



CONCORD
UNIVERSITY

STUDENT HANDBOOK

2026 - 2028



— *Come to Learn. Go to Serve.* —

CU STUDENT HANDBOOK

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CONCORD
UNIVERSITY

PRESIDENT'S MESSAGE



To Our Concord University Students:

Welcome to Concord University! We are so proud that you have chosen to join our Mountain Lion family, and we are excited to walk alongside you during this important chapter of your life.

At Concord, you will be supported by dedicated faculty and staff who care deeply about your success and are committed to providing a high-quality education that prepares you for meaningful careers, engaged citizenship, and lives of purpose. We encourage you to fully immerse yourself in the Concord experience. Get involved, build relationships, ask questions, serve others, and take advantage of the many opportunities that will help you grow academically, personally, and professionally.

This handbook is designed to be a helpful resource and includes important information about campus services, guidelines, and policies. I encourage you to take time to review it and to reach out to our faculty or staff whenever you have questions or need support. We are here for you.

Once again, welcome to Concord University. I wish you a successful, fulfilling, and memorable journey with us. Remember, here you truly Come to Learn and Go to Serve.

Sincerely,

Bethany Meighen

Dr. Bethany D. Meighen, Ed.D.
President, Concord University

Come to Learn. Go to Serve.

CONCORD UNIVERSITY ALMA MATER

Concord, we hail thee! Hats off to you! Ever you'll find us loyal and true.
Firm and undaunted always we'll be;
Hail to the school we love: here's a toast to thee!

School Colors: Maroon & Gray

Official Mascot: Mountain Lion

CONCORD UNIVERSITY HONOR CODE

As a member of the Concord University Community, I will act with honesty and integrity in accordance with our fundamental principles, and I will respect myself and others while challenging them to do the same.

THE PURPOSE OF CONCORD UNIVERSITY

Concord exists to improve the quality of life of the people and communities we serve.

THE VISION OF CONCORD UNIVERSITY

Concord, the university that transforms and enriches lives throughout Central Appalachia and beyond.

Concord University will expand its capacity to provide transformative educational experiences that empower students and alumni to enrich their lives and communities. Concord will increase its impact on the region and the world through the leadership and service of our informed and civic-minded students, alumni, faculty, and staff.

THE MISSION OF CONCORD UNIVERSITY

The mission of Concord University is to improve the lives of our students and communities, through innovative teaching and learning, intellectual and creative activities, and community service and civic engagement.

Concord University provides accessible, affordable, high-quality, student-centered teaching and learning opportunities strengthened by integrated support services and co-curricular programs.

Concord's rigorous, market-driven programming provides:

- Current professional knowledge and essential communication.
- Numerical, critical thinking.
- Reasoning skills that are necessary for life-long success in a dynamic and culturally diverse world.

Concord's mission immerses people in intellectual inquiry to expand knowledge, encourages and supports creative activities and the arts, and contributes to community engagement and economic development to enhance the quality of life in the region and beyond.

Concord's mission will achieve our vision to transform lives, enrich our communities, and prepare leaders for service regionally, nationally and internationally.

ASSESSMENT: ASSESSMENT OF STUDENT LEARNING

The Concord University faculty has developed programs to assess the academic achievement of the University's students. The assessment program is linked to the University's mission and educational goals. The assessment at Concord has two important roles: institutional quality and accountability. The University uses various measures to assess student attainment to analyze and improve the quality of Concord's education programs. These assessment measures are used in the continuing evaluation of curricular and instructional decisions that are aimed at improving student learning outcomes. An integral part of the program is the assessment of student learning in the major and general education programs. However, Concord strives to involve all educational support areas in the assessment process. All programs assess the learning environment and what changes might be made to maximize the learning experience. Assessment of student learning is ultimately the systematic collection, analysis, and use of information to improve student learning outcomes.

EDUCATIONAL GOALS

Concord University Goals Preamble

Concord University strives to ensure that students come away from their experience with knowledge and skills that will enable them to fulfill their personal and professional aspirations and awareness concerning their chosen discipline. The learning goals and outcomes are derived from national research and best practices surrounding liberal arts education and Concord University's mission. The goals are a shared vision of what is expected of all Concord graduates. The educational programs of Concord University are designed to foster knowledge/mastery of content, critical thinking, communication, and personal, civic, cultural, and global competence.

General education, the core of all undergraduate curricula, is an essential element in an educational process designed around student learning expectations. Continuous improvement of courses, curricula, and programs is vital for institutions to ensure the progress and sustainability of student learning and effective instruction. Assessment of general education is not only necessary to satisfy accrediting bodies and stakeholders but to provide evidence to answer our own question – Did students learn what we wanted them to learn? (Assessing General Education Programs, Allen, 2006)

University Goals and Learning Outcomes

1. ***Knowledge/Mastery of Content:*** Students will demonstrate a depth of knowledge and apply the methods of inquiry in a discipline of their choosing, and they will demonstrate a breadth of knowledge across varied disciplines.
2. ***Critical Thinking:*** Student will demonstrate the ability to access, analyze, and interpret information, respond and adapt to changing situations, make complex decisions, solve problems, and evaluate actions.
3. ***Communication:*** Students will demonstrate the ability to communicate clearly and effectively.
4. ***Personal, Civic, Cultural, and Global Competence:*** Students will demonstrate awareness and understanding of the skills necessary to live and work in a diverse world.

A Statement on the Philosophy of Assessment and Our University Goals

Concord's mission is clear: to improve the lives of our students and communities through innovative teaching and learning, intellectual and creative activities, and community service and civic engagement. Our university goals are the principal means to assess the effectiveness of our efforts to accomplish that mission. They provide a measurable, manageable, and efficient means of

assessment. They render us accountable to our students, faculty, administrators, and as a public university, the wider community. They provide a comprehensive definition of the parameters of our mission. Finally, they are inclusive and applicable to all of Concord's academic programs, cocurricular and other activities (T.J. McKenna, 2018).

STUDENT PARTICIPATION IN ASSESSMENT

Active student engagement in the assessment of learning is imperative to an effective, systematic approach to continuous improvement efforts of general education and programs. While most assessment activities are embedded assignments in courses and/or programs, students are also expected to voluntarily participate in other indirect assessment measures, especially in completing surveys for the University's assessment activities. As freshmen and seniors, students are expected to complete incoming and exit surveys regarding attitudes toward and development of the University's learning goals and experiences. Periodically, the University may engage in a nationally normed or university-specific survey and request students to participate and complete it.

As students, it is your responsibility and privilege to share with us your experiences at Concord University. We appreciate your cooperation with our assessment efforts!

THE RELATIONSHIP BETWEEN STUDENTS AND CONCORD UNIVERSITY

Concord University is a community of students, faculty, staff, administrators, and alumni joined together in the common pursuit of enlightenment. As a result, the curriculum is rich and varied.

Attending a university is a privilege, as well as an opportunity. The tuition and fees that students pay cover only part of the cost of attendance. The balance is invested in the future of Concord University students by the State of West Virginia and donors. In its responsibility for this investment, the University has an obligation to maintain itself as a recognized institution of higher education, offering programs of high quality and awarding degrees that are respected both in and out of the state and globally.

In accepting admission to Concord University, the students must realize that they are not purchasing an education, for that is impossible. The student buys the opportunity to achieve an education, including developing skills, ideas, and attitudes in a place where the main purpose of all facilities and activities is dedicated to the task. The opportunity carries within it an obligation to observe the regulations, practices, and goals of the University.

State Legislation establishes some of the University regulations in policies of the West Virginia Higher Education Policy Commission or through standards set by national accrediting agencies. Others concern academic procedures that make our degree a meaningful mark of educational achievement. Some regulations keep the campus an orderly and attractive place to live and study, protecting all activities from disruption by a few. Other regulations merely reflect good taste and manners. Just as students ultimately are responsible for their education, so upon them rest the obligation to read, know, and observe the regulations of the University contained in the most current issue of the Concord University Academic Catalog and this Handbook.

BRIEF HISTORY OF CONCORD UNIVERSITY

Concord University was established on February 28, 1872, by an Act of the West Virginia Legislature. The early founding years were difficult, but on February 22, 1874, the cornerstone of the first building was finally laid. Instrumental in obtaining the land and buildings were W. H. Martin and Captain William Holroyd, residents of the then town of Concord Church, now called Athens.

Captain James Harvey French was appointed the first teacher and principal of Concord Normal School. On May 10, 1875, Concord Normal School officially opened. In 1886, the Normal School, through appropriations from the State Legislature, was housed in a large and handsome building on the site of the present Athens School on South State Street. On November 22, 1910, a fire destroyed the structure. The present location of the erected central building was the new location for the Normal School.

On three occasions, the Legislature recognized Concord's expanding educational mission by changing the institution's name. In 1931, the Legislature amended the name from Concord State Normal School to Concord State Teachers College, and in 1943, they officially shortened the name to Concord College. Finally, in 2004, we became Concord University.

THE MARSH MEMORIAL CARILLON

The Marsh Memorial Carillon at Concord University is the first and only true carillon in West Virginia. With its 48 bells, the largest bell (called "the bourdon") weighing 4,310 pounds, and its four-octave musical range, it is a world-class instrument and classified as a "grand" or "concert" carillon.

ATHENS, WEST VIRGINIA

A small town with the advantages of modern life, Athens is an active community whose residents support Concord University and are committed to the intertwined mission and goals of the university and town. Located on a mountaintop, Athens is beautiful in all seasons!

TOWN OF ATHENS STATISTICS

- Elevation: 2,598 feet
- Incorporated: 1906
- Population (as of 2024): 1,494
- Government: elected mayor and six-member town council
- Climate: Average January high temperature: 40°F/ average low temperature: 20°F Average July high temperature: 81°F/ average low temperature: 59°F Average annual precipitation: 37.3 inches Average annual snowfall: 27 inches

TRADITIONS

Many traditions have developed over the years. Some of the currently observed traditions are:

- Service to community and campus
- Friendliness! Smile and say, "Hi!" to your fellow Mountain Lions and guests when you pass on the sidewalk, in hallways, and residence halls!
- Civility
- Black Light Bingo
- Homecoming parade and bonfire, week-long activities & celebration
- Alumni Banquets & Fundraisers
- Mountain Lion Mondays (Wear your Concord colors and apparel to show your CU spirit!)
- Founders Day Celebration
- Undergraduate Research Day
- Graduation Fairs
- Roth Scholarship 5K Walk/Run
- Athens Concord Town Social
- Late Night Finals Breakfast
- Greek Week
- Spring Fling
- Concord Day of Service
- Veteran Friendly
- Scholarship support by alumni and community for students (CU Foundation support)

THE CU CHOOSES CIVILITY PROJECT

Several years ago, Concord University initiated the *CU Chooses Civility Project* as a theme that continues each year. The CU Civility project asserts that:

A TRUE MOUNTAIN LION...

- Makes a Difference
- Stands Up for Others
- Is Open-Minded
- Listens
- Helps Those in Need
- Apologizes
- Respects Others and Their Beliefs
- Is a Good Friend
- Embraces Differences

“In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing.” Theodore Roosevelt

EQUAL EMPLOYMENT OPPORTUNITY

The Concord University Equal Employment Opportunity Officer actively monitors university practices and procedures for educational and employment opportunities.

The University seeks to actively comply with Federal and State Regulations regarding employment and education. The Director of Human Resources is the designated Equal Employment Officer at the University.

As an Equal Opportunity employer, Concord University affords all prospective and current members of the student body, faculty, and staff equal opportunity based on individual qualifications and merit without regard to race, color, religion, age, national or ethnic origin, sexual orientation, gender or gender identity, or disability as identified and defined by regulations and law. The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on these bases.

The University's Board of Governors has adopted an Equal Opportunity Policy to affirm the University's expectation of equal employment opportunity. The policy, Board of Governors' Policy No. 47, can be found at:

<https://www.concord.edu/about/administration/board-of-governors/bog-policies>

The University complies with Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations. For complaints or concerns relating to Title IX, please see the Concord University Student Handbook for policies and protocols or request copies from the Office of Student Affairs.

Section I. NON-DISCRIMINATION

Concord University is dedicated to providing a learning environment that supports academic excellence, personal growth, and professional development for all members of its community. Students are considered for admission, employment, and access to programs based on individual merit. Concord University (CU) strives to promote equitable and fair treatment in every aspect of campus life for all persons, regardless of race, ethnicity, religion, gender (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information.

This non-discrimination statement also applies to all educational programs, including other related activities covered under Title IX, which prohibits gender discrimination in higher education. Students may contact the Title Coordinator at 304-384-5289, the Chief Student Affairs Officer and Dean of Students at 304-384-5378, their Academic Advisor, Resident Director, or the Counseling Center at 304-384-5290 if they have concerns or complaints regarding possible discrimination.

Section II. CONCORD UNIVERSITY TITLE IX

2.1 U.S. Code, Title IX of the Higher Education Act (Amendments of 1972)

No person in the United States shall, on the basis of sex (gender), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

2.1 Gender Discrimination, Sexual Misconduct, and Harassment Complaints

Title IX of the Education Amendments and Concord University Policy prohibits discrimination in services or benefits offered by the University based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Concord University will not and does not tolerate sexual harassment or sexual assault. The University herein affirms that employees have a right to work and students have a right to study in a positive atmosphere free from sexual harassment and abuse.

The following are examples of types of conduct that may constitute sexual harassment and/or sexual assault:

- Inappropriate touching
- Physical assault or coerced sexual activity
- Non-consensual sexual contact
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, email, other social media, or gestures
- Stalking

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator.

Section III. STUDENT TITLE IX GRIEVANCE PROCEDURE

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972.

a. Internal University Complaint Process

Title IX complaints should be addressed to Chelsey Rowe, Title IX Coordinator, Concord University, P.O. Box 1000, Campus Box D137, Athens, West Virginia 24712, 304-384-5175, who has the designated administrative responsibility for Title IX compliance efforts.

1. A complaint may be filed in writing, electronically (email or online complaint form), physically mailed, or verbally given over the phone or in-person. It should contain the name, address, and/or contact information of the person filing it; and briefly describe the alleged conduct.
2. A complaint should be filed promptly, although there is no time limitation on the filing of reports, as long as the accused individual remains subject to Concord's jurisdiction.
3. The respondent (accused) will receive notification, in writing, of the allegation(s) and potential policy violations, including the level of policy elements that will be included in the investigation, and will be apprised that no retaliation may occur.
4. The University will provide supportive measures to both the complainant and respondent, if needed or requested. The University may also initiate measures to ensure the safety of the complainant and the campus community, if warranted. In the event that either party becomes a threat to themselves or the campus community, the University may initiate an emergency removal of that individual on a temporary basis.

5. The respondent and the complainant will have the opportunity to meet separately with the Title IX Coordinator or designee to review the policy and procedure.
6. If criminal activity is involved, the Office of Public Safety will be notified.
7. Both the complainant and the respondent have the right to be accompanied by an advocate or advisor in all proceedings.
8. Both the complainant and the respondent have the right to submit evidence, including written materials, photos, screenshots, emails, recordings, etc. The burden of proof rests with the University, not the parties involved.
9. An investigation, as may be appropriate, will follow a complaint filing. The investigation will be conducted by individuals designated by the Title IX Coordinator or their designee(s). These investigators will gather any pertinent documentation materials and may interview the complainant, respondent, and any witnesses.
10. To the extent possible, confidentiality will be maintained. The complainant and respondent will both be apprised to maintain confidentiality. However, some level of disclosure by the University and investigator(s) may be necessary to ensure a complete and fair investigation.
11. An investigation report will be produced, allowing the parties 10 days for review and written responses, if any. Upon conclusion of the investigation process, the Title IX Coordinator, along with the complainant and respondent, will review and discuss the options moving forward: (i) informal resolution, which must be voluntarily agreed to, in writing, by both parties, or (ii) formal resolution process with a hearing. If the formal resolution processes is selected, a hearing will be scheduled before the Decision-Maker. Following the hearing, the Decisionmaker will prepare a written outcome letter identifying the outcome and any sanctions applicable if the respondent is found to be responsible for violation of policy.
12. Following receipt of the outcome letter, the parties will have an opportunity to appeal the decision, if warranted.
13. Any acts of retaliation are strictly prohibited and may result in separate charges.
14. All records of Title IX matters/proceedings will be maintained by the Title IX Coordinator for a period of seven (7) years.

3.1 External Complaint Process

The U.S. Department of Education's Office for Civil Rights (OCR) is the federal agency responsible for addressing complaints related to discrimination on the basis of sex. Complaints must be filed in a timely manner with OCR. Information on how to file a discrimination complaint with the [OCR](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html) may be found online via <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

The U.S. Office for Civil Rights Regional Office in Philadelphia, PA can be reached by phone at 215656-8541 (Voice) or 800-877-8339 (TDD); the OCR National Headquarters can be reached at 800421-3481 (Voice) or 800-877-8339 (TDD). OCR's policies, procedures, and contact information may change over time, so please visit the website for the most current information.

HAZING POLICY

Concord University prohibits all forms of hazing, as defined by West Virginia Code §18-16, Stop Campus Hazing Act, and the Student Code of Conduct. Hazing is strictly forbidden in connection with any student organization, athletic team, club, group, or individual student activity, regardless of a person's willingness to participate.

All students, employees, student organizations, and affiliated groups are responsible for preventing hazing and for reporting suspected incidents to the Chief Student Affairs Officer/Dean of Students.

Concord University will respond promptly to all reports of hazing. Reports will be reviewed, investigated, and adjudicated according to the University's Hazing Reporting Procedure and the Student Code of Conduct. Cases involving hazing are referred to the University Hearing Board for a formal hearing.

Individuals and organizations found responsible for hazing are subject to disciplinary action, which may include probation, suspension, removal of organizational recognition, or other sanctions deemed appropriate. Hazing involving recognized organizations will be included in the University's Campus Hazing Transparency Report.

Retaliation for reporting hazing or participating in an investigation is strictly prohibited.

HAZING REPORTING PROCEDURE

1. **Purpose:** This procedure provides guidance for reporting, investigating, and adjudicating suspected hazing in compliance with West Virginia Code §18-16, the Stop Campus Hazing Act, and the Concord University Student Code of Conduct. It supports a safe, respectful, and inclusive campus environment.
2. **Who May Report Hazing:** Anyone may report suspected hazing, including: Students, Faculty, Staff, Advisors, Coaches, Alumni, Parents, Community Members, and/or Anonymous Reporters. Concord University employees are expected to report suspected hazing incidents to the Dean of Students immediately.
3. **What Should Be Reported:** Report any actions or situations that may:
 - Endanger mental or physical health or safety
 - Be required for initiation, affiliation, or continued membership in a student organization
 - Include forced behaviors, humiliation, sleep deprivation, substance use, or unsafe physical tasks
 - Include destruction of property as part of group activities

Reasonable suspicion is sufficient; proof is not required.

