender or to write to the alleged offender, then, with written permission of the complainant, the College employee to whom the report was made, may make contact with the offender or an appropriate College official in an attempt to resolve the situation.

If informal procedures are unsuccessful, or formal action is determined to be appropriate, the complainant must initiate formal action by submitting a written complaint with sufficient specificity. Formal procedures have the purpose of allowing both parties an opportunity to pursue a resolution. The person filing the complaint founded in good faith has the opportunity to pursue the allegation without fear of retribution and to seek relief from proved sexual harassment or discrimination. The alleged offender will be promptly notified and provided the opportunity to defend him/her self and to clear him/her self of the complaint. A finding of sexual harassment or discrimination will result in appropriate counseling, and/or disciplinary action or dismissal from the College consistent with the degree of seriousness of the offense.

Acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution.

## **Academic Integrity and Work Ethic**

The maintenance of an atmosphere of academic integrity is the responsibility of all students, faculty and staff of the College.

Complete academic integrity in fulfillment of requirements is expected of all students and faculty. Students must in no way misrepresent their work, fraudulently or unfairly advance their academic status, or in any way abet other students who fail to maintain academic integrity. Procedures will be developed to handle any cases of violation of this policy.

Through its programs and services, the College will also seek to foster a work ethic that will lead students to an appreciation of principles such as punctuality, attendance, thorough preparation, cooperation, conservation of resources, and appropriate behavior in the work place.

## **Academic Integrity and Student Responsibilities**

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 Vice President of Academic Affairs, 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

## **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.

## **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.

## **Student Rights and Responsibilities**

The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules, and regulations of the Board of Governors and the College. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the College. A complete copy of academic rights and responsibilities as well as student conduct policies, rules, regulations, disciplinary action and appeals procedures is available at the Campus Service Center and the College's Web page at [www.wvncc.edu](http://www.wvncc.edu)

## **Student Complaints/Concerns**

WVNCC recognizes that students will have concerns that they wish to bring to the attention of

College officials from time to time. Issues may range from minor, such as lack of paper in a printer, to significant, such as an issue that impacts the ability of the student to succeed. It is the College's practice to attempt to resolve issues at the lowest level possible. The student should always begin the process with the appropriate administrator or the service center. The College distinguishes among the types of concerns in the following manner.

**Concerns** are issues that a student wants to bring to the attention of someone in authority but for which the student does not expect a formal response. Examples of concerns are selection of food in the vending machines, inconvenient times that courses are scheduled, perceived rude behavior by an employee, burnt out lights in a hallway, etc. Concerns are generally expressed orally or by e-mail and while the student may be seeking an answer to the situation, the situation does not rise to the level where a formal institutional response is required.

**Complaints** are issues for which the student desires a formal institutional response. Examples of complaints are safety issues, inability to meet graduation requirements because of unavailable courses, procedures or practices that are barriers to student success, discriminatory practices, etc. Complaints must be reduced to writing on the Student Complaint Form available from the service centers.

**Grievances** reference an existing WVNCC policy (Rule) that has caused some difficulty for the grievant. Grievances follow the Student Grievance Reporting Process detailed in the handbook.

## **Resolution of Concerns or Complaints**

Northern attempts to use all interactions with students as a learning opportunity. Anyone receiving a student concern will relay the information to the appropriate office and, where appropriate, will provide an explanation or assist the student in finding someone who may help. There may be phone calls or e-mails exchanged, but there is no formal institutional response and no formal record is maintained. Concerns will be reviewed periodically by the College administration to determine ways to positively impact the College's ability to achieve its mission.

Complaints are reduced to writing on the Student Complaint form and the form is forwarded to the appropriate administrator. The administrator will review the issue and formally respond to the student in writing, which may include an e-mail to the student's Northern e-mail account. The administrator will complete the Student Complaint form and send it to the Campus Dean or Vice President for Student Services where it will be entered into a log that is maintained for three years.