4. **How to Report Hazing:** All reports go directly to the Chief Student Affairs Officer / Dean of Students via:
 - Online reporting form on the Student Affairs webpage (can be anonymous).
 - Email or phone to the Dean of Students.
 - In-person meeting with the Dean of Students.
 - Emergency situations (immediate danger, injury, or threats) should also be reported to Campus Police / 911.
5. **Initial Response:** Upon receiving a report, the Dean of Students will:
 1. Review the report.
 2. Conduct a safety assessment and implement interim measures if necessary, such as:

- No-contact orders
 - Activity suspension for student organizations
 - Temporary housing or class adjustments
3. Determine whether the allegations meet the definition of hazing under WV law and the Student Code of Conduct.
- 6. Investigation and Adjudication Process:**
1. The Dean of Students conducts a thorough investigation, including:
 - Interviews with students, witnesses, and advisors
 - Collection of messages, photos, and organizational records
 - Documentation of all evidence in a secure, confidential manner
 2. If sufficient evidence of hazing is found, the Dean of Students prepares an adjudication report, which includes:
 - Summary of allegations
 - Evidence collected
 - Parties involved
 3. The adjudication report is submitted to the University Steering Committee, which forwards the case to the University Hearing Board.
 4. The University Hearing Board conducts the formal hearing, determines responsibility, and assigns sanctions in accordance with the Student Code of Conduct.
 5. If criminal conduct is suspected, the Dean of Students coordinates with Campus Police for any parallel investigation.
- 7. Sanctions and Transparency**
- The University Hearing Board determines sanctions for students and/or organizations found responsible.
 - Findings against recognized student organizations are included in the Campus Hazing Transparency Report, as required by law.
 - Individual-only violations (not involving a recognized organization) are tracked internally but are not publicly reported.
- 8. Support and Resources:** The Dean of Students provides:
- Guidance and support to affected students
 - Referrals to counseling or medical services
 - Education and prevention resources
- 9. Protection from Retaliation:** Retaliation against anyone reporting hazing or participating in an investigation is strictly prohibited and may result in disciplinary action.
- 10. Annual Education:**
- Annual hazing prevention education is provided to all student organizations.
 - Advisors and campus staff are trained on recognizing and responding to hazing.
 - The Campus Hazing Transparency Report is published in accordance with the Stop Campus Hazing Act.

STUDENT SERVICES



CONCORD
UNIVERSITY

2026-2028

STUDENT SERVICES

ATHLETIC DEPARTMENT

Location: Leslie R. and Ruby Webb Carter Center – MAIN FLOOR

Telephone: 304-384-5347

Website: <https://www.cumountainlions.com/>

Email: aproffitt@concord.edu

The Carter Center is a multi-use facility that serves as home to the Concord University Athletic Department, Concord University Sports Medicine, and the Department of Health, Physical Education, and Athletic Training. The main floor contains two gymnasiums, a dance studio, and departmental offices. The lobby features the Concord Athletic Department Hall of Fame. The fourth floor, accessible by exterior stairways or elevators (the elevator is not handicap accessible in all cases, driving wheelchairs do not fit in the elevator), features state-of-the-art “Smart” classrooms and one office suite. The second floor is comprised of team locker rooms, training room, athletic training lab, laundry room, faculty locker room, varsity weight room, Student Athletic Clinic, and the Mountain Lion Room. Contact the athletic office for the Carter Center use policy.

Concord University sponsors 18 NCAA Division II Championship sports and cheerleading that include: Baseball, Men’s Basketball, Women’s Basketball, Softball, Volleyball, Football, Esports, Cheerleading, Men’s Soccer, Women’s Soccer, Men’s Golf, Women’s Golf, Men’s Cross Country, Women’s Cross Country, Men’s Indoor Track, Women’s Indoor Track, Men’s Outdoor Track, Women’s Outdoor Track, Women’s Triathlon, and Women’s Wrestling. Individuals interested in participating on a varsity team are advised to contact the Head Coach for try-out dates. Home athletic contest admission is free to all Concord University students, faculty and staff who present a valid university ID.

Anderson Field

In the spring, the Mountain Lion baseball team takes advantage of a custom locker room, manicured infield, and batting cages and drill areas. Contact the Athletic Department for the Anderson field use policy.

Callaghan Stadium-June O. Scott Field

Within the confines of this multi-use complex is housed a lighted softball field, lighted track, and an innovative “tiger” turf football field with press box and seating for 5,000 spectators. Callaghan Stadium also serves as home field to the men and women’s soccer teams in the fall. Contact the athletic office for the stadium and field use policy.

Christi/Cox Court at the Carter Center

Christie/Cox Court is the home court of the Concord men's and women's basketball teams, as well as the CU volleyball team. Since the beginning of 2024, Christie/Cox Court—the floor named in honor of the two winningest men's basketball coaches in program history—has undergone several upgrades. New bleachers were installed during the summer of 2024, along with state-of-the-art scoreboards. Then, in the summer of 2025, the court inside the Carter Center was completely refinished in preparation for the upcoming seasons.

Mt. Lion Softball Field

The Mountain Lions' softball team plays all home games at the CU Softball Field, tucked behind Callaghan Stadium. The all-turf infield was transformed during the summer of 2021. To enhance the fan experience, a handicap-accessible seating deck was constructed in 2025, and the program received a new scoreboard in left-center field during the summer of 2024.

The Woodlyn & Earl Kendrick Athletic Practice Facility

The Woodlyn & Earl Kendrick Athletic Practice Facility is Concord's newest facility, having officially opened in November 2025. Through generous contributions, the indoor practice area provides a full weight room, a two-lane track of approximately 125 meters, a large turf area that can also double as hitting cages for the Concord baseball and softball teams, two golf simulators and an athletic training recovery room.

BONNER SCHOLARS PROGRAM

Location: Bonner House, First Floor

Telephone: 304-384-6009

Website: <https://www.concord.edu/bonnerscholars>

Email: bonner@concord.edu

The Bonner Scholars Program is a scholarship and student development program funded by a generous endowment from The Corella and Bertram F. Bonner Foundation in Princeton, New Jersey. Bonner Scholars are provided with scholarship funds for a commitment to service in the local community. Additionally, students participate in leadership and personal development activities as they progress through this four-year program. The program aims to develop experienced, knowledgeable, and committed individuals who recognize the needs of our society and each person's responsibility to serve throughout their lifetime.

Participants are usually selected as incoming freshmen. However, there are often openings each term for upper-class students as well. If you desire to work in the community, are successful academically, will be at Concord University for a minimum of two more years, and have financial needs, you may be eligible to fill one of these openings. Additional program information, including our scholarship application, can be found on our website.

BONNER CENTER FOR SERVICE & LEADERSHIP

Location: Bonner House, First Floor

Telephone: 304-384-6009

Email: bonner@concord.edu

Created through funding available from the Bonner endowment, the Bonner Center for Service and Leadership seeks to provide opportunities for all students to work with local community agencies in a variety of ways: one-time service projects, ongoing service during a semester or academic year, community-based research, class projects, etc. These opportunities allow students to explore interests, build real-world skills, and enhance the learning in our classrooms.

ALL students interested in community service are welcome to explore opportunities available through the Center.

CENTER OF EXCELLENCE FOR VETERAN STUDENT SUCCESS

Location: Rahall Technology Center, Suite 232

Telephone: 304-384-5277

Website: <https://www.concord.edu/student-life/veterans/cevss>

Email: klbrown@concord.edu , cevss@concord.edu

The Center of Excellence for Veteran Student Success (CEVSS) focuses on assisting student veterans (including former, active-duty, National Guard, and Reserve service members) throughout their time at Concord. We are dedicated to assisting student veterans transitioning from the military to the classroom and beyond. The CEVSS works closely with many departments on campus, including but not limited to the Office of Veterans Services, the Office of Financial Aid, the Counseling Center, the Office of Disability Services, Student Support Services, academic colleges, and faculty. We also work with community organizations. In addition, we seek to assist student veterans with their college careers and beyond by taking a holistic approach to their needs and offering access to social, mental, academic, and physical support services. The Center of Excellence for Veteran Student Success is open from 8 a.m. to 4 p.m., Monday through Friday.

CHANGE

Quarters needed for laundry machines may be obtained from several sources. Some of these are listed below:

- Wilson Residence Hall: Main Desk Ext. 5136
- North Tower Residential Hall: Lobby Ext. 5132

There is a \$5.00 limit on change provided in the residence halls.

PLEASE NOTE: Coin change may also be obtained at First Community Bank located in Athens.

CHILD DEVELOPMENT CENTER (CDC)

Location: South Tower, First Floor

Office Telephone: 304-384-6335

Infant/Toddler/Preschool Telephone: 304-384-6095

School-Age Telephone: 304-384-5386

Hours of Operation: Monday-Friday: 7:00 a.m. to 6:00 p.m.

Website: <https://www.concord.edu/about/important-offices-centers/child-development-center>

Email: kclisso@concord.edu

Concord University offers a licensed Child Development Center for faculty, staff, students, and the community. The CU CDC is open to serving Concord Students and affiliates, as well as members of the local community. It is conveniently located in South Tower on campus. Drop-off parking is available. CU CDC's vision is to provide a high-quality, active learning laboratory that develops and models best practices in early childhood education to serve the children, families, faculty, staff, students, Concord University, and the surrounding communities. The CU CDC currently offers a developmental curriculum in a safe, nurturing, and fun environment. The Center serves children ages six weeks to twelve years old. The CDC is open Monday through Friday from 7:00 a.m. to 6:00 p.m. and accommodates sixty children. Please contact the Child Development Center for more information on enrollment procedures or a tour of the center. With community collaboration and partnerships, we build a brighter future for the children of Concord University's Child Development Center.

Per Federal Law and U.S. Department of Agriculture policy, the Child Development Center is prohibited from discrimination based on color, race, national origin, sex, age, or disability. The CDC participates in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP). This program allows the center to receive federal funds for the meals served to participating members. The names of participating members are not shared, published, or posted in any manner. The center is licensed by the West Virginia Department of Human Services and approved by the State Fire Marshal's Office and the County Board of Health.

CONCORD UNIVERSITY CAMPUS STORE

Location: Jean and Jerry Beasley Student Center, Lower Level, Room 101

Regular Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

Telephone: 304-384-5314

Fax: 304-384-3096

Website: <http://www.concord.bkstr.com>

Email: concord@bkstr.com

[Concord Complete](#), previously known as Follett ACCESS, is a collaboration between Concord University and the Campus Store designed to provide students with all required course materials at a reduced cost. This program ensures students have access to their textbooks and course materials by the first day of class, supporting academic success.

How Concord Complete Works:

1. **Automatic Enrollment:** All students are automatically enrolled in Concord Complete each semester.
2. **Course Registration:** After registering for courses during the enrollment period, Concord University provides the Campus Store with a list of required materials for each student/course.
3. **Preparation of Materials:** The Campus Store gathers all necessary course materials, including both physical and digital formats.
4. **Distribution:**
 - **Digital Materials:** Students will receive Instruction Emails called “Important Information Regarding your Course Materials for the upcoming Term” from no-reply@kortext.com 1 week prior to Class Start. This will give you details by course on how to access your required materials for the semester.
 - **Physical Textbooks:** Students with physical materials, can pick them up at the Campus Store at the start of the term. Online-only students will have their materials shipped to their address on file.
5. **Billing:** A flat fee of \$25 per credit hour is added to the student's tuition bill for participation in Concord Complete. This charge can be paid along with other university fees or using financial aid.

Accessing Your Textbooks:

- **Digital Materials:** Students will receive Instruction Emails called “Important Information Regarding your Course Materials for the upcoming Term” from no-reply@kortext.com 1 week prior to Class Start. This will give you details by course on how to access your required materials for the semester.
- **Physical Textbooks:** Students with physical materials can pick them up at the Campus Store at the start of the term. Online-only students will have their materials shipped to their address on file.

Opting Out of the Program:

While participation in Concord Complete is automatic, students have the option to opt out each semester if they choose. Note that opting out applies to all courses for the term; partial participation is not permitted. The opt-out portal opens and closes on specific dates each semester (see dates by semester listed in the FAQ's). Opt-out details and instructions are sent to each enrolled student via noreply@follet.com called "Welcome to Concord Complete". Please note that if you opt-out, you will then be responsible for obtaining the required course materials on your own.

Additional Information:

- **Dropping/Adding Courses:** If you adjust your course schedule during the add/drop period, visit the Campus Store for assistance with your course materials.
- **Returning Materials:** Printed materials are no longer rentals and do not need to be returned. However, you can participate in the buyback program at the end of the term if desired.
- **Contact Information:** For questions about Concord Complete, contact the Campus Store at 304-384-5314 or visit the [Campus Bookstore website](#).

By participating in Concord Complete, students can ensure they have all necessary materials for their courses at a reduced cost, contributing to a successful academic experience.

COUNSELING CENTER

Location: Jean and Jerry Beasley Student Center Rooms 322-325

Campus Box 28

Telephone: 302-384-5290

Hours: 8:00 AM-4:00 PM

Website: <https://www.concord.edu/counseling>

Email: counseling@concord.edu

The Concord University Counseling Center provides FREE confidential counseling services and other resources for registered students. The Counseling Center is an on-campus resource and virtual (via a secure, HIPAA/FERPA compliant platform) for CU students who voluntarily seek assistance with personal and university-related issues. The center's goal is to provide support and stability for students as they navigate the transition from home to university life and respond to academic and personal challenges to maintain a positive college experience and optimal mental health. The Counseling Center works with the Student and University Conduct Boards as a resource. The Counseling Center also works in conjunction with the Social Work Department to provide field experience for students enrolled in their educational programs.

The center is staffed by master's level licensed mental health professionals with extensive experience in the provision of services. Referrals to other CU support services and community agencies are made on request or if deemed necessary by the counselor(s).

The Concord University Counseling Center does not provide documentation for Emotional Support animals at this time. Per guidance from the ACA (American Counseling Association) HAIC (Human Animal Interventions in Counseling). We currently have no therapists trained in on-going animal assisted therapies.

The following is a quote from the ACA Human-Animal Interventions in Counseling (HAIC) taskforce:

“It is the recommendation of the HAIC that professional counselors do not engage in the practice of writing letters for their clients unless the counselor has specialized training and experience working with human-animal bond in counseling such as would be outlined in the ACA AAT-C Competencies for Emotional Support Animals (ESA’s) due to the potential risks involved for clients, the public, the counselor, and the animal.”

For more information about Emotional Support Animals or Service Animals please contact the Office of Disability Services by calling 304-384-6086.

Services are available by appointment, referral, and emergency walk-in basis. Due to high volume appointments are strongly encouraged and may be made by visiting the Counseling Center, or by telephone or email.

COMPUTER SERVICES

Computers/computer labs are available in various locations on campus. Computer labs are located in the J. Frank Marsh Library, Marsh Administration Building, Science Building, Nick Jo Rahall Technology Center, and Alexander Fine Arts Center. You are expected to become familiar with University policies/procedures regarding University/personal computers and acceptable use policies before the use of University resources and to adhere to these policies/procedures. Policies are available online at <https://www.concord.edu/Technology>

DINING SERVICES

Location: Jean and Jerry Beasley Student Center, Main Floor

Telephone: 304-384-5312

Website: <https://concord.mydininghub.com/>

Email: diningservices@concord.edu

Concord University dining services are provided by Aramark Food Service, located in the Jean and Jerry Beasley Student Center. The Libby Alvis Dining Hall is located on the main floor of the Student Center, and several other eateries, including Subway, Starbucks, and Food Lab, are found on the first floor. Dining Services offers two different meal plans for residential students. Commuter students may also purchase a meal plan through the University dining services. “Flex Dollars” can be added to IDs to allow purchases at on-campus retail outlets.

Residential students are required to purchase one of the two on-campus board plans through Campus Dining Services. Paid students can select their plan by visiting <https://apps.concord.edu/mealplan/> and logging in with your student username and password. All incoming Freshman will be under the All Access meal plan.

Dining services are not provided during Thanksgiving break, between term breaks and spring break. Refunds will not be made for missed meals. Only validated Concord identification cards may be used for entrance to the dining hall at all times. Guests may purchase meals at the Dining Hall entrance desk. IDs or Board Plans may not be altered or transferred.

NOTE: All food items provided in the Dining Hall are to be consumed in the Dining Hall unless otherwise permitted by Dining Staff.

Elizabeth “Libby” Alvis Cafeteria Dining Hall Hours (Fall and Spring Terms Only) can be found at <https://concord.mydininghub.com/en/locations>

DISABILITY SERVICES

Location: Jean and Jerry Beasley Student Center, Ground Floor, Room 107

Telephone: 304-384-6086

Hours: Monday-Friday 8:00am -4:00pm

Website: <http://www.concord.edu/disability-services>

Email: nellison@concord.edu

Concord is committed to making its programs, services, and activities accessible to students with disabilities. Concord University makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The Office of Disability Services provides a supportive environment for students to achieve their academic goals. The purpose is to ensure that students with disabilities have equal access to the University's programs, services, and activities.

Services include:

- Providing reasonable educational accommodations.
- Advocating for an accessible learning environment.
- Promoting self-advocacy and responsibility on the part of students.

Services are available to all qualified students who have submitted appropriate disability documentation

Disability Services may include:

- Laboratory assistance
- Enlarged print services
- Note-taking assistance
- Tutoring
- Reader services
- Accessible campus
- Accessible housing
- Counseling Services
- Testing accommodations
- Recorded textbooks

ESPORTS

Location: Rahall, Ground Floor

Director: Austin Clay Email: akclay@concord.edu

Office Phone: 304-384-5320

Cell Phone: 585-659-3004

Discord: Timesplitter56(Austin)

Concord Esports has a mission to have persistence, to turn failure into success, and a commitment to never give up!

In 2019, Concord University was the first public university in the state of West Virginia to develop an Esports Program. Ever since, Concord Esports has been a powerhouse in collegiate esports, dominating the collegiate esports scene with 25 national championships! Concord Esports is one of

the most consistent and successful teams in North America, with regular playoff appearances in multiple national leagues and tournaments due to the hard work put in by our talented players. On top of that, we have an outstanding production team that takes Concord Esports to the next level with events like the Concord Esports Passion Series LAN. With a prioritization on community and growth, Concord Esports helps students become the best of the best.

We compete in Rocket League, Marvel Rivals, Overwatch, Fortnite, Apex Legends, TFT, NBA 2K, Madden, NCAA College Football, Super Smash Bros. Ultimate, Street Fighter, and Tekken!

For more info, check out the Concord Esports page <https://www.concord.edu/student-life/esports>

FOOD PANTRY

Located in the Student Center Game Room/Commuter Lounge, the CU Food Pantry is a free resource available for those who need assistance. The purpose of the CU Food Pantry is to provide CU students who may not always have the resources to buy food or other essential items. If a student is hungry, it is unlikely they will be able to focus on doing what it takes to be a successful college student. Therefore, ensuring that students do not go hungry is another way we support our students at Concord.

There are also Food Pantry items located in the Student Center, first floor, in the lockers near Subway Sides as well as in the Library. These locations are accessible during normal business hours.

The Concord community can donate or utilize non-perishable food items, toiletries, and health and hygiene items. The pantry also stocks various student and office supplies. We ask that you don't take more than you need and that, if possible, you donate listed items to ensure we have a fully stocked pantry.

The Food Pantry is managed by the Office of Veteran Services. Please feel free to contact veterans@concord.edu or 304-384-6300 if you have any questions. You can also visit our web page at <https://www.concord.edu/student-life/food-pantry>

FAX

Fax service is accessible to the campus community, including students and student organizations, at the Business Office, main floor, Marsh Administration Building, free of charge. The Business Office telephone number is 304-384-6289.

FITNESS CENTER

Location: North Tower, Fitness Center

Telephone: 304-384-6275

Fitness Center Website: <https://www.concord.edu/student-life/student-health-wellness/fitness-center>

Outdoor Recreation Website: <https://www.concord.edu/student-life/outdoors-at-cu>

MyConcordU: <https://myconcordu.concord.edu/groups/campusrecreation/feed>

The Fitness Center is located next to the lobby in North Tower. It is free to all Concord Students and the Athens Community. There is a variety of equipment to help students maintain a healthy lifestyle. The Fitness Center Operates on a 7-day Schedule, open all academic year and open on a limited schedule in the summer. Exceptions are: State Holidays, and School Closings. Any Closings will be communicated through the Fitness Center MyConcordU Page and Facebook.

Concord has many opportunities for Campus Recreation! Located in the Valley, the sand volleyball arena, bon fires, and many other activities that happen on campus! Throughout the school year, Outdoor Recreation makes trips to go hiking, canoeing, snow tubing, and so much more! Events will be advertised through email and posters around campus.

HEALTH SERVICES (STUDENT HEALTH CENTER)

Location: Rahall Technology Center Atrium

Telephone: 304-384-6355

Hours of Operation:

- Monday-Thursday: 8:30am-2:30pm
- Friday: 8:30am-12:30pm

Website: <https://www.concord.edu/studenthealth>

The Student Health Center provides basic-level medical care for acute minor illness or injury, and the following services (fees required where indicated):

- PPD tuberculin testing
- Blood pressure monitoring
- Weight monitoring
- Loan of medical equipment: crutches or wheelchairs (fee if not returned)
- Family planning services
- Men's and women's health physicals
- Confidential testing and treatment of sexually transmitted diseases through state STD program
- Community referrals for more extensive medical needs
- Sexual assault counseling and referral
- Strep, flu, and COVID-19 testing & treatment
- Allergy injections
- Birth control injections
- Vitamin B12 injections
- Pregnancy tests
- Lab services

All students must present:

- Current Concord University ID
- Current medical insurance information, if applicable

The Student Health Center refers accidents or serious illnesses to the Emergency Room at Princeton Community Hospital (approximately eight miles from campus), which provides 24-hour emergency services. All students receiving medical care from local providers must assume the responsibility of payment directly to the physician or hospital from personal funds or through their hospitalization programs.

Emergency Numbers:

- 911
- Princeton Community Hospital: 304-487-4700
- Princeton Rescue Squad (ambulance): 304-425-3914

Reproductive Health

Students can find reliable, confidential information regarding reproductive health issues by visiting a 24-hour, fully confidential website sponsored by Planned Parenthood, <http://plannedparenthood.org>.

ID CARDS

Student IDs are available at the Student Center Main Desk, room 203A.

If you lose your ID card, you can secure a replacement from the Student Center Office for a fee of \$25.

Concord University IDs are required for Dining Hall meal plans, and for admittance to many University functions, such as athletic events, concerts, activities, and use of the Library.

INTERNATIONAL STUDENT ADMISSIONS

Location: Marsh Administration Building, Room 206

Telephone: 304-384-6243

Website: <https://www.concord.edu/admissions/international>

Email: mmurrell@concord.edu , jhernandez@concord.edu

The Office of Admissions provides student visa support for incoming students as part of the admission process. For more information, please contact Marcus Murrell or visit <https://www.concord.edu/admissions/international>

INTERNATIONAL STUDENT SERVICES

Location: Jean and Jerry Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

Hours: Monday- Friday 8:00am-4:00pm

Website: <https://www.concord.edu/student-life/multicultural-affairs>

Email: nellison@concord.edu

The International Student Services Office provides programs, services, and information to the University's international students. The office serves as the liaison with the U.S. Immigration and Naturalization Service and provides advisement on immigration matters, health insurance, employment, practical training, travel regulations, and community involvement. Other services include:

- *Orientation*: Provided for new international students; covers academic and procedural issues as well as issues concerning social and psychological adjustment, safety precautions, health services, and the necessity of health insurance.
- *English as a Second Language Classes*: Including TOEFL preparation, grammar, and conversation skills.
- *Host Family Program*: Matches international students with local families.
- *International Student Club*: Student-run organization with frequent events and trips; open to all Concord students.

INTRAMURALS

Jean and Jerry Beasley Student Center, Room 207

Telephone: 304-384-6347

Website: <https://www.concord.edu/intramural-sports>

Instagram: CU_CampusRec

The mission of the Intramural Sports Program under the Department of Campus Recreation and Wellness at Concord University is to provide a wide range of individual and team activities at both competitive and recreational levels to students, faculty, staff, and other members of the university community. Our purpose is to offer exercise, recreation, and fun to our participants in a relaxed yet structured environment. Intramural Sports is a crucial element of the academic experience as it promotes and reinforces teamwork, personal accomplishment, mutual respect, integrity, competition, recreation, as well as skill development and exercise. Everyone is encouraged to play to the best of their abilities; however, a win-at-all-costs attitude is inappropriate and strongly discouraged. The genuine value of Intramural Sports comes from playing, not from winning. Students should check their emails for notices about intramural sign-ups.

J. FRANK MARSH LIBRARY

Telephone: 304-384-5371

Website: <https://www.concord.edu/library>

Email: library@concord.edu

The Library is named in honor of a former Concord College President, Joseph Franklin Marsh, Sr., and provides research materials for students, faculty, and staff. As the largest West Virginia library south of Charleston, West Virginia, the Marsh Library provides access to over 170,000 items. Built in 1941, the Library was expanded by an addition in 1980 and provides seating for 200.

Services available include reference assistance, an online catalog, Interlibrary Loan, photocopying, scanning, government document access, and a computer lab with free printing for Concord students. The Library webpage features access to various electronic research resources through academic databases as well as links to other websites that are useful for academic research. Marsh Library is home to the University Archive, preserving and displaying historical documents, photographs, and artifacts from Concord in all of its historical entities, as well as items about the history of the community of Athens. The University Archive also houses the Wells Goodykoontz Holograph Collection with photographs and signatures of numerous 18th, 19th, and 20th-century celebrities, politicians, and heads of state.

Unless otherwise posted, the Marsh Library is open:

Monday-Thursday 7:45 a.m.- 10:00 p.m.

Friday 7:45 a.m.- 4:00 p.m.

Saturday and Sunday 12:00 p.m. - 4:00 p.m.

Summer Hours:

Monday-Friday 8:00 a.m.- 4:00 p.m.

Saturday and Sunday Closed

LIBRARY/IDENTIFICATION CARD (COMBINED)

Your Concord picture ID card officially identifies you as a student body member. This card must be carried at all times. Lending this card, or failing to present it when requested by a University official, is a violation of University regulations and subjects the holder to disciplinary action.

The first time you visit the Library, you must register your ID card at the circulation desk or online to allow lending privileges.

Never permit other students to borrow your ID card or borrow library materials using your card.

Use of ID card in the Library:

1. Students are to present an ID card each time materials are borrowed.
2. Students may not borrow materials with a faculty member's card.
3. All materials charged to a student's ID card are the responsibility of that student. This includes lost, damaged, and overdue materials borrowed from the Library. The ID card is therefore for your personal use only.
4. Fines are charged for each day an item is overdue. Library materials should be returned on or before the due date to avoid late fees.

COPIER & SCANNER

Students may access the copy machine located on the first floor of the J. Frank Marsh Library. To access the copier, you may purchase a card for \$1.00 and each copy will cost \$.05 for black and white copies. Change for small bills is provided at the main desk in the Library. The use of the copy machine for scanning is free of charge.

MULTICULTURAL AFFAIRS

Location: Jean and Jerry Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

Website: <https://www.concord.edu/student-life/multicultural-affairs>

Email: nellison@concord.edu

The Office of Multicultural Affairs ensures a diverse and inclusive community of learners, works collaboratively with other university units, builds a capacity to recognize and value differences, encourages and supports positive interactions between and among diverse populations, and maximizes the benefits of a multicultural perspective.

Multicultural Affairs aims to graduate a more diverse student population and prepare all students to function productively in a rapidly changing global, multicultural society. Diverse cultural interests are promoted through lectures, seminars, theatrical presentations, and musical groups. In addition, the office coordinates the University's observance and celebration of Black History Month.

PUBLIC SAFETY

Location: Nick Rahall Technology Center, First Floor, Room 105

All Emergencies: 911

Non-Emergency Telephone: 304-384-5357

Website: <https://www.concord.edu/student-life/office-of-public-safety>

Email: cupd@concord.edu

The Concord University Office of Public Safety & University Police exist to help maintain the safety and welfare of all University community members. Public Safety officers patrol campus grounds and buildings daily. Uniformed foot and vehicle patrols are utilized, and the University police vehicle is well marked for easy identification by all persons. If students observe a suspicious incident or person or become the victim of a crime, they should immediately notify Public Safety.

EMERGENCY NOTIFICATION SYSTEM

Additionally, the CU Emergency Alert System allows communication with the CU community in case of inclement weather delays/closings and other security and safety notices. Visit <https://www.concord.edu/student-life/office-of-public-safety/alert-systems> for more information. The CU Community is also alerted through CU's website homepage, email, residence life, and local media. Please contact the Technology Services Help Desk for further assistance at 304-384-5291.

VEHICLE BATTERY AND LOCKOUT SERVICE

Telephone: 304-384-5357

The Concord University Office of Public Safety & University Police will "jump-start" personal vehicles owned by campus community members when most circumstances permit. Also, Public Safety officers may be able to retrieve keys inside a locked automobile or truck depending on the vehicle's year and make and model. Jump-start and lockout services are provided free of charge. The Office of Public Safety & University Police will not be liable for damages. Contact them at 304-384-5357.

NOTARY PUBLIC

If you are required to have documents notarized, please see the following public notary: Lora Woolwine, 304-384- 5224, in the President's Office. There is no charge for this service. Please note that you should not sign your documents ahead of time. The notary must witness you signing the documents in their presence. You will be required to provide a photo I.D.

STUDENT CENTER

STUDENT CENTER OFFICE

Location: Jean and Jerry Beasley Student Center, Main Floor, Room 203A

Telephone: (on-campus) 304-384-5310 or 304-384-5311

Telephone: (toll-free long distance) 1-800-344-6679

Telephone: (local) 304-384-5422

Website: <https://www.concord.edu/student-life/student-center>

Email: cworley@concord.edu , clively@concord.edu

The primary purpose of the Student Activities/Student Center Office is to complement the academic program and enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance

programs. We provide support and guidance to student organizations and the Student Government Association. We manage the operation of the Switchboard, Welcome Center, Game Room, Charles Marshall Post Office, Office of Special Events, and direct the Welcome Week activities at the beginning of each semester.

Other student services provided by this office include web calendar, ID cards, maintaining the master calendar for events, and information concerning the campus telephone system.

Your student ID card is used as your library card, as well as your meal card if you purchased a campus meal plan.

STUDENT CENTER BUILDING HOURS

The following hours of operation are in effect for the fall and spring semesters:

- Monday through Friday: 7:30 a.m. – 11:00 p.m.
- Saturday through Sunday: 9:30 a.m. – 11:00 p.m.

**During Thanksgiving/Winter/Spring breaks, the Center closes at 4 p.m. Operational hours are shortened during the summer months.*

STUDENT CENTER SERVICES

ATM

Concord University provides a ATM serviced by CardTronics. The ATM is located on the ground floor of the Student Center.

COMMUTER LOUNGE

The commuter lounge is located on the ground floor of the Jean and Jerry Beasley Student Center in the Game Room. There are comfortable chairs, tables for studying, a TV, a microwave, a fridge, etc. These accommodations are available for all commuter students during Game Room hours of operation. Please be respectful of your fellow commuters as you share this facility.

GAME ROOM

The Game Room is on the ground floor of the Jean and Jerry Beasley Student Center. It offers billiards, ping pong, board games, arcade table, air hockey, skee-ball, foosball, PS4-5, X-box, Wii, TV, and a place to relax between classes or after dinner. Check emails, flyers, and the University Calendar for special Game Room events. Normal Game Room hours of operation are from 9 a.m. until 10 p.m. Monday-Friday, and 12 p.m. until 8p.m. on weekends. Times are subject to change.

LACTATION ROOM

Located in room 301 on the third floor of the Jean and Jerry Beasley Student Center. The Lactation Room is a comfortable, private room for breastfeeding mothers. Contact the Student Center Main Desk for additional information and access to the room.

POSTAL SERVICES

Charles “Chuck” Marshall Post Office

Telephone: 304-384-5285

Email: CUMailOffice@concord.edu

The Post Office provides mailbox rentals and other mailing/shipping services. It is located on the Ground Floor of the Jean and Jerry Beasley Student Center. All students are encouraged to rent a mailbox, as it is required to receive packages. A \$15.00 fee per semester for this service is billed along with your tuition by the Business Office. Office hours are Monday through Friday, 8:00 am-3:45 pm. More info can be found at <https://www.concord.edu/mail-services>

SWITCHBOARD & LOST AND FOUND

Telephone: 304-384-5422

A campus directory is available on Concord’s website <https://www.concord.edu/employee-directory>. If you are having difficulty accessing a telephone number, the Concord University switchboard operator will be happy to assist you. Call 304-384-5422.

The Switchboard area is also the University’s official Lost and Found Department. Any items found should be delivered immediately to the Main Desk. Every effort will be made to return the item to its original owner. If you have lost something, check with us to see if it has been turned in.

WELCOME CENTER

Jean and Jerry Beasley Student Center, Main Floor

The Welcome Center is designated as the general information center for the Concord community and its guests. Visitor Parking Permits may be obtained here between the hours of 8 a.m. – 4 p.m. Monday – Friday. Visitor passes are not available to students.

STUDENT SUCCESS CENTER

Location: Student Center, Room 111

Telephone: 304-384-5281 (academic) , 304-384-5412 (career)

Website: <https://www.concord.edu/student-life/student-success-center>

Email: studentsuccess@concord.edu , careerservices@concord.edu

The Student Success Center (SSC) is a “one-stop-shop” designed to support students’ academic and career success throughout their time at Concord. The SSC coordinates with and connects students to many departments and offices at Concord, including the Office of Financial Aid, Business Office, Registrar’s Office, Counseling Center, Office of Disability Services, Student Support Services, Tutoring, Housing and Residence Life, as well as academic colleges and programs. The SSC assists students with everything from registering for classes, locating a tutor, strengthening study skills, improving time management, formulating a career plan, creating professional documents like resumes and cover letters, finding an on-campus job (Federal Work-Study or CU Connect), identifying internship opportunities, to helping with individual concerns. The SSC is open from 8 a.m. to 4 p.m., Monday through Friday. Additional appointments may be made by emailing studentsucces@concord.edu or careerservices@concord.edu.

Students who attend online classes are also encouraged to contact us – we can provide services virtually or in person on an as-needed basis.

JUDY SANDERS STUDY LOUNGE

Location: Student Center Lounge Area

Telephone: 304-384-5274

Website: <https://www.concord.edu/tutor>

The Judy Sanders Study Lounge provides a common space for all students to study, access tutoring services, receive campus technology support, and refine study strategies to enhance their academic success.

The Study Lounge is open Monday-Thursday from 9 AM – 9 PM, and Friday from 9 AM – 12 PM during the fall and spring semesters. Visit the Study Lounge and see what we're all about!

STUDENT SUPPORT SERVICES

Location: Jean and Jerry Beasley Student Center, Main Floor, Room 202

Telephone: 304-384-6088

Hours of Operation: Monday through Friday 8:00am-4:00pm

Website: <https://www.concord.edu/ssc>

Email: support@concord.edu

Student Support Services (SSS) is a federally funded TRIO program that serves first-generation, income-eligible, and disabled students. Student Support Services provide free comprehensive services, including personal, academic, career, and graduate school counseling; one-on-one and group peer tutoring; computer lab access; cultural/educational trips; peer mentoring; and study skills help.

All interested students are urged to apply. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

TECHNOLOGY SERVICES

Location: Nick Rahall Technology Center, Room 254

The Office of Technology Services, located in Nick Rahall Technology Center Room 254, provides students with the technological resources and support they will need during their academic careers here at Concord. All students are assigned a username and password when they are accepted to the university to access the majority of these resources. Your account information can be accessed by going to Admitted Student Account Retrieval at apps.concord.edu/getmyaccount

Technology resources and support include, but are not limited to:

- **MyConcordU:** This system is a student information portal that gives students access to important information about the university and themselves, as well as links to other resources such as email, Blackboard, CashCourse: Financial Help, Degree Works, and many more. MyConcordU is also used for:
 - Adding/Dropping Classes
 - Checking Midterm and Final Grades
 - Completing the FERPA Release Form
 - Meal Plan Selection
 - Online Housing Forms
 - Registering for Classes
 - Student Loan Dashboard
 - Tracking Financial Aid

- Viewing Academic Transcripts
- Viewing Business Office Accounts
- **Email:** All students are given an email address through Microsoft Office 365. This email address stays with you throughout your time as a student. Your email can be checked in three ways:
 - Inside of MyConcordU
 - By going to <https://mail.office365.com>
 - By synching it to your smartphone
- **Blackboard:** This is our online learning management system. You can access it from MyConcordU, or by going to <https://elearn.concord.edu/>.
- **Microsoft Office 365:** All enrolled students at Concord University are entitled to Office 365 software. For information on how to install it on your computer or mobile device visit <https://mail.office365.com>
- **Emergency Alert System:** This is Concord's primary method for alerting the campus community to schedule changes, unplanned closures, or potential emergency situations. Students are automatically enrolled in this service using the number provided to admissions upon acceptance. Students must indicate that they will accept text messages. You will be reminded to renew your subscription to the Alert system. If you decide to opt-out of this service text OPTOUT to 79516.

HELP DESK

Location: Nick Rahall Technology Center, Room 254

Telephone: 304-384-5291

Website: <https://www.concord.edu/it>

Hours of Operation: Monday-Friday 8:00a.m. to 4:00p.m (Holiday Hours may be different)

The Technology Services Help Desk is CU's single point of contact for any technology-related issues that a student may encounter. Our support team consists of both IT personnel and student technicians from the various academic areas on campus. You can contact the IT Help Desk in any one of the following ways:

- **Phone support:** 304-384-5291
- **Email:** helpdesk@concord.edu
- **Walk-In Location:** 2nd Floor of Rahall Technology Center, Room 254
- **Submit a Ticket:** <https://helpdesk.concord.edu/new/>

For current information regarding the Office of Technology Services, the status of many of our systems, our policies and procedures, and an FAQ section for the most asked questions, please visit our Knowledge Base at <https://helpdesk.concord.edu/kb>

VETERAN SERVICES

Location: Jean and Jerry Beasley Student Center, Subway Sides, Ground Floor

Telephone: 304-384-5277

Website: <https://www.concord.edu/student-life/veterans>

Email: veterans@concord.edu

Concord University thanks our veterans for their service to our country! We are committed to repaying our veterans for their sacrifices by ensuring all veterans receive every possible opportunity to gain valuable education, including offering several options for veterans using their VA educational benefits and financial aid.