## **Debt Collection**

West Virginia Northern Community College will be diligent in collecting any funds (tuition, loans, service or rental/leasing agreements) owed it. Until balances are paid or arrangements to pay are made, a "hold" is placed on the student's account and the ability to receive reports, access services,



or use facilities may be withheld. Holds remain on account until paid in full.

Rationale: The College is required by State and Federal mandate to collect all monies owed to it.

- At the time of registration or receipt for payment, students receive an invoice/billing statement. A payment date, consistent with the College's "purge date" is specified.
- At least three weeks prior to the College's "purge date," pre-registered students with balances are sent an invoice and a "reminder to pay" letter.
- Students with balances after the last day to pay date are purged from the system. For fall and spring semesters, prior to the registration period for returning students, students with an outstanding balance are sent a "past due account" notice, an invoice indicating the amount due, and information on the "hold" status placed on the account. Students are provided 30 days to pay.
- For summer semesters, one week after a semester's end, students are sent a "past due account" notice. Students are provided 30 days to pay.
- Student accounts with balances of 30 days are sent a "still past due" notice. Students are provided 30 days to pay. Monthly statements will be generated as follows:
- Student accounts with balances of 30 days are sent a "Still Past Due" notice. Notice will include statement, "You must immediately make arrangements through the Business Office for payment of your account or risk being removed from class(es)."
- Student accounts with balances of 60 days are sent a "third and final notice of past due account." Students are provided 30 days to pay.
- Student accounts with balances after the "third and final notice" payment period are referred to a College-designated third party agency or an approved contracted collection agency.
- For students leaving the College (graduation, withdrawal prior to the end of a semester), 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 Catalog**

The Catalog is the official document of the Institution in relation to program offerings, policies and other related matters. Catalogs can be obtained at Campus Service Centers or online at [www.wvncc.edu](http://www.wvncc.edu).

## **The WVNCC Alumni Association**

The Alumni Association is a permanent link between the graduates and the College. The Association's mission is to provide services and support to West Virginia Northern Community College, its students and alumni, and the communities served by the College. The goals of the Association are to facilitate interaction among the alumni, to promote relations between the College and the community, and to work with the administration for needed services and support.

The organization fulfills these goals by participating in community service projects and College activities, making donations to the College in various ways, and working with student organizations<sup>49</sup>

The Alumni Association sponsors social, service, educational, and fund raising activities for alumni, students, and the community. The Association also maintains a historical collection of memorabilia and artifacts preserving the history of the B&O Railroad and area glass manufacturers, concentrating on Hazel-Atlas Glass in Wheeling and Viking Glass in New Martinsville.

## College Colors, Symbols and Mascot

Scarlet and white are the College's official colors. The mascot for sports and other appropriate programs is the Thundering Chicken. Other symbols of the College are the seal and logo. These emblems, as well as the logo for the College's Alumni Association, are shown on this page. Use of these symbols without the expressed written consent of the College is prohibited.

### Alma Mater

Northern, Northern proud and growing  
Alma Mater onward flowing.  
From the mighty rolling river  
Draw your strength and lead us ever.

Northern, Northern,  
Three faces, one heart.  
West Virginia Northern Community College,  
Hope and knowledge impart.  
Where the misty mountains graze you  
We now lift our song to praise you.

Through our lives with love and pride,  
Memories of you abide. Northern, Northern,  
Three faces, one heart.  
West Virginia Northern Community College. We will never part.



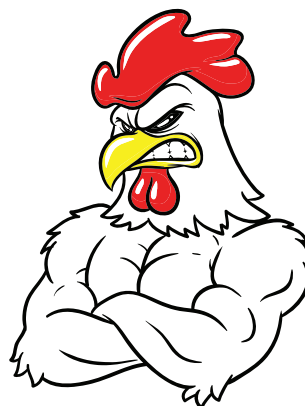
WVNCC Seal



WVNCC Alumni Association



WVNCC Logo



WVNCC Thundering Chicken