Additionally, we have various resources on-campus for our Veterans, including the Veteran's Advocate responsible for ensuring that veterans' concerns are addressed. From counseling, tutoring options, a Vet-to-Vet mentor program, and financial needs to housing, our Veterans Office is here to assist YOU in any way possible. Concord also has a Veterans lounge adjacent to the Veterans Services Office. It is a place for veterans to relax or study with fellow veterans.

SERVICES TO OFF-CAMPUS STUDENTS

Concord makes every effort to identify and deliver the necessary support service to its off- campus students. Such services include:

- **Technology Services:** All Concord students have access to Microsoft Office 365 email and calendaring system. The student email service can be accessed within your MyConcordU account, by going to <https://mail.office365.com> or by setting it up on your smartphones. See <https://www.concord.edu/technology> for more information.
- **Tutoring Services:** Students can register to receive tutoring help in specific classes or to serve as tutors in classes where they have excelled. Student-tutors are usually paid minimum wage for their services. Free virtual tutoring is available through our drop-in tutoring program.
- **Student Photo Identification:** All Concord University students, including those taking online classes, should have a valid Student Photo ID card. Please contact the Student Center Office at 304-384-5310 or 304-384-5311 for instructions.
- **Campus Store:** In addition to class textbooks, sweatshirts, caps, Mountain Lion apparel, pens and pencils, supplies and other Concord merchandise are available.

ACADEMIC SERVICES AND POLICIES

Information regarding academic policies and procedures of Concord University is found in the Academic Catalog. Current and archived copies are available online at <https://catalog.concord.edu/>.

Numerous resources are available to assist you with your course of study. Concord prides itself on being student-friendly. Each student at Concord is assigned a faculty advisor who can assist you with planning your academic career and course selection. Your faculty advisor will be assigned before you arrive at the University, and they can help with questions you may have concerning your field of study. The name and contact information of your academic advisor can be accessed on the MyConcordU portal under the Student Self-Service tab. Click on the last item in the list, “My Academic Advisor.” If you do not have an academic advisor, contact the Provost’s Office at 304384-5220 or sdterry@concord.edu.

STUDENTS ARE ULTIMATELY RESPONSIBLE FOR THEIR EDUCATION, WHICH INCLUDES READING, KNOWING, AND OBSERVING THE REGULATIONS OF THE UNIVERSITY.

PRE-REGISTRATION AND CLASS ATTENDANCE

If a student does not pay their bill by the due date each semester or set up a payment plan by the date bills are due, the student may be dropped from all classes. All faculty (undergraduate and graduate, online and all other modes of delivery) are directed to drop a student for being absent (or not participating online) on the first day of class/first week of class. Students who know they will be absent should contact their instructor **PRIOR** to the first class meeting to explain their absence and request that the instructor not drop them from the class. Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class. A student who never attends a class but remains enrolled will receive a failing grade in the course and is responsible for tuition and fees for that class.

Students who pre-register in classes for a future semester, then decide they do not wish to attend, need to fill out the University Withdrawal form, and should not assume the classes will automatically be dropped. If a student is absent (or not participating online), the instructor has the option to request that the student be removed from the class at any time during the semester for nonattendance.

ADDING AND DROPPING CLASSES

Students may add or drop courses without penalty through the end of the first week of courses with the approval of the academic advisor. The student can either register themselves online after talking to their advisor, or have the advisor add the classes for them. Instructor approval to add a course will be required when the course is closed and/or the student does not meet the course prerequisites. Courses dropped during the first week of the semester will not appear on the student’s transcript, provided the courses are dropped by the end of the first week of class or the third instructional day of a summer or partial term. Students will not be charged for 16-week classes dropped within the first week of the regular semester. Similarly, students will not be charged for 5-week summer classes that are dropped before the end of the third day of class. Financial aid will be determined on enrollment status at the end of business on the fifth day of a regular semester or third day of a summer term.

The deadline for dropping classes with a grade of W is determined for each academic term and published in the university’s official academic calendar.

A student dismissed from class for disruptive behavior will receive a grade of “F” and may not subsequently withdraw from the class. Each student who remains enrolled in the course past any of the above deadlines will be assigned a grade of A, B, C, D, F, I, or P.

A student who does not attend the first session of a class for which he/she is registered or who stops attending a course within the first five days of a regular semester (first three days of a summer term) may be removed from the course by instructor request for non-attendance. However, it is ultimately the student’s responsibility to officially drop a course in consultation with his/her academic advisor.

Any student who wishes to withdraw from all courses in which he/she is enrolled for any given semester/term should refer to the following section: [Withdrawal from the University](#).

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University during any semester or summer term will earn a “W” grade in each course, provided that the student has completed withdrawal procedures before 4:00 PM on the last day of the last week of classes for that semester or term. If a student does not withdraw from the University by the deadline, one of the following grades will be assigned in each course in which the student was enrolled: A, B, C, D, F, I, or P.

To withdraw from the University a student must complete the online [Withdrawal Form](#). Students are strongly encouraged to contact their faculty advisor or the Student Success Center and Financial Aid prior to completing the form.

Refunds for withdrawal from the University will be based upon the student’s last verified date of attendance and the appropriate percentage rate associated with that date. Students should refer to the [Refunds](#) section of Tuition, Fees, and Expenses for additional information.

Students who wish to only withdraw from a course or selected courses rather than the entire semester should refer to the [Adding/Dropping Courses](#) section of the Academic Catalog.

Residential students officially withdrawing in good standing from the University must vacate the residence halls within three (3) days. If the student who withdraws from Concord re-applies for a residence hall room for the following enrollment period, the room reservation fee balance may be carried forward. The room and board refund will be in accordance with the University’s policy listed in the Housing and Residence Life Guide.

FEDERAL UNOFFICIAL WITHDRAWAL POLICY

Federal policy requires students who have been awarded any type of federal student aid to fulfill their academic requirements. Therefore, per federal regulations, universities are required to review students who received federal student aid but did not pass any classes taken during a given term.

If a student fails to earn a passing grade in at least one course in which he or she is enrolled for a semester, Concord’s Office of Financial Aid must assume for federal student aid purposes that the student has unofficially withdrawn unless it can be officially documented that the student did complete the term. For example, if a student receives all “F” and/or “W” grades for a semester, the Office of Financial Aid is required to determine if the student “unofficially withdrew” from the University. An “unofficial withdrawal” occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes.

The Office of Financial Aid will determine whether or not a student “unofficially withdrew.” Faculty report the last date of attendance in the class and whether or not the student participated in the class to enable the Office of Financial Aid to determine whether or not the failure to earn a passing grade constitutes an “unofficial withdrawal” from the University. Unofficially withdrawing from the University can result in the student being required to repay all or a portion of the financial aid received for the term.

Withdrawals and changes to academic standing may affect a student’s eligibility for FSA under the University’s Satisfactory Academic Progress Policy. **Students no longer attending class are encouraged to officially drop individual courses or withdraw from the University entirely.**

Note: The Federal Unofficial Withdrawal process will not affect the student’s enrollment status or earned GPA. Grades of “F” will stand, even if the student is identified by the Office of Financial Aid as a Federal Unofficial Withdrawal.

ACADEMIC INTEGRITY

All members of the Concord community are expected to adhere to the University Honor Code and a code of honesty. The current University Catalog states, “Academic misconduct and dishonesty are morally unacceptable, as well as destructive to the learning and teaching atmosphere. Academic misconduct and dishonesty may result in a variety of penalties, including a zero on an assignment or syllabus category; a grade reduction on an assignment, syllabus category, or course; a failing grade for a course; academic probation; suspension; or dismissal from the university.” Actions that violate the Academic Integrity Policy include, but are not limited to, plagiarism, cheating, bribery, misrepresentation, conspiracy and collusion, fabrication and falsification, duplicate submission, improper use of electronic devices or digital resources, improper online behavior, and disruptive behavior.

A failing course grade as a result of academic dishonesty will be recorded as an F on the final grade report, and instructors will inform, in writing, their department chair, their dean, and the Provost and Vice President for Academic Affairs who notifies, in writing, the Registrar’s Office and the student. Course grades affected by academic dishonesty are not subject to the D/F forgiveness rule, and a student who is to receive a failing grade due to proven academic dishonesty may not drop the failed course with a grade of W, even were the student in question to withdraw from the University altogether.

Faculty members are required to report any penalty imposed for academic dishonesty, short of a failing grade for the course, to the Office of the Provost in writing. This allows the University to document and track repeat offenses. In cases where a student commits multiple academic dishonesty violations, the matter will be referred to the [University Hearing Board \(UHB\)](#) as a potential violation of the University’s Student Code of Conduct.

For additional information, visit the [Academic Catalog](#).

ACADEMIC ADVISING

Upon admission to the University, students are assigned an academic advisor who is a faculty member in their major field of study. Undecided majors are also assigned an academic advisor.

The academic advisor guides students through required and elective coursework, program specifics, and provides general guidance for student success. Academic advisors help students focus on degree completion and post-baccalaureate goals. The advisor, ideally, is one of the student's first mentors at Concord.

As noted in the Faculty Handbook, the academic advisor's role is not limited to course selection assistance and interpretation of General Education and requirements for the academic major. The academic advisor is the student's primary "official" contact point with the University and is knowledgeable about University operations and organization. Thus, the academic advisor can help students understand and interpret the University's academic policies and procedures. The academic advisor will refer students to the appropriate person(s) or University office for assistance when needed.

No student should register for courses or expect to drop a course without the approval of their advisor. Dropping a class may significantly impact academic progress and financial aid, so it is required that students first understand the repercussions of doing so. While it is the student's responsibility to thoroughly research the impact of a schedule change through appropriate offices (e.g., Financial Aid, Registrar), the academic advisor can assist the student in understanding the effect on degree progression.

During the time set aside each semester for academic advising for the next semester, students should schedule a time for academic advising in advance and arrive on time for the advising meeting with a pre-planned schedule and up-to-date progression sheet. Because each academic advisor has many student advisees, the student must arrive at the appointment prepared and on time. If the student cannot make the scheduled appointment, the student must contact the academic advisor in advance to reschedule it. [Progression Sheets](#) and [Four-Year Plans](#) are available for each major to help student plan their class schedules and chart their academic progress. Students are also encouraged to consult DegreeWorks to develop a tentative class schedule prior to the advising meeting.

At the conclusion of the advising meeting, students should obtain their Personal Identification Number, or PIN, from their academic advisor. The PIN is needed to register online via the [MyConcordU](#) student tab. Please note that the PIN is only available from a student's assigned academic advisor.

Students should take at least 15 credit hours each semester in order to graduate in four years. The [Academics](#) tab on the Concord University website contains valuable resources including the most recent and archived Academic Catalog, academic calendars, General Education requirements, and the Courses Offered. Additionally, the University website includes a Faculty/Staff Directory for contacting advisors and specific individuals on campus and administrative offices.

DegreeWorks, an electronic degree audit program, is available online for students to track degree progress. DegreeWorks can be accessed through the MyConcordU portal under the "Tools" section of the left-hand menu. Also, a FAQ is available to answer most of your questions about DegreeWorks.

Students receive mid-term grades in each class. Students are encouraged to discuss low mid-term grades with individual instructors and utilize available academic resources such as tutoring and online web resources. Students are also encouraged to consult with their academic advisor to discuss strategies for improving class performance.

Advisors are expected to be available during their posted weekly office hours. Advisors can meet outside these times by telephoning or emailing the advisor to set up an appointment. An up-to-date schedule of office hours should be available to all advisees. Advisors should be relied upon to help counsel students with academic and career choices.

Students have a responsibility to contact their advisors minimally once per semester. Because advisors and students may not have similar schedules, students should phone or email the advisor for an appointment. Many advisors post an appointment schedule outside their door during the advising period. In addition, the Concord University Directory on the University website has Faculty/Staff contact information.

DISABILITY ACCOMMODATIONS

If you have a diagnosed condition covered under the Americans with Disabilities Act, you are strongly encouraged to register with the [Office of Disability Services](#). If the diagnosed condition warrants special housing accommodations, please notify the Director of Housing and Residence Life as soon as possible after you have been officially accepted to Concord University. Please see the Student Handbook section titled, “Concord University: Protocol and Procedures for Serving Students with Disabilities Covered Under Section 504/ADA”

WEATHER PROCEDURE

As a general policy, the University will remain in normal operation during adverse weather conditions. In the event of severe weather conditions, the President may:

1. Place classes on the Inclement Weather Schedule;
2. Cancel classes before the end of the class day;
3. Cancel classes for an entire day or days;
4. Close the University with notification to the Chancellor of the West Virginia Higher Education Policy Commission.

In inclement weather situations, Final Exams will begin two hours later. Exams starting after 6:00pm will be moved to the Final Exam Make Up Day.

If a decision to cancel classes is made, the media, faculty, and appropriate University offices will be notified. All students are automatically enrolled to receive email alerts. Students can choose to receiver other alerts such as text or voice alerts at <https://www.concord.edu/cualerts>.

Concord faculty are urged to make attendance policy considerations for the difficulties some commuting students may encounter due to weather conditions and provide opportunities to make up missed work. Students must make every safe effort to attend classes, initiate arrangements for making up missed work, and understand the faculty's occasional commuting difficulties. Announcements invoking the late schedule or other options referenced above are posted on the University website and/or sent as text and email messages to those enrolled for this service.

Take note that unless a cancellation announcement is made, classes will be held.

OPERATING ON AN INCLEMENT WEATHER DELAY

Under an Inclement Weather Delay, all 8 a.m. classes will start at 10 a.m.; students and faculty must follow the Inclement Weather Schedule. This schedule affects daytime classes in Athens only. Classes that begin after 5 p.m. are not affected by this schedule. The schedule appears on the University website, in the Academic Catalog, and is posted throughout campus. Therefore, students are expected to be familiar with the Inclement Weather Schedule.

INCLEMENT WEATHER SCHEDULE

Mon/Wed/Fri Classes <i>Regular Hours</i>	Mon/Wed/Fri Classes <i>Inclement Weather</i>	Tues/Thurs Classes <i>Regular Hours</i>	Tues/Thurs Classes <i>Inclement Weather</i>
8:00 – 8:50	10:00 – 10:40	8:00 – 9:15	10:00 – 11:00
9:00 – 9:50	10:45 – 11:25	9:30 – 10:45	11:05 – 12:05
10:00 – 10:50	11:30 – 12:10	11:00 – 12:15	12:10 – 1:10
11:00 – 11:50	12:15 – 12:55	12:30 – 1:45	1:15 – 2:15
12:00 – 12:50	1:00 – 1:40	2:00 – 3:15	2:20 – 3:20
1:00 – 1:50	1:45 – 2:25	3:30 – 4:45	3:25 – 4:25
2:00 – 2:50	2:30 – 3:10	–	–
3:00 – 3:50	3:15 – 3:55	–	–

In Inclement Weather situations, Final Exams will begin two hours later. Exams starting after 6:00pm will be moved to the Final Exam Make Up Day.

THE UNIVERSITY ENCOURAGES ITS EMPLOYEES AND STUDENTS TO USE THEIR DISCRETION TO ENSURE THEIR SAFETY IN ADVERSE WEATHER CONDITIONS

SPECIAL EVENTS DAY SCHEDULE

Occasionally, the University holds special events that all students should attend. When such events are held, the University operates on a compressed class schedule to allow all students to attend/participate in the event.

Mon/Wed/Fri Classes <i>Regular Hours</i>	Mon/Wed/Fri Classes <i>Special Events</i>	Tues/Thurs Classes <i>Regular Hours</i>	Tues/Thurs Classes <i>Special Events</i>
8:00 – 8:50	8:00 – 8:40	8:00 – 9:15	8:00 – 9:00
9:00 – 9:50	8:45 – 9:25	9:30 – 10:45	9:05 – 10:05
10:00 – 10:50	9:30 – 10:10	11:00 – 12:15	10:10 – 11:10
11:00 – 11:50	10:15 – 10:55	12:30 – 1:45	11:15 – 12:15
12:00 – 12:50	11:00 – 11:40	2:00 – 3:15	12:20 – 1:20
1:00 – 1:50	11:45 – 12:25	3:30 – 4:45	1:25 – 2:25
2:00 – 2:50	12:30 – 1:10	–	–
3:00 – 3:50	1:15 – 1:55	–	–

POLICIES REGARDING DISBURSEMENT OF STUDENT AID FUNDS TO STUDENTS

FINANCIAL AID

1. Must maintain satisfactory academic progress.
2. For federal and state aid recipients, enrollment status is based on the courses taken within your program of study (courses required to meet your degree requirements). Minors are excluded unless you require additional hours to meet the 120. That is (120 hours required for the degree - general education credit- major credits is greater than 0) or you can pursue those courses by adding classes beyond the minimum of 12 credits each semester.
3. Be mindful of your enrollment status, many financial aid programs require undergraduates to be attending and actively participating in at least 12 credit hours each semester or for graduate students at least 6 credits.
4. Federal and state aid recipients cannot be in default on any Perkins Loan, Subsidized Stafford Loan, or Unsubsidized Stafford Loan made for attendance at any other institution and cannot owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, or State Grant previously received for attendance at any institution.
5. Must satisfy all requirements on the student's financial aid record.
6. For federal loans, student is required to complete a master promissory note and online entrance counseling at www.studentaid.gov. In addition, student must be enrolled in a minimum of 6 credits hours at the time of disbursement.
7. All first year, first time borrowers have a 30-day delay on their first student loan disbursement.
8. Single semester loans are disbursed in 2 equal disbursement (first disbursement occurring at the beginning of the semester, and the second occurring at the midpoint of the semester. Plan accordingly.

SATISFACTORY ACADEMIC PROGRESS (SAP)

To view the policy online visit <https://www.concord.edu/sap>. Federal regulations require Concord University to establish and apply reasonable standards of satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act, the state, and the institution. SAP is a federal student aid (FSA) eligibility requirement and is administered by the university in addition to the academic standards of performance required under the Concord University academic progress policy.

The SAP policy is reviewed annually by the director of financial aid.

Students are evaluated at the end of every academic term. All students are evaluated on three standards:

1. grade point average (qualitative measure),
2. credit hour completion ratio (quantitative measure), and
3. maximum time frame.

To maintain eligibility under SAP, students must meet all three standards:

Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The requirements are listed below:

Students in undergraduate programs:

Hours Earned	GPA
0 – 14	1.357
15 – 29	1.690
30 – 44	1.795
45 - 59	1.847
60 – 74	1.919
75 – 89	1.933
90 – 112	1.973
113 +	2.000

Students in graduate programs must maintain an overall GPA of 3.0 or better. In addition, candidates must earn the minimum grade of “C” to successfully complete a course.

Standard 2: Credit Hour Completion Ratio (Quantitative Measure)

Students (either full-time or part-time) must maintain minimum incremental progress (pace) by completing (earning) a percentage of all credit hours attempted. Progress is evaluated at the end of each term. All courses are used in the credit hour completion ratio, including repeated, transferred, withdrawals, and incompletes.

Hours Earned	Percentage which must be Completed
0-29	50%
30+	67%

Students in graduate programs must successfully complete (earn) 67 percent of all cumulative credit hours attempted.

Standard 3: Maximum Time Frame

Students must complete their degree program within 150 percent of the credit hour requirements for the degree. Students who are unable to complete their degree program within the time frame limitation will be ineligible for federal student aid. Students who change majors and have not completed the new program requirements but have reached the maximum time frame limit must submit appeal to be re-evaluated on a case by case basis.

- Undergraduates Pursuing a Baccalaureate Degree: Not to exceed 180 attempted credit hours
- Undergraduate who has a Baccalaureate Degree and is pursuing a 2nd Baccalaureate Degree: Not to exceed 240 attempted credit hours
- Graduates: Not to exceed 54 attempted credit hours for students pursuing a degree other than the standard MSW
- Standard MSW Graduates: Not to exceed 90 attempted credit hours
- PA Program Graduates: Not to exceed 172 attempted credit hours

Additional Degrees

Students pursuing additional undergraduate degrees are required to maintain a 2.0 GPA and complete (earn) 67 percent of the remaining courses for the additional degree. Maximum time frame will be calculated based on 150 percent of the remaining requirements to complete the additional degree. Students pursuing additional graduate degrees are required to maintain a 3.0 GPA and must earn the minimum grade of “C” to successfully complete a course. Completion of 67 percent of hours attempted and 150 percent maximum time frame of the remaining courses for the additional degree is also required.

Transfer Credits

Transfer credits accepted toward the student’s degree program will be included when calculating the SAP GPA, credit hour completion ratio (earned and attempted hours) and the 150% maximum time frame. This includes credit for English as a Second Language (ESL) and remedial courses, if accepted toward the degree program. Students entering CU not meeting the established SAP requirements could have to appeal within two semesters of enrollment.

Remedial Courses

Students may receive federal student aid for up to 30 credit hours of remedial coursework. If more remedial courses are required, credit hours taken will not be considered for determining the amount of federal student aid eligibility. This rule is not related to SAP but is a general financial aid eligibility requirement. At this time, no remedial coursework is offered through CU but should it be offered in the future this policy remains in effect.

Repeated Courses

Undergraduate students receiving federal student aid may repeat a course, as allowed under CU academic policy. Repeated courses will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Any undergraduate student who earns a grade of D or F for a course taken prior to the receipt of a baccalaureate degree, may repeat the course prior to the receipt of the baccalaureate degree and the *original* (first attempt) grade will be disregarded in GPA calculation. Only the grade earned when repeated will be used in determining GPA. However, the original grade will not be deleted from the student's academic record. Additionally, eight (8) credit hours of *original* (first attempt) C grade upper division coursework (300-400 level) may be repeated with written permission of the department chair. All repeatable D, F, or upper division C coursework is capped at 21 credit hours.

Graduate students receiving federal student aid may repeat a course, as allowed under CU academic policy. Repeated courses will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Graduate students may repeat up to two courses in which they earned a grade of C or lower. The decision to repeat a course is made between the student and the advisor and must be approved by the Graduate Program Director for their respective program.

To graduate, students must earn a minimum cumulative grade point average (GPA) set by the individual program. Except for those taken under the Graduate Forgiveness Policy, all courses will count toward the student’s graduate-level GPA to determine academic progress and graduation requirements within the established minimum cumulative GPA requirement. Each course may only be repeated once before receiving the degree, and the original (first attempt) grade will be disregarded in the GPA calculation. Only the grade earned when repeated will be used to determine the GPA, even if the grade for the second attempt is lower than the first attempt. However, the original grade

will not be deleted from the student's academic record. Graduate Grade Forgiveness cannot be approved if the student received a grade of W when the course was repeated. Programs may prohibit students from repeating courses or petitioning for grade forgiveness

Incomplete Grades

Students receiving federal student aid may receive incomplete grades, as allowed under CU academic policy. Incomplete grades will be included in the credit hour completion ratio calculation (In attempted hours) and the 150% maximum time frame requirements for SAP. Zero quality points will be assigned, as stated in the academic catalog, for financial aid SAP determination until an earned grade is posted. If the grade is posted after the SAP determination occurs, it will not be recalculated for the next semester of enrollment. Students who are ineligible may appeal and provide documentation of the grade change. Otherwise, this being the only issue, it will resolve when the SAP process is ran again at the end of the next semester.

Withdrawals

Students receiving federal student aid may withdraw from a course, as allowed under CU academic policy. Courses from which a student has withdrawn will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

SAP Notification

Students are notified of the SAP policy via the CU academic catalog and website. All periods of enrollment at CU are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated in accordance with CU academic policies. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by mail and/or email by the Office of Financial Aid.

Financial Aid Warning

Students who do not maintain SAP under this policy will initially be placed on financial aid warning and will be notified by mail, email, or via MyConcordU of their status. While on financial aid warning, the student will be eligible to receive federal student aid for the next period of enrollment; an appeal is not required. Students on financial aid warning will be reviewed at the end of the next period of enrollment. If the student does not meet all conditions of SAP they will be ineligible for federal student aid.

Federal Student Aid Ineligibility

By statute, students who do not maintain SAP and students on financial aid warning who do not meet SAP requirements after the warning period are ineligible for federal student aid program funding. Students not eligible for federal aid will be notified by mail, email, or via MyConcordU.

SAP Appeal Petition

Students ineligible for federal student aid program funding may appeal by completing the SAP appeal petition. Requests for reinstatement of eligibility must be submitted to the appropriate CU Office by the deadline date listed on the form. Students may appeal their ineligibility under SAP if they were unable to maintain SAP as a direct result of hardship, injury or illness of the student, death of a relative, or other special circumstance. Per federal regulations, the student must include in the appeal why he/she failed to make SAP and what has changed that will allow the student to meet SAP at the next evaluation. Completed SAP appeal petitions will be reviewed by the Concord University Appeals Committee. The Committee's decision is the final determination. Students are notified of the committee's decision in writing by the Office of Financial Aid. If the appeal is approved, the student

will have a probationary period of one semester during which he/she will receive federal student aid. If the appeal is not approved the student is responsible for paying college charges or can withdraw from classes.

Continued Financial Aid Probation

Students granted an approved appeal, may be given an academic plan. If at the end of the probationary period the student is not meeting the conditions of SAP but did meet the academic plan requirements, the student can appeal again submitting documentation of meeting the academic plan. At the end of the probationary period, if the student did not meet all conditions of SAP or requirements of the academic plan, the student is ineligible for federal student aid.

Reinstatement of Federal Student Aid

A student may be reinstated for federal student aid once they have successfully met all of the conditions of the financial aid SAP policy. Students on warning or probation have reinstatement of their federal student aid for one semester only. Sitting out a semester is not sufficient to re-establish eligibility for federal student aid.

CAMPUS CONDUCT

In classrooms, buildings, residence halls, and during any University activities, rules of conduct appropriate to a university are to be observed by students. Disruptive or disrespectful behavior will not be tolerated. Campus rules and regulations must be followed to ensure civil and positive learning and living environment.

Students should refer to the Academic Catalog for information on Classroom Conduct. A student suspended or expelled from the University for unacceptable conduct outside of the classroom shall have a grade of W recorded permanently for all coursework during the semester of the suspension or expulsion.

STUDENT CONDUCT

To create and maintain the most academically supportive atmosphere, inappropriate or disruptive behavior will be confronted. Residence Life Staff members are devoted to creating the best possible residence hall environment for students living on-campus. Students will be held responsible and accountable for their actions, including their guest's actions, on campus at all times and places. Also, the student's behavioral record may be as important a consideration as the student's academic record in influencing future opportunities. Just as graduate schools and employers want to know grades earned, they will also wish to know what sort of citizen the student was while enrolled. Therefore, the student should be conscientious about both the behavioral and academic records achieved at the University. Lending your ID card or failing to present it when requested by a University official (including Resident Assistant staff) violates University policy and subjects the student to disciplinary action.

Students should be familiar with the Board of Governors Policies, found at <https://www.concord.edu/about/administration/board-of-governors/bog-policies>, relating to students as well as the Student Code of Conduct and Student Life Policies found later in this handbook.

SAFETY

Concord University, the Office of Public Safety and University Police, and Housing and Residence Life take significant measures to build on the safety record of the community of Athens and the State of West Virginia. The University believes that members of the Concord campus community can assist in keeping themselves from harm by utilizing prescribed safety precautions and by educating themselves about the frequency and type of security breaches that occur on University property. Public Safety maintains records and publishes statistics on crime through the annual Clery Act Report, which is available on our website. Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in their own safety and the safety of other campus community members.

Public Safety Officers work closely with professional and paraprofessional Housing and Residence Life staff personnel. The Officers and the Student Life staff on duty are available to receive emergency telephone calls from anyone on campus or associated with the University. Additionally, all Public Safety Officers have direct radio contact with local law enforcement agencies. To encourage accurate reporting of crimes and incidents, a formalized Incident Report is completed after each known event (when the victim allows us to report the crime).

If you find yourself in an emergency situation, you are advised to call 911. Dispatch will contact the on-duty officer on campus for response.

What YOU can do to enhance YOUR personal safety.

Personal Safety:

1. Avoid walking alone, especially at night.
2. Walk in well-lit areas.
3. Walk clear of any area with heavy foliage.
4. Be alert and aware of your surroundings; even though phone calls might make you feel safer; they distract your attention.
5. Refrain from propping open residential hall doors or leaving your doors unlocked.
6. Use the viewing porthole provided in each residence hall door prior to opening it.
7. Have strangers identify themselves before unlocking any room door.

Personal Property Safety:

1. Secure valuables left in your room.
2. Print your name on valuables and register items like tablets, laptops, gaming systems, TVs, bikes, etc., when appropriate.
3. Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
4. Lock your room door when you are in the bathroom (traditional halls).
5. Pre-plan a course of action in the event of lost or stolen credit cards, checks or money.
6. Do not leave your property unattended.

Vehicle Security:

1. Remove property from plain view.
2. Roll up vehicle windows.
3. Remove keys.
4. Keep your car locked, whether you're in it or not.
5. Park in a well-lit area whenever possible.

Sexual Assault Prevention Tips:

1. You should always carry room keys with you, be aware of where you are going, and know a quick and safe way home whenever practical.
2. About 90% of sexual assault victims are familiar with the perpetrator.
3. Try not to travel alone. Have a friend go with you so you can watch out for each other.
4. Take a self-defense class. Most people who take self-defense courses feel empowered to handle more serious situations.
5. Know alcohol and drugs can impair the ability to make good decisions. It can also lower inhibitions.
6. Know your sexual limits. Communicate them clearly and effectively.
7. Know that you have a right to say “No” to sexual activity.
8. Stop what you are doing if you receive unclear or conflicting messages.

Concord University and the Office of Housing and Residence Life encourage students to take all precautions toward their personal safety and the security of their possessions.

STATE REGULATIONS STUDENTS SHOULD KNOW

The following are partially excerpted State Regulations enforced by Concord University Public Safety and University Police (CUPD). The citations are not intended to be exhaustive.

§ 60-6-9. Intoxication or Drinking in Public Places; Illegal Possession of Alcoholic Liquor

A person may not:

1. Appear in a public place in an intoxicated condition;
2. Drink alcoholic liquor in a public place;
3. Tender a drink of alcoholic liquor to another person in a public place.

Any person who violates subdivision (1), subsection (a) of this section is guilty of a misdemeanor and, upon conviction thereof, shall be sentenced by a judicial officer in accordance with the following options:

- (1) Upon a first offense, a fine of not less than \$5 nor more than \$100. If the individual, prior to conviction, agrees to voluntarily attend an alcohol education program of not more than six hours duration at the nearest community mental health-mental retardation center, the judicial officer may delay sentencing until the program is completed and upon completion may dismiss the charges;
- (2) Upon conviction for a second offense, a fine of not less than \$5 nor more than \$100 and not more than sixty days in jail or completion of not less than five hours of alcoholism counseling at the nearest community mental health-mental retardation center.

The above is an excerpt and full code can be found at <https://code.wvlegislature.gov/60-6-9/>

§ 60-3A-24. Unlawful Acts by Persons (Underage Consumption or Possession)

(a)(1) Any person under the age of twenty-one years who purchases, consumes, sells, serves or possesses alcoholic liquor is guilty of a misdemeanor, and, upon conviction, shall be fined in an amount not to exceed five hundred dollars or shall be incarcerated in the county jail for a period not to exceed seventy-two hours, or both fined and imprisoned, or in lieu of such fine and incarceration, may, for the first offense, be placed on probation for a period not to exceed one year.

The above is an excerpt and full code can be found at <https://code.wvlegislature.gov/60-3A-24/>

§ 17C-5-2. Driving Under the Influence of Alcohol, Controlled Substances, or Drugs

(1) “Impaired State” means a person:

- (A) Is under the influence of alcohol;
- (B) Is under the influence of any controlled substance;
- (C) Is under the influence of any other drug or inhalant substance;
- (D) Is under the combined influence of alcohol and any controlled substance or any other drug; or
- (E) Has an alcohol concentration in his or her blood of eight-hundredths of one percent or more, by weight.

(b) Any person who drives a vehicle in this state while he or she is in an impaired state, and such impaired state proximately causes the death of any person, including an embryo or fetus as defined in §61-2-30 of this code, is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than three nor more than 15 years and shall be fined not less than \$1,000 nor more than \$3,000, and shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for a period of 10 years or for a period of time conditioned on participation in the test and lock program in accordance with §17C5A-3a of this code: Provided, That any death charged under this subsection must occur within one year of the offense: Provided, however, That if the person has previously been convicted under this section, the person shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for life or for a period of time conditioned on participation in the test and lock program in accordance with §17C-5A-3a of this code.

(c) Any person who drives a vehicle in this state while he or she is in an impaired state, and such impaired state proximately causes serious bodily injury to any person, including an embryo or fetus as defined in §61-2-30 of this code, other than himself or herself, is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than two nor more than 10 years and shall be fined not less than \$1,000 nor more than \$3,000, and shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for a period of five years or for a period of time conditioned on participation in the test and lock program in accordance with §17C-5A-3a of this code: Provided, That if the person has previously been convicted under this section, the person shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for life or for a period of time conditioned on participation in the test and lock program in accordance with §17C-5A-3a of this code.

(d) Any person who drives a vehicle in this state while he or she is in an impaired state, and such impaired state proximately causes a bodily injury to any person other than himself or herself, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than one day nor more than one year and shall be fined not less than \$200 nor more than \$1,000, and shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for a period of two years or for a period of time conditioned on participation in the test and lock program in accordance with §17C-5A-3a of this code: Provided, That if the person has previously been convicted under this section, the person shall have his or her license to operate a motor vehicle revoked by the Commissioner of the Division of Motor Vehicles for life or for a period of time conditioned on participation in the test and lock program in accordance with §17C5A-3a of this code. Any jail term imposed pursuant to this subsection shall include actual confinement of not less than 24 hours: Provided, however, that a person sentenced pursuant to this subsection shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

The full code can be found at <https://code.wvlegislature.gov/17C-5-2/>

§ 61-8B-7. Sexual Abuse in the First Degree

- a) A person is guilty of sexual abuse in the first degree when:
- (1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or
 - (2) Such person subjects another person to sexual contact who is physically helpless; or...
- b) Any person who violates the provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in the state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in the state correctional facility not less than one year nor more than five years.

The full code can be found at <https://code.wvlegislature.gov/61-8B-7/>

§17C-14-15. Electronically Distracted Driving Act

- (d) A driver shall exercise due care in operating a motor vehicle on the highways of this state and shall not engage in any actions involving any stand-alone electronic device or wireless telecommunications device that distracts such driver from the safe operation of the vehicle.

The full code can be found at <https://code.wvlegislature.gov/17C-14-15/>

§18-16-3. West Virginia Anti-Hazing Law – Hazing Prohibited

Any person who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$100 nor more than \$1,000, or confined in jail for not more than nine months, or both fined and confined.

The full code can be found at <https://code.wvlegislature.gov/18-16/>

PARKING REGULATIONS GENERAL INFORMATION

REGISTRATION

All motor vehicles owned or operated by faculty, full-time or part-time students, and staff when parked on the campus of Concord University **AT ANY TIME** shall be registered with the Office of Public Safety and University Police. Registration normally will be accomplished at the beginning of each semester on regular registration days and/or during the first three days of classes.

To register for parking, visit the Office of Public Safety webpage, then click the tab “Vehicle Registration & Parking Regulations.” Registration is done online. You have the option of online payment or paying at the Business Office window located on the 2nd Floor of Marsh Hall.

<https://www.concord.edu/parking>

To register a vehicle, the following information must be provided:

1. Vehicle license plate number and state of registration
2. Last 4 digits of your Social Security Number
3. Year, make, model, and color of the vehicle registered
4. Contact Information including phone number and email address

Upon registering a vehicle and providing payment, the registrant will be issued a parking permit as evidence of proper registration. This permit will be issued by the Business Office and must be affixed to and clearly displayed on the vehicle's rearview mirror at all times. Permits also must be validated each semester for all students. You may register up to three vehicles on a single parking decal.

REGISTRATION FEES

Student Fees are included in tuition.

The following schedule of fees shall be charged for the registration of motor vehicles:

- One Semester - \$60.00
- Full Year - \$120.00

ELIGIBILITY

All faculty, staff, and students are eligible to register their vehicles on the Concord University Campus.

AUTHORIZED PARKING AREAS, CLASSIFICATION, AND VISITOR PARKING

Currently, there are 21 parking areas to serve the needs of the University. These lots can be located on our Parking Lot Map found here: <https://www.concord.edu/campus-map>. Although we have a designated area for visitors, they may overflow into any parking areas on campus.

UNAUTHORIZED PARKING

Unauthorized parking areas are identified by "No Parking" signs, all yellow curbs, diagonal yellow lines, crosswalks, driveways, loading docks, in front of fire hydrants, and fire lanes. Parking is not permitted at any time in the service driveways or loading docks serving any building. Parallel parking along the curb of the roadway in front of Nick Rahall Technology Center is not permitted. Areas designated by orange traffic cones are temporarily prohibited/restricted for a particular purpose.

PENALTIES FOR PARKING VIOLATIONS

Any person cited for a parking violation on the Campus of Concord University must appear within ten (10) business days of receipt of the ticket before the Director of Public Safety, or his/her designee, located in the Public Safety Office on the bottom floor of the Rahall Technology Center and shall have exclusive jurisdiction of the offense during the ten (10) day period. Any person cited may plead no contest to the offense and, by so pleading, shall be subject to a civil penalty often of ten (10) dollars and payment received/taken at the business office windows. Upon the expiration of the ten (10) days or upon a pleading of not guilty before the designated college official, a magistrate of Mercer County may have jurisdiction of the offense.

Flagrant violators will have their names placed on a tow list when they receive their third ticket in the same semester. The Office of Public Safety and University Police may tow their vehicle when the individual gets their fourth ticket in the semester. The Office of Public Safety and University Police will notify the person when their name is placed on the tow list. There will not be prior notification of towing to individuals parking in fire lanes, handicap spaces, loading docks, or vehicles blocking the normal flow of traffic and blocking parked vehicles. Offenders will be responsible for towing, storage fees, and all outstanding tickets. Any vehicle parked illegally in a handicapped space could result in a state parking citation. Fines are consistent with state code §17C-13-6.

For more information on Vehicle Registration & Parking Regulations: <https://www.concord.edu/parking>

CAMPUS ACTIVITIES



CONCORD
UNIVERSITY

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CAMPUS ACTIVITIES & STUDENT ORGANIZATIONS

No matter your particular interest, you are likely to find a campus organization to fit your needs. Campus organizations and Student Activities provide a necessary diversity to University life. In addition, extracurricular events provide a direct connection for meeting people with the same interests, developing a skill, and making University life, in general, more worthwhile.

The organizations provided on campus offer something for everyone. You may be interested in a Greek organization, invited into a departmental, honorary, or service organization, and become a member of any special interest organization. Involved students are successful students!

GOING GREEK

One option a student may consider upon entering the University is whether to pledge to a social sorority or fraternity. During the fall semester, each sorority and fraternity hosts their primary recruitment events. First, recruitment events are given so potential new members and actives can become better acquainted. Then, open bids (invitations) are extended to students to join a sorority and/or fraternity. Our Greek organizations utilize the fall semester as their Primary Recruitment Period and will often have several opportunities for potential new members to meet and learn about their organization. Once deciding to join, the new member period becomes an exciting and meaningful time for new members to learn about the Greek world and their prospective sorority and/or fraternity. Before recruiting, new students are encouraged to consider which group best fits their needs.

There are three National Social Sororities on Concord's campus: **Alpha Sigma Alpha**, **Delta Zeta**, and **Sigma Sigma Sigma**. There is one National Social Fraternity on campus: **Tau Kappa Epsilon**. Additionally, our campus is a part of regional chapters of three Divine 9 organizations: **Kappa Alpha Psi**, **Omega Psi Phi**, and **Delta Sigma Theta**. Although these organizations are not chartered on Concord's campus, we highly encourage interested potential new members to reach out to our Greek Affairs Coordinator to help open communication channels to these organizations.

Collectively, Greek organizations seek to promote friendship, personal and professional growth, scholastic achievement, and the desire to add to and enrich the community they serve. Members of Greek organizations also add excitement to the campus, especially during Homecoming Week and Alumni/Greek Weekend. Our Greek organizations seek to fulfill Concord's motto of "Come to Learn, Go to Serve" by hosting several philanthropy events, both off and on campus.

- **Interfraternity Council** is the collective ruling body and informational meeting group of the national social fraternal organizations on campus. Membership requirements include semester dues, attendance requirements, and registration as a campus organization.
- **Panhellenic Council** is an organization that includes and speaks for all nationally recognized social Greek sororities. This organization promotes cooperation between sororities, meets to discuss plans for sorority recruitment, discusses common interests and activities, and works with University Administration to maintain high standards. Membership requirements include semester dues, attendance requirements, and registration as a campus organization.

ORGANIZATIONS & INTEREST CLUBS

A list of the organizations can be found online at <https://www.concord.edu/student-orgs>

MUSIC ORGANIZATIONS AND PERFORMING GROUPS

1. Conchords
2. Collegiate Singers
3. Marching Band
4. Concert Band

STUDENT ACTIVITIES/CAMPUS ACTIVITIES

Location: Jean and Jerry Beasley Student Center Main Floor, Room 203

Telephone: 304-384-5310 or 304-384-5311

Student activities are defined as any event, party, entertainment, or activity sponsored by Concord or by a University-sponsored organization either on or off-campus.

TRADITIONAL AND REGULARLY SCHEDULED STUDENT ACTIVITIES

- A. Lectures and Arts Programs: The Fine Arts Program and Performing Arts Series offer musical, dance, and dramatic programs, art exhibits, lectures, and campus visiting scholars. Student and local faculty talent, as well as professional artists and speakers of national eminence, provide cultural experiences for many tastes.
- B. Student Activities: The SGA Student Activities Committee (SAC) is responsible for assisting the Director of Student Activities with developing varied activities and entertainment programs for the Concord community. Events include musicians, comedians, hypnotists, magicians, tournaments, etc. These events are planned and produced by the Student Activities Director and the student members of the SGA SAC. SGA is open for all students to join.
- C. Recreation Activities: Intramurals and Outdoor Recreation events are scheduled by the Coordinator of Campus Recreation.
- D. Outdoor Recreation Equipment: Equipment such as corn-hole, volleyball, football is available at the Valley fire pit lounge. ENO nest hammocks are available at the Student Center Welcome window. Frisbees, spike ball, horseshoes, and bocce ball are available at the Coordinator's Office (SC 207).
- E. Recreation Courts: Located beside the football stadium, the recreation courts provide pickleball, tennis, basketball, and mini golf. Equipment can be checked out from the Recreation Shack located at the courts. Bikes and Disc Golf discs are also available at this location.

Concord University Intramurals: To offer an organized sports and activities program and to encourage the active participation of students, faculty, and staff. Sports include flag football, soccer, volleyball, basketball, softball, dodgeball, and disc golf. Open to all registered students (enrolled in at least six semester hours required for structured Intramurals), faculty, staff, and spouses of students, faculty, and staff.

SCHEDULE AND APPROVAL OF ACTIVITIES

- A. Any individual, department/office, or organization wishing to hold any activity on campus must complete the Event Reservation Form.
- B. Each department is responsible for scheduling events in their facility. Once you fill out the Event Reservation Form, the form will be sent to the staff member responsible for scheduling events in the facility you have requested.

C. Activities are scheduled on a first-come, first-serve basis.

NOTE: Avoiding conflicts among University activities is imperative; therefore, please check the online [University Calendar](#) before arranging any activity.

JEAN AND JERRY BEASLEY STUDENT CENTER ACTIVITY GUIDELINES

Students are expected to exhibit responsible behavior when participating in all activities held at Concord University. The care of equipment, general cleanliness, and order of the building depend on your acceptance of responsibility for events. Any activity that a recognized student organization sponsors shall conform to all State, County, and City laws or ordinances. Sponsoring organizations shall complete and submit an [Event Reservation Form](#) at least one week in advance of the event. By signing the form, the sponsoring organization's members and sponsor agree to follow the guidelines/rules listed on this form.

NOTE: Please remember that your organization is responsible for any damages during your sponsored event. This includes payment of all labor and replacement costs. Organizational Advisors are required to attend their organization's programming in the Student Center and ensure the group cleans up the area used for their program.

Jean and Jerry Beasley Student Center Policies and Procedures:

1. Alcoholic beverages are not permitted in the Student Center unless previously authorized by the President or their designee.
2. Gambling is not permitted.
3. Students are required to clean up all trash.
4. Animals are strictly prohibited by the order of the State Board of Health, with the exception of **registered** service animals.
5. Bicycles, scooters, bouncing basketballs, skates, skateboards, roller blades, hoverboards, orbeeze guns, etc. are not permitted inside the Student Center.
6. All posters, flyers, announcements, advertisements, and advertising of campus events, and regulations may only be posted with the prior approval of the Student Center Staff and only in designated areas. ALL posters must be posted on bulletin boards only. Poster material may be displayed in other buildings only when approved by the Director of that specific building. The organization and/or individual placing the poster or advertisement is responsible for the complete removal of advertisements not more than 24 hours following the event. Signs advertising events where alcoholic beverages will be available are not permitted in the Student Center. Signs advertising these events will be removed and discarded immediately.
7. A Concord University ID is required for admission to scheduled activities in the Student Center.
8. If you wish to bring a guest who is not a Concord Student to a University-sponsored event, you are held entirely responsible for the conduct of your guest.
9. Do not place signs, tacks, or tape on wood, walls, glass, or finished surfaces. There are bulletin boards available on the ground and first floors and the stairwells of the Student Center for advertisements or notices.
10. Tobacco products are not permitted at any time in Concord University-owned facilities or 25 feet from building entrances.
11. No open flame candles are permitted in the Student Center.
12. Do not attempt to adjust the drapes or blinds in the ballroom. Contact a staff member to assist you.

13. Loud and unruly conduct or roughhousing will not be permitted, no sleeping on furniture, nor is any excessive display of affection allowed.

CAMPUS MEETING FACILITIES

All campus meeting facilities available can be reserved using the [Event Reservation Form](#). Reservations must be submitted at least one week before the event.

- **Administration Building (Marsh Hall):** Each campus organization is permitted the use of meeting facilities in the Marsh Administration Building during evening hours. Approval to use a specific classroom for meeting purposes must be obtained from the appropriate department or the office where the room is located. Organizations are completely responsible for leaving their meeting area clean and orderly. Please remember that there are often classes in the building, and disruptive behavior cannot be tolerated.
- **Jerry and Jean Beasley Student Center:** The Student Center has several conference rooms that can be reserved for meetings. They are available on a first-come-first-serve basis. The State Room and the Historic Alumni Lounge can be used for special events only.
- **Subway Stage Area:** Student Activities presents a wide variety of entertainment, including game shows, comedians, and musicians in the Subway Stage Area. Programs are presented at various times—both in the afternoon and evening. Students are encouraged to watch for advertisements and check your MyCU email daily. The Subway Stage Area is also available to various campus organizations whose programs interest the University community. Scheduling is arranged through the Student Center Office.
- **University Point:** The Pais Fellowship Hall at University Point can be used by student organizations for special events only.

MEDIA COMMUNICATION

Concord University's policy is that all members of the University community may, at their discretion, choose whether to respond to media inquiries. The Public Relations/ Marketing Office responds to media inquiries with statements that reflect the official views of the University and, to the best of their ability, the views of the University community. We believe--especially in the academic setting--that freedom of expression is a cherished right, as is the freedom to refrain from comment on the grounds of privacy.

SOLICITATION

The West Virginia Board of Education, on September 5-6, 1951, passed the following order: "Resolved: that all solicitation and mailing of products upon property under the jurisdiction of the West Virginia Board of Education is prohibited except by organizations and groups directly connected with the institution upon written approval of the respective presidents."

Therefore, special approval must be obtained from the University President or their designee before any solicitation, donation, or another contribution of money, merchandise, or service becomes a part of any student activity. Approval is granted, under this ruling, only if the solicitation is deemed worthy and for the good of the entire student body. The written application for approval must be submitted to the Office of Student Activities located in the Student Center.

Each student organization (excepting service organizations) is allowed to sponsor TWO approved money-making projects on the University campus per semester. There is no limit to the number of off-campus money-earning projects that can be held. Credit card solicitation is banned on the Concord University campus.

HOUSING & RESIDENCE LIFE



CONCORD
UNIVERSITY

2026-2028

HOUSING AND RESIDENCE LIFE GUIDE

Amended on 12/5/2024

A meaningful part of university education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to university and from home life to residence hall life. Concord's Residence Life Program is designed to support you in making these personal, social, and academic adjustments in the healthiest way possible, ensuring that your living experience is both educational and enjoyable.

All unmarried students (traditional-age undergraduates) who have not received prior permission to commute are required to reside on campus in the University's residence halls as long as space is available. Permission to commute is granted only to those students who will reside with their parent(s) or legal guardian(s) in their parents' primary place of residence within a reasonable driving distance (50 miles or less according to MapQuest or Google Maps) from Concord University and have completed the proper paperwork. Applications for off-campus exceptions and commuter requests can be found on the Concord University eRezLife website, under the "Forms" section located in the left tool bar. Applications will be reviewed by a designated committee that will evaluate the evidence of exemption criteria.

RESIDENCE LIFE STAFF

Director of Housing

The Director of Housing oversees the Office of Housing and Residence Life, providing leadership, administration, and evaluation for the entire program. The Director of Housing also hears all requested appeals for Off-Campus Requests that have been denied.

Administration Specialist/Coordinator

The Administration Specialist/Coordinator oversees the day-to-day administrative tasks of both the Office of Housing & Student Affairs. They serve as the chair to the Off-campus Exception committee, as well as serving on other University committees as designated. They are specifically trained in communication, problem-solving, and conflict resolution.

Assistant Director of Housing & Residence Life

The Assistant Director of Housing & Residence Life manages and coordinates the day-to-day operations of the Residence Life Office; providing leadership, administration, and evaluation for the entire program. They also directly manage one residence hall and is specially trained in communication, problem-solving, First Aid and CPR, conflict resolution, and other areas important to facilitating life in a residence hall.

Resident Directors

Concord University residence halls are directly administered by full-time professional coordinators called Resident Directors (RDs). The RDs homes are located within the residence hall they are assigned to administer. Each RD is responsible for the supervision of the building and staff and is specially trained in communication, problem-solving, First Aid and CPR, conflict resolution, and other areas important to facilitating life in a residence hall.

Graduate Assistants

Graduate Assistants (GAs) are para-professional coordinators that provide significant support to the Office of Housing & Residence Life. Each GA is responsible for on-duty rotation and is specifically trained in communication, problem-solving, First Aid and CPR, and conflict

resolution to ensure that any issues that may arise are handled diligently in conjunction to the management of each Residence Hall.

Resident Assistants

Every residence hall has a staff of Resident Assistants (RAs). The RAs are upper-class students, living on each floor, who have been trained in many areas to make the students' experience in the residence hall healthy, safe, fun, educational, and memorable.

Housekeeping Staff

Each residence hall has an assigned set of housekeeping staff who work routine daytime hours, Monday through Friday. The building custodial personnel are responsible for the general upkeep and appearance of the facility but are not expected to clean any intentional mess left by students. Custodial staff obligations do not include cleaning individual student rooms or the Towers bathrooms. The residence halls are treated regularly by a pest control service to reduce or eliminate unwanted pests. To maintain health and safety standards and reduce the risks of pests, students are responsible for the care and cleaning of their rooms as well as for sharing in the cleanliness and upkeep of the hall.

Staff Duty Hours

Residence Life Staff, including one on-duty Resident Director who covers the entire campus and one or more RAs working in each building, are on call duty from 4:00 pm to 8:00 am daily. The RA on duty can be found at the front desk of their residence hall from 5:30 pm-12:00 am each night. RD duty responsibilities include coordination and support for the RA staff. This is done, in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety, and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds in the residence hall and is required to sleep/remain in the facility throughout the night in case of any emergency. All Residence Life Staff members who are on duty remain in direct communication with Public Safety personnel via the campus radio communication system or on-duty phone system.

RESIDENCE HALL FRONT DESK SERVICES

Items may be borrowed from the main desk, anytime it is open. Some items usually available at the main desk are:

- Vacuum cleaners
- Brooms
- Ping-Pong equipment (North Tower & Wilson)
- Board games
- Pots and pans
- See the main desk for other varied items depending on the residence hall
- Pool Table (North Tower)

Residence hall main desks are open between 5:30 pm and 12:00 am, daily. The Office of Housing & Residence Life Main Office (Student Center 201), is Monday-Friday 8:00 am-4:00 pm.

Residence Hall main desk numbers:

- North Tower: 304-384-5132
- South Tower: 304-384-5133
- Wilson Hall/Mill Street: 304-384-5136

RESIDENCE HALL AMENITIES

- Air-Conditioned Rooms (Towers Only)
- Air-Conditioned Common Spaces
- High-Speed Internet (Direct and Wi-Fi)
- Laundry Facilities
- Kitchens
- Study Lounges
- TV Lounges
- Fitness Center (located in North Tower, available to all students)

YOUR ROOM

Furniture

Every double room is equipped with a bed, mattress, dresser, desk, desk chair, and closet or wardrobe for each occupant. Furniture provided in student rooms must remain in the room in which it has been placed by the University at the opening of any semester or term. There is no storage for either University or privately-owned furniture. All furniture that is “built-in” (secured to the walls and/or floors) must not be unfastened. All free-standing furniture is to be returned to its original position when a resident checks out of the room. Students are responsible for any furniture that is missing or damaged at the time of check-out and will be charged accordingly. Please refer to the Residence Hall Policies and Procedures below for a list of appliances and other items that are prohibited.

Walls

Masking tape and command strips are the only material approved for hanging items on residence halls walls. Nails, screws, and any other similar fasteners are prohibited in the residence halls. Please be aware that students are responsible for all damage to the walls and will be charged for repairs, regardless of the materials used.

Windows

Window dimensions for each residence hall are available on the Residence Life Webpage. Sheer window treatments are provided in North and South Tower, with an additional curtain rod available for personal curtains. The University does not provide window treatments in the traditional residence halls.

Unauthorized removal of screens from windows deforms the frame, loosens the retaining clips, and creates a potentially dangerous situation where a screen or other object may fall from the window and strike someone below. Therefore, all students are strictly prohibited from removing their window screens and will be charged the replacement cost of said screen and any installation fees.

RESIDENCE HALL POLICIES AND PROCEDURES

Concord’s Residence Life program is intended to facilitate individual responsibility. However, there are certain restrictions governing residence halls. Students share responsibility with those around them for making their residence hall a safe and pleasant place to live.

Alcohol/Drug Paraphernalia

Volume containers such as kegs are not permitted. Any confiscation shall be permanent, and shall include any paraphernalia items associated with the violation, including, but not limited to: chests, tubs, kegs, taps, pitchers, glasses, mugs, cans, bottles, funnels, and any drug paraphernalia.

Appliances

The following electrical appliances may not be used in the residence hall rooms or suites: stoves, air fryers, hot plates, air-conditioners, immersion heaters (water heating coils), heat lamps, toaster ovens, toasters and any other appliance with an exposed heating coil, electric blankets, electric heaters, and/or any other such appliances that use great amounts of electricity or generate heat. Each residence hall has a public kitchen with appliances for student use.

Damages

Each occupant of a room is solely responsible for their conduct and that of his/her guests (invited and/or uninvited), as well as any damages they may incur. The University is not liable to the occupants or their guests for property damages or personal injuries suffered by them on University premises.

Whenever damage occurs, an effort will be made to determine the individual or group responsible for the assessment of charges. Whenever the participants cannot be determined, the damage to rooms is charged to the occupant(s). This policy also applies to occupants of suites that contain an empty room. The charge for damage elsewhere is divided among the students living in the area (or the entire unit where the damage is located). Charges not deductible from the reservation fee shall be payable within ten (10) days after the receipt of the notice of the charges (plus up to \$20.00 for administrative cost after ten days).

Fire Safety / Evacuation Procedures

The following procedures have been developed for the health, safety, and welfare of persons residing in Concord University residence halls. Persons residing in the residence halls are required to observe these procedures and completely cooperate with staff and other personnel during all evacuation conditions. Failure to comply with any of the following procedures will result in disciplinary action.

1. It is illegal to tamper with fire hoses, fire extinguishers, standpipe, sprinkler heads, or fire alarms. Tampering with fire safety equipment is strictly prohibited. Violations will result in a minimum \$250 fine and repeated violations will result in removal from University housing.
2. It is illegal to block, wedge, or otherwise prevent any fire door from closing.
3. When fire and emergency alarms sound, all persons will immediately proceed to the nearest exit in a quiet and orderly fashion.
4. If the nearest exit is blocked, proceed to an alternate exit.
5. Close all doors as you leave.
6. Upon exiting the facility, move at least 6 feet from the entrance of the evacuated building.
7. Listen for directions.
8. Report observance of any fire or people who could be in danger to those individuals in charge.
9. Do not re-enter the building until instructed by staff to do so; silencing of the alarm is not a signal to re-enter.
10. Re-enter through the main entrance only.
11. Elevators are not to be used as a means of exiting a residence hall during an evacuation

NOTE: Upon moving into a residence hall, each person is responsible for identifying the locations of various evacuation exits available in case an emergency should occur. When the alarm sounds, assume an emergency exists and vacate the premises immediately to reduce the possibility of being trapped. The sounding of the fire alarm is the only warning that you will receive for a possible emergency.

What you will need to do when you smell smoke:

WHERE THERE IS ANY AMOUNT OF SMOKE, immediately activate the alarm system and evacuate the building.

1. Keep in mind the following guidelines when regular fire procedures are being followed:
 - a. Heat and most toxic gases rise. Therefore, you should crouch or crawl to avoid the most dangerous atmosphere.
 - b. Take short breaths, breathing through your nose only.
 - c. If trapped, placing any room with a closed-door between you and the fire/smoke may offer refuge. Wait at a window for rescue. Open the window or break it out when breathing becomes difficult.
2. NEVER OPEN A HOT DOOR—SMOKE CAN BE FATAL.
 - a. If there is enough heat in the hall to penetrate the wood panels, there is more than enough to kill you before you get to the head of the stairs or exit the door. This is what you should do:
 - i. Place the back of your hand on the door panel above your head. If there is heat, DO NOT OPEN THE DOOR! The hallway is already filled with deadly heated gases.
 - ii. If you cannot escape through a window, then REMAIN IN THE ROOM with the door closed. Wait at the window for rescue. Shout for help.
 - b. If the door does not feel hot you may open it slightly provided caution is used:
 - i. Brace the door with your hip or foot.
 - ii. Place your hand across the opening to determine the temperature of the air. iii. If the air is hot, or if there is pressure against the door, CLOSE IT HARD. It is already too late to exit.
 - iii. If the hallway appears safe, use a planned exit, and loudly arouse other occupants as you leave.

Glass

Glass items are allowed in the residence halls with some restrictions. However, the Office of Housing & Residence Life recognizes that glass bottles do represent a potential hazard for students, staff, and custodians. Students who create a hazard by shattering glass items will be written up under the Student Life Policy. The following policies apply:

1. Residents may not dispose of glass objects in garbage chutes. They must be disposed of in a public trash can.
2. Residents may not throw any object from a window.
3. Residents may not create any threat to the health or welfare of others (i.e. intentionally shattering glass objects).
4. Students may not litter on campus.

The Office of Housing & Residence Life may, at any time, institute a ban on glass if it is determined that infractions relating to glass are occurring on a widespread basis.

Harassing & Obscene Calls, Messages, or Social Media Posts

Initiating abusive, harassing, or obscene telephone calls and other messaging is a violation of University policy under the Student Life Policy. Students who receive annoying, harassing or obscene messages should report it to the Residence Life Staff immediately.

Indecent Exposure

Certain specific actions that are inconsistent with an academic environment are prohibited, including public nudity and other obscene conduct.

Keys

The following policies apply to residence hall keys issued to students:

1. Students are issued a room key and a suite door key (if in North or South Tower) or a room key and a floor key (if in Wilson Hall) during residence hall check-in. All keys remain the sole property of Concord University and may not be duplicated for any reason.
2. Students must report lost or stolen keys to housing immediately.
3. All residence halls have been equipped with key-less entry systems to enter the building. All residential students will be required to download the “JustIn Mobile” app on their smartphone to gain access to the residence hall they are assigned to. Residents will be required to use the app for daily access to their assigned residence hall.
4. For safety and security purposes, if a key is lost, a new lock may be installed and new keys issued to the student and his or her roommates/suitemates.
5. Students must pay a fee of \$25 to cover the cost of rotating the core of a lock and cutting new keys. Students will be charged the full cost of a replacement lock that if purposefully damaged.
6. Room and suite/floor keys are required to be returned to Housing and Residence Life Staff between each semester and immediately upon discontinuing an academic relationship with the University.
7. Providing your residence hall room, suite/floor, or building keycard or key to another person is strictly prohibited.

Microwaves

Microwaves may be no larger than 0.9 cubic feet. Per the WV Fire Marshal, microwaves must be plugged directly into a wall outlet; extension cords and/or surge protectors cannot be used for microwaves.

Motor Vehicles/Parking

All students who possess a valid driver’s license are permitted to bring and park their personal vehicle on campus. Any motor vehicle brought to campus is required to be registered and the owner/primary driver is expected to obtain a numbered parking decal at the Business Office located on the second floor of the Administration Building. Parking decals are valid for one semester and must be revalidated for every semester that the vehicle is on-campus. Complete parking information is provided on the [Vehicle Registration and Parking Regulations](#) section of the Office of Public Safety website.

Noxious Odors

Residents are prohibited from creating or allowing persistent or excessive odors that interfere with the comfort, health, or reasonable use of the residence hall by others. Noxious odors may include, but are not limited to, odors from marijuana or other substances, smoking or vaping, authorized or unauthorized animals, excessive trash, spoiled food, or other strong or offensive sources. Residents are responsible for promptly eliminating the source of the odor when directed by Housing and

Residence Life staff. Violations may result in a conduct referral, administrative housing sanctions, and a cleaning/deodorization fee.

Pets

Fish kept in aquariums (maximum of 20 gallons or equivalent per room) are the **ONLY** pets permitted in the residence halls. Semi-aquatic pets that can live in the same kind of aquarium must be approved and may be allowed on a case-by-case basis. Both roommates must consent to keeping pets in the room. If there is a dispute between roommates, Residence Life Staff will support the removal of the pet. Cats, dogs, ferrets, mice, gerbils, hamsters, birds, spiders, snakes, etc., are not permitted. This list is not inclusive. Any student who violates this policy will be subject to disciplinary action. In addition to being written up, a minimum cleaning/pest control fee of \$75 will be charged to any resident who has an animal in the residence hall without written approval from the Office of Housing and Residence Life. All residents in the room (Wilson Hall or Mill St. Hall) or suite (North Tower or South Tower) will be required to vacate the room/suite for at least 2 hours while the room is being treated for pests.

Accommodations will be made for documented disabled students who require trained service and assistance animals. Please see the Student Handbook section titled, “CONCORD UNIVERSITY: PROTOCOL AND PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA: Service and Assistance Animals.” (p. 107)

Prohibited Items

The following items are **NOT permitted** in any residence hall:

- Air conditioning units of any kind or window air cleaners
- Barbecue Grills
- Candles, Incense, Tart Burners
- Dart Boards
- Displays made from alcohol containers and/or denoting illegal drug use
- Electric blankets
- Electric heaters
- Electric scooters and electric bikes
- Extension cords
- Halogen Lamps
- Hammer and Nails
- Heat lamps
- Holiday Lights that are not LED
- Pets
- Stoves/hot plates (including Coffee Makers with Hot Plates)
- Toaster ovens; toasters
- Weapons (Actual or Replica) Individuals who have a concealed carry permit may carry their weapon in common areas such as kitchens, lounges, lobbies, and study areas. Guns are **NOT** permitted inside of residence hall dorm rooms.
- Weightlifting equipment
- Wireless Routers
- Any appliance not specified above that generates heat, electricity, or has an exposed heating element and/or is deemed by the Office of Housing & Residence Life as unsafe.
- Unauthorized University property.

The Residence Life Staff will remove all prohibited items during any authorized entry of rooms, and occupants will be subject to disciplinary action.

Refrigerators

Each residence hall room is permitted a total of two refrigerators that must be UL-approved with a three-pronged, un-frayed power cord. The maximum size for student refrigerators is 5.0 cubic feet. Per the WV Fire Marshal, refrigerators must be plugged directly into a wall outlet; extension cords and/or surge protectors cannot be used for refrigerators.

Repairs

Students are not authorized to make repairs themselves and will be billed for any damage incurred while attempting to do so. If repairs are needed, students should report work orders via the “Maintenance Request (Work Order)” form located on the Concord University eRezLife website, under the “Forms” section located in the left tool bar. All non- emergency maintenance requests will be handled Monday through Friday between the hours of 8:00 a.m. and 2:00 p.m. Maintenance personnel will be dispatched as quickly as possible in response to emergency situations.

All IT work order repairs (ethernet or Wi-Fi issues) should be submitted via the “Submit a Ticket” form located at: helpdesk.concord.edu/new.

Restrooms in Traditional Residence Halls (Wilson)

Opposite sex visitors may use the community bathrooms on all floors in the traditional residence halls under the following conditions:

1. The resident which the guest is visiting goes into the bathroom first to see if anyone is present.
2. The host resident then stands by the bathroom door to inform others who may wish to enter that a person of the opposite sex is currently in the bathroom.

Room Care

To maintain health and safety standards and reduce the risks of pests, students are responsible for the care and cleaning of their rooms as well as for sharing in the cleanliness and upkeep of the hall. Rooms must be kept sanitary and free of obstructions to entrance and evacuation. Regularly scheduled room inspections will be made each semester, including during every official closing when classes are not in session. Responsibility for the care of the room and its furnishings also include refraining from defacing any University-owned property by use of paints, nails, cellophane tape, decals, glue, screws, etc.

Please note, the University reserves the right of entry into any room for announced inspections, repairs, disciplinary action, and maintenance work without notice when the health, welfare, and/or safety of persons and/or property may be threatened.

The Housekeeping Staff is responsible for maintaining all public areas. They are required/obligated to report student damages and violations of University property to the Resident Director or Director of Residence Life.

Quiet/Courtesy Hours

A quiet hours policy is in effect from 8:00 p.m. through 7:00 a.m., daily. Prior to and during final examinations, a 24-hour quiet hour policy is in effect. All requests to limit noise MUST be honored in order to avoid judicial action. The residence halls were not originally built to accommodate the

powerful stereos and speakers of today. If you bring a stereo to campus, please bring headphones. You are also encouraged to purchase a rubber mat to place under any large speakers to reduce vibration to other rooms.

Solicitation

No door-to-door solicitation without the prior approval of the Director of Residence Life, either from on or off-campus groups, is permitted in the residence halls.

Smoking/Fire Risks

Combustible materials are strictly prohibited in all residence halls. This includes, but is not limited to, items enumerated under the heading of *Items You Are Required to Leave at Home*. Confiscation and disposal of such items shall be permanent.

Concord University is a tobacco and smoke-free campus. The use of all tobacco products (Smokeless tobacco, smoking, and vaping) is prohibited in residence halls and on campus. Residents are required to observe this policy at all times. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

Smoking, using any lit smoking materials, or burning candles inside a University residence hall creates a significant fire and life-safety hazard, is strictly prohibited, and will result in disciplinary action.

First Offense – Open Flames and Lit Smoking Materials Minimum Sanctions

- Student Conduct Referral
- Mandatory Meeting and Fire Safety Educational Session with Housing Director, Dean of Students and Coach/Advisor (if an athlete or member of an organization)
- Immediate removal of any prohibited item(s)
- Restitution for any repair, replacement, cleaning, or maintenance costs

Second Offense – Open Flames and Lit Smoking Materials Minimum Sanctions

- Student Conduct Referral
- Mandatory Meeting with Housing Director, Dean of Students and Coach/Advisory (if an athlete or member of an organization)
- Immediate removal of any prohibited item(s)
- Possible Removal from University Housing
- Restitution for any repair, replacement, cleaning, or maintenance costs

Disabling smoke detectors, or any fire safety equipment, by removing batteries or covering the detector with any material, is a violation of the West Virginia State Fire Code and strictly prohibited. Fines/fees shall be determined by the State Fire Marshal and/or the Director of Housing and Residence Life.

Smoke detectors and other fire safety equipment are installed to protect the lives of all residents and emergency responders. Any action that disables, covers, damages, removes, or

otherwise interferes with the proper operation of this equipment creates a serious safety risk and will result in disciplinary action.

First Offense – Tampering with or Covering Fire Safety Equipment Minimum Sanctions

- Student Conduct Referral
- Mandatory Meeting and Fire Safety Educational Session with Housing Director, Dean of Students and Coach/Advisor (if an athlete or member of an organization)
- Restitution for any repair, replacement, cleaning, or maintenance costs

Second Offense – Tampering with or Covering Fire Safety Equipment Minimum Sanctions

- Student Conduct Referral
- Mandatory Meeting with Housing Director, Dean of Students and Coach/Advisory (if an athlete or member of an organization)
- Removal from University Housing (72 hours)
- Restitution for any repair, replacement, cleaning, or maintenance costs

Students removed from University Housing due to creating a significant fire and life safety hazard may remain financially responsible for housing charges in accordance with the Housing Contract (see pg. 76 of the Student Handbook).

Aggravating Circumstances

The University reserves the right to impose more severe sanctions, including immediate removal from University Housing, when the violation involves intentional damage to fire safety equipment, creates a significant risk to the safety of others, or occurs in conjunction with another serious policy violation.

When a fire alarm is sounded, all students are required by law to vacate the building.

Visitation/Escort

Open Visitation of the opposite gender is permitted in every residence hall, with roommate's consent, every night that the residence halls are officially open. Guests wishing to enter the building after 11:00 pm, or stay overnight, must present a valid ID and sign in at the front desk of the residence hall they will be staying in **between 5:30 pm and midnight** on the night they plan to stay (Sign-in must occur each night someone is staying). Guests arriving after midnight will not be permitted to enter the building or stay unless they have signed in earlier that day.

The main lobby entrance is the primary avenue for entry and exit to all residence halls. The main entrance is the **ONLY** avenue of access permitted for non-residents except when checking into or out of the residence hall. All visitors must be escorted from the individual building's entry point and accompanied by the host within the residence hall they are visiting at all times. Residents can only serve as a host in the residence hall in which they live. Each resident may escort up to two visitors at a time and must stay with their guests while in the building. Each resident is held accountable for her/his guest's on-campus behavior under University policies and procedures. In roommate conflicts over excessive visitation, the University will always side with the complainant. The University reserves the right to deny access to any guest if it has been determined that he/she has disturbed, disrupted, or endangered any residents.

While visitation is open in all residence halls, there are restrictions to the number of nights guests can stay to prevent "squatting", subletting, and other prolonged stays by persons not contractually

responsible for the room. Guests (regardless of gender) may stay only 2 consecutive nights when class is in session the following day (i.e. Sunday-Thursday). If found in violation of this policy, and the guest is a Concord Student, both students will be subject to disciplinary action and the visiting student will be charged \$30.00 per night for each night he/she is in violation. If the guest is not a Concord Student, the resident will face disciplinary action and be charged guest fees of \$50.00 per night, and the guest will be banned from Concord University Residence Halls.

Trespassing

West Virginia State Law defines trespassing in a residence hall as follows:

1. If a person authorized to have access to a residence hall and by his/her presence or act interferes with the peaceful or orderly operation of the residence hall, he/she may be asked to leave the residence hall at any time.
2. If an individual other than a person authorized to have access to a residence hall enters such a facility, he/she may be asked to leave the residence hall notwithstanding the fact that he/she has not interfered with the peaceful or orderly operation of the residence hall or otherwise committed a breach of the peace or violated any statute or ordinance.
3. Such a request to leave may be made by the President of the institution, an employee designated by the President to maintain order in the residence hall, the Director of Residence Life, Resident Director, a University Police Officer, or their designee.
4. It shall be unlawful for a person to remain in a residence hall after being asked to leave. Any person who fails to vacate shall be guilty of misdemeanor trespassing.

Weapons

Weapons or “look alike”/replica weapons may NOT be housed or carried into a University residence hall. Possession of rifles and firearms (including BB and paint ball guns), ammunition, tasers/stun guns, firecrackers, and/or explosive materials (including carbide) and similar items such as gas-powered guns (including paint and nail guns), and sharp tipped arrows are strictly prohibited. Hunting equipment should be stored elsewhere; contact your Resident Director or the Public Safety Office with any questions. The only exception to this applies to individuals who possess a current and valid concealed carry permit. On July 1, 2024, the State of West Virginia enacted the [Campus Self-Defense Act, W. Va. Code § 18B-4-5b](#), allowing individuals with a current and valid concealed handgun license (CHL) to carry a concealed pistol or revolver on the campus of all public institutions of higher education in WV, including Concord

University. Individuals with a concealed carry permit are allowed to have their concealed weapon in common spaces in the Residence Halls such as lounges, dining areas, and study areas. Weapons are **NOT** permitted inside of Residence Hall dorm rooms. Additional information, including gun storage options, is available on Concord’s [Campus Carry webpage](#).

RESIDENCE HALL CONTRACT TERMS & FEES

The Residence Halls Policies Contract is a legal agreement between the University and the individual student. It entitles the student to the use of the residence halls as set forth within this document, and in other sections of the Concord University Student Handbook. This document is a contract entered into by the student and University for said student’s use of the University-owned residence hall.

Subletting of any portion of the room, or allowing someone to reside for free, is not permitted.

The room is to be used as a living unit only and no commercial operation shall be carried on therein.

Eligibility to occupy the premises is limited to full-time (12 or more credit hours) undergraduates who are appropriately registered for course work. Student occupancy of residence hall rooms is solely an incident to an academic relationship. Eligibility for occupancy automatically ends upon withdrawal or termination of enrollment as a full-time student, unless an exception is granted to reside with under part-time status.

Contract Term

The Room Reservation Form (Housing Contract) is for the full academic year when the institution is in session from August, or the student's official arrival date, until the spring session ends in May, and cannot be terminated or canceled except under the conditions cited in the withdrawal or housing exception sections of this agreement. If entered into after August, this agreement applies only to the remainder of the academic year.

Payment

Payment of semester room and board fees must be made to the Business Office according to published University deadlines.

Room Reservation Fee

When applying for a University residence hall room, each student must submit a \$50.00 room deposit. This security deposit encourages the faithful performance by the student of all obligations, including payment of room and board, all monies due and owing to the University on any account, and payment for the student's share of repairs and damage to a room and general residence hall areas over and above normal wear and tear. No scholarship can be applied to this deposit; it must be paid by the student directly. There are NO exceptions to this policy.

The balance of this deposit is refundable at the end of any academic term if the student is not returning to the residence hall the following semester; students who leave during an academic term will forfeit their deposit.

The room deposit is a damage deposit and any damages that are charged to the resident will be deducted from this \$50.00. Whenever the balance of your room deposit fee drops below \$0.00, you are required to pay the amount that returns the balance to \$50.00.

Refund of Room and Board Fees

Room and Board fees are refunded per day based upon the last day of official occupancy in the residence hall. Refunds shall be pro-rated based upon the date the resident has signed out of the residence hall on the Record of Residence, returned his/her room key, and removed personal items from the room. Failure to perform any one step of this procedure will result in additional costs to the student. All refunds are calculated from the first day of upper-class check-in. Students receiving financial aid from Concord University will have their refund re-deposited into the financial aid account. A student who is asked to withdraw for disciplinary reasons forfeits all rights to a refund. Fees are subject to change. Such changes may take effect at once and apply to students already enrolled unless otherwise specified.

Room Assignments

The University reserves the right to make room assignments to fully utilize all of its facilities. Specific room requests cannot be promised; however, every reasonable effort is made to assign each student to a residence hall and room accommodation of their choice in accordance with their priority, as established by receiving both the Room Reservation Form and \$50.00 Room Reservation Fee. The date the Room Reservation Form and fifty dollars (\$50.00) Room Reservation Fee are received can play a significant role in room/building selection. The “official date received” will always be when the Room Reservation Form AND the \$50.00 deposited are both received by the Office of Housing and Residence Life. Mutual requests for roommates are fulfilled according to available space. Requests for special accommodations warranted by a diagnosed disability will be honored whenever possible.

Residents will be responsible for paying housing charges based upon the type of occupancy in relation to the capacity of the room. The typical occupancy is two residents in a double room of which each student pays double room rates. When one student is permitted to occupy a single or double room alone, that student must pay a single room rate. When two students are permitted to occupy a triple room, each student will typically pay the double room rate plus one-half the additional single room fee.

The Resident Director should be contacted if a room change is desired. Room changes may be requested at the beginning and the end of each semester. Each residence hall will hold designated Room Change Meetings at the beginning of each semester, typically the first three days of classes. Changes will be granted only if space is available. At no time is a student authorized to make a room change without prior approval from his/her Resident Director. Unauthorized room changes will result in an administrative charge of \$25.00 per student, and the student will be required to move back to the original room assigned. Residence hall changes may be accomplished under the same guidelines as room changes.

Check-In/Check-Out Requirements

Upon moving into or out of a room, each resident must sign for her/his keys, or sign saying he/she has returned the keys to the Residence Life Staff. Failing to check-out of one's room officially will result in a \$5.00 charge. Failure to return one's room key immediately upon check-out is a charge of \$25.00 per key. All rooms are thoroughly inspected by the residence life staff before the hall opens. At this time, a record of the room condition and furnishings is created. The occupant of the room has the opportunity to sign and correct, if necessary, this record when he/she checks in. Room inspection will again occur upon departure. Be advised that you will be held financially responsible for any conditions noted after check-out which are not noted on the initial inspection.

A charge of \$25.00 or more will be assessed to any individual whose possessions must be removed from a room by the University after the student has failed to remove such belongings. The fee must be paid before any belongings will be returned to the student. If you do not claim your personal property within four weeks of checkout, the University will dispose of said belongings.

Room Consolidation

During the first few weeks of each semester, you may reside in a room by yourself although this same room may have been scheduled for double or triple occupancy. When this situation occurs, you should not expect to continue single occupancy. You will be notified by the Resident Director to arrange for the correction of your occupancy. The Resident Director will explain the various

options available to you. They will arbitrarily re-assign you to another room only if you request the Resident Director to do so, or if you fail to complete consolidation and a single room is not available for you to purchase. It is ultimately your responsibility to correct your room status. The deadline for completing consolidation is usually the end of the second week of the Fall semester or the end of the first week of the Spring semester. Although you may wish to maintain a single room (and pay the single room rate) this option will only be available to you if the overall occupancy situation permits it. If you are the last resident without a roommate, you will be obligated to consolidate at whatever point another resident becomes the sole occupant of a room in the building in which you reside. Students whose occupancies are affected by roommates moving out are subject to similar room consolidation up to the midpoint of each semester. In all consolidations, both residents involved will be given the opportunity to decide who will move, however, if an agreement cannot be reached the Resident Director will determine which resident moves based on the number of credit hours, GPA, and other building-related factors.

Consolidation means that a resident will be required to either move to another room or to accept a roommate. If you later decide to pay for a single room rather than to accept consolidation, you will be liable for payment of the single room fee from the date you first became the sole occupant of the room.

Independents on Organizational Floors

Organizations are expected to fill their designated areas. As a result, your room assignment can be changed to another area if it is determined that your relationship with the organization is disruptive. If a disruptive situation appears to have developed, a meeting will be held to evaluate the circumstances. If it is felt that members in the organization are relating to you unfairly, please initiate a hearing to seek correction on your behalf.

Non-members are only permitted to sign up in organizational areas with the consent of the organizations. Room assignments for non-members are subject to change each semester. Non-members may be reassigned for Fall Semester to create room for new members who need space in one of the organizational areas. Please contact the Office of Housing and Residence Life to discuss questions you may have about organizational housing.

Housing During Official University Closings

University residence halls are officially closed over extended breaks, however, all Residential Students have the opportunity to stay on campus, for an additional fee, over Thanksgiving, Winter, and Spring breaks. Applications for Break Housing can be obtained at the Office of Housing & Student Affairs (Student Center, Room 201) three weeks prior to the beginning of the break in question. For all breaks, a daily charge will be applicable and must be paid in advance.

Please be aware that for safety reasons Residence Hall Policies may change during break periods. Students will be notified of these changes upon applying for Break Housing. Any student found to violate University Policies and Procedures during a break may be required to vacate the residence halls for the remainder of the break, and will not be guaranteed permission to stay through future breaks.

Only authorized University personnel, or persons having permission from the Director of Residence Life, are permitted in the residence halls during official University closing. Anyone else found inside the residence halls, or found attempting to enter the residence halls, will be subject to arrest.

For those students leaving during breaks, the following applies:

Residence halls must be vacated within 24 hours after a student's last final examination of the semester, or at official closing time (normally 5:00 p.m.), whichever scenario occurs earliest. Notice will be posted by the Housing and Residence Life staff before each closing. It is the student's and/or family's responsibility to abide by the conditions outlined in all closing notices and to follow check-in and check-out procedures and times.

Before vacating your room for official closings, you are required to do the following in conjunction with your roommate(s) and/or suitemates:

- Remove all trash and any other items that might attract roaches, ants, and pests.
- Remove perishable items from your refrigerator, clean, and unplug it, leaving the refrigerator door ajar.
- Close and lock all windows.
- Unplug everything but aquariums from room electrical outlets.
- Turn all lights off.
- In Towers only, shut off the water completely.

Note: The staff will perform routine room inspections at closings to ensure compliance of these and all other residence hall rules. Any procedures not followed will subject residents to applicable charges and/or disciplinary action.

Liability

The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises, due to, but not limited to, insufficient or excessive heat, smoke, fire, water, steam, the elements, actions of third persons, or similar causes.

General Policies

1. Residents are expected to comply with all regulations described in the Concord University Student Handbook, the Concord University Residence Life Key, the Concord University Academic Catalog, the Concord University Vehicle Registration and Parking Regulations Handbook, the Substance-Free Contract (if applicable), and the Concord University Room Reservation Form.
2. Within the contract, federal, state, and local law and University regulations have been designed to maintain an appropriate environment for the mutual benefit of all residents. Violations may result in University and/or criminal judicial action.
3. Additional policies may be instituted as communicated by the President, Director of Residence Life, Director of Public Safety, and the Chief Student Affairs Officer/Dean of Students.
4. If any provision(s) in this part of the handbook shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.

OFF-CAMPUS EXCEPTIONS / COMMUTING

All traditional-age undergraduate students are required to live on campus unless he/she has applied and been approved for an Off-Campus Exception, or Commuting Status. Applications for off-campus exceptions and commuter requests can be found on the Concord University eRezLife website, under the “Forms” section located in the left tool bar.

Students should never sign a lease for an off-campus dwelling until they have been approved to live off-campus. Signing a lease with another entity is NOT grounds for exception approval. Any student denied an off-campus exception will be charged room and board, regardless of having signed a lease for an off-campus dwelling. It is the student’s responsibility to provide all required substantiating information. Students are subject to the conditions of the Residence Hall Room Contract and Student Handbook residential policy will have to justify being relieved of the contract.

Possible Exceptions:

1. Financial Hardship - you or your family must have recently experienced an unplanned financial crisis; serious illness, death, job separation, etc. Anyone expecting to qualify for financial hardship must have applied for financial aid.
2. Medical - you must provide written confirmation. Documentation should include the existing medical problem, how long it has existed, the last date treated for the condition, and the estimated duration of the condition. Documentation must prove your condition prohibits you from living on campus.
3. Part-time Student - must maintain eleven credits or less throughout the entire semester(s) the student wishes to live off-campus.
4. Residing with Relative - Requests must be substantiated with a written statement from the relative. The statement must contain the specific relationship to the student, the full address and telephone number of the relative, and their agreement to house the student for the academic year or semester. This exception is limited to living with immediate relatives, defined as Siblings, Grandparents, Aunts, and Uncles.
5. Residing on the Work Site - your physical presence is required for the fulfillment of job responsibilities.
6. Age and/or Experience - 23 years of age or older; three years of full-time military experience; married; or have dependent children.
7. Senior students who have at least 90 earned credit hours. Any student wishing to apply for Senior Status Exception must provide a copy of their official progression sheet (academic checklist), or their Unofficial Transcript from their MyCU account, with the Off-Campus Housing Request Form.
8. Other Reasons - give a detailed and accurate description of the situation with all supporting documentation.

Deadlines for Applications:

- Summer Terms (both): May 1st
- Fall Term: March 1st (returning students), June 1st (new students)
- Spring Term: November 1st

Any application received outside of the designated deadline will automatically be held and processed during the following application period.

STUDENT LIFE POLICIES



CONCORD
UNIVERSITY

2026-2028

STUDENT CODE OF CONDUCT

ARTICLE I INTRODUCTION

Concord University has developed the following regulations and procedures to describe the general bounds of student responsibility and behavior. The system is intended to serve as a guide for the conduct of students and to ensure fair and equitable treatment to all. In other words, the system is intended to provide safeguards for each individual and, at the same time, protect the University community while creating an atmosphere conducive to fulfilling the University's mission.

Similar to an academic record, a student's behavioral record may impact future educational or employment opportunities. Just as graduate schools and employers will request a student's academic transcript, they may also inquire about any disciplinary actions or student conduct violations involving the student. Therefore, every student should be conscientious of both behavioral and academic records while enrolled at Concord University.

ARTICLE II SCOPE, LIMITATIONS, AND APPLICABILITY

The primary objective of the University in establishing a Code of Conduct is to maintain order and protect the person and property of all students, faculty, and staff. The Code of Conduct promotes a safe educational environment not only in the classroom but in many aspects of University life. Developed as a supplement to University policy and State of West Virginia statutes, the Code does not replace, limit, or otherwise alter Board of Governors' policies or state law. The Code will be subject to periodic review and updating so that it will remain appropriate to current conditions on campus.

The University retains the right to establish additional regulations and procedures as it deems necessary to meet and maintain the aforementioned institutional goals. Such policies shall be publicized to all students in the form of electronic media and/or prominently displayed signs.

This Code shall apply to all students or non-students subject to discipline by a University conduct panel. It does not apply to faculty, staff, or administrative personnel of Concord University. This Code shall be in effect on all campuses of the University, including online students, for undergraduate and graduate students, and at University-sanctioned off-campus events. In certain circumstances where conduct occurring off-campus represents a possible threat to persons or property on campus, the jurisdiction of the University may be extended off-campus at the discretion of the University President or the President's designee. Examples of such conduct include but are not limited to felonies and forcible and non-forcible sex offenses. In an emergency situation where the discretion of the University President or the President's designee to extend jurisdiction off-campus is not readily ascertainable, prior approval should be assumed.

ARTICLE III DEFINITIONS

The following terms are referenced in the Student Code of Conduct and are defined as follows:

1. **Alcoholic Beverage:** refers to any "non-intoxicating beverage". A "non-intoxicating beverage" is a beverage that has a percentage of alcohol by volume of less than or equal to twelve percent (12%). Beverages containing more than 12% alcohol (spirits) are not permitted on campus, except as provided by ARAMARK via its ABC license or by special permission of the President or his/her designee.
2. **Bullying:** Bullying is defined as any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that a reasonable person under the circumstances should know will have the effect of any one or more of the following (i) physically harming a student; (ii) damaging a student's property; (iii) placing a

student in reasonable fear of harm to his/her person; (iv) placing a student in reasonable fear of damage to his/her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school.

3. **Complainant:** means any current employee, student, or applicant to Concord University (regardless of whether he or she is applying for employment or for admission as a student), vendor or contractor representative, or visitor who reports an alleged violation under this policy. The complainant is not required to be the person who allegedly suffered the discriminatory, harassing, or inappropriate treatment; rather, they could be a witness to the events or a Mandatory Reporter.
4. **Concealed:** means hidden from ordinary observation so as to prevent disclosure or recognition. A deadly weapon is concealed when it is carried on or about the person in such a manner that another person in the ordinary course of events would not be placed on notice that the deadly weapon was being carried.
5. **Credible Threat:** A threat to the health or welfare of another issued by a declarant who appears to have the ability and the intent to act upon it.
6. **Dangerous Objects:** defined as any object or device which can be used to cause harm or unnecessarily risks the safety of another person and includes any item with a lawful purpose (such as, scissors, baseball bat, paintball gun) used in a manner which could or does result in an act of violence or a threat of violence against another person, except when used for self-defense. "Dangerous Objects" include fireworks or other explosives, tasers, stun guns, air-powered rifles, and imitation weapons without appropriate safety markings.
7. **Deadly Weapon:** defined as an instrument which is designed to be used to produce serious bodily injury or death or is readily adaptable to such use.
 - a. The term "Deadly Weapon" includes, but is not limited to, firearms, blackjacks, gravity/switchblade or other knives, metallic or false knuckles, nunchaku, pepper spray, pistols, and revolvers, as defined in W. Va. Code § 61-7-2, or other deadly weapons of like kind or character which may be easily concealed on or about the person.
 - b. The term "Deadly Weapon" does not include a pocketknife with a blade three and one-half inches or less in length, a hunting or fishing knife carried for hunting, fishing, sports, or other recreational uses, or a knife designed for use as a tool or household implement, unless the item is knowingly used or intended to be used to produce serious bodily injury or death or pepper spray when used by any person solely for self-defense purposes.
8. **Emergency Suspension:** refers to the act of temporarily removing a student who poses a threat to the safety or the rights, welfare, or property of another, including the University, pending an investigation.
9. **Gambling Behavior:** refers to playing games of chance by betting items of value in the hope of winning other items of value without prior University approval.
10. **Habitual Offender** Any student found in violation of offenses set forth in Article IV of the Student Code of Conduct on four (4) occasions in one (1) academic year, five (5) occasions in two (2) academic years, or six (6) occasions during enrollment at the University, regardless of whether enrollment is continuous, shall be considered a habitual offender.

11. **Hazing:** Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
- a. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
 - b. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State or Federal law; and
 - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State or Federal law."
12. **Resident:** A person who resides in a Concord University residence hall or University owned house pursuant to a valid contract between the Office of Housing and Residence Life and the student.
13. **Respondent:** any person who is accused by a complainant or the University of a violation.
14. **Student Organization:** An organization (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at Concord University, whether or not the organization is established or recognized by the institution.
15. **University Employee:** For the purposes of this Article, there are four classes of University employees, each having different official capacities.
- a. **University Official:** "University Official" includes any non-student member of the Concord University faculty, staff, or administration. Such individuals are considered to be acting in their official capacity in the performance of their duties at any location on campus or at any University-sponsored event.
 - b. **Graduate Assistant:** "Graduate Assistant" includes an individual who serves in a support role at the University on a part-time basis and has completed his/her undergraduate degree. Such individuals are considered to be acting in an official capacity when fulfilling their assigned job duties. Graduate Assistants may be enrolled in the post-baccalaureate study at the University or another institution.
 - c. **Student Manager/Resident Assistant:** "Student Manager/Resident Assistant" includes any student who is hired by the University to manage a facility or part of a facility. Such individuals are considered to be acting in an official capacity while on duty in the facilities they manage

and while in the vicinity of such facilities. In the case of Resident Assistants, the word “facilities” may be construed to mean any facility managed by the Office of Housing and Residence Life. Student Managers/Resident Assistants may be granted the authority to act outside of the facilities that they manage during special events on or off-campus and throughout a campus emergency.

- d. **Student Employee:** “Student Employee” includes any student who is employed by an office of the University and is not considered a Student Manager/Resident Assistant. Such individuals are considered to be acting in an official capacity during the hours that they are working in or in the vicinity of the office by which they are employed. This definition shall include students who are granted the authority to help manage special events.

ARTICLE IV VIOLATIONS

The following constitutes behaviors that are considered violations of the Student Code of Conduct. In addition to the listed violations, violations of the Concord University Board of Governors’ policies may be considered as part of the student’s conduct record, as well as violations of an academic nature, as stipulated in the most current edition of the Academic Catalog.

1. **Academic Dishonesty:** Any student who engages in academic dishonesty as described in the University Academic Dishonesty Policy as outlined in the Concord University Academic Catalog shall be found in violation of this section.
2. **Accessory**
 - a. Any student who aids, abets, or compels another individual to violate a criminal statute as defined in Article IV Section 5 of this policy shall be found guilty of this section.
 - b. Any person who is present during, and aware of, an act for which another student is charged for violation of a criminal statute as defined in Article IV Section 5 shall be found in violation of this section.
 - c. If more than six (6) students are present and aware of an act for which another student is violating any section listed in Article IV of the Student Conduct Policy, they may be found in violation of this section.
3. **Alcoholic Beverages** - NOTE: The President of the University or his/her designee shall have the right to approve written procedures that supersede subsections 3 b, c, d, and e, at his or her discretion and for a period of time that he/she specifies.
 - a. **Underage Consumption of Alcohol** - Any person under the age of twenty-one (21) who possesses and/or consumes alcoholic beverages on the premises of the University or at any University-sponsored event shall be found in violation of this section.
 - b. **Possession of University-Prohibited Alcoholic Beverages** - Any student found to be in possession of any type of alcoholic beverage other than what is outlined in Article III Section 1 shall be found in violation of this section.
 - c. **Volume Provision for Alcoholic Beverages** - Any individual who is found to have more than six (6) cans or seventy-two (72) fluid ounces of beer, or any other alcoholic beverage as defined in Article III Section 1 in his/her possession while in a residence hall shall be found in violation of this section.
 - d. **Conveyance Provision for Alcoholic Beverages** - Any person who brings an alcoholic beverage onto University property must convey the substance in a sealed container that also reasonably conceals its contents. Any person who fails to comply with this provision shall be found in violation of this section.

- e. **Consumption of Alcohol in an Unauthorized Area** - An individual who may lawfully consume alcohol beverage as defined in Article III Section 1 according to the criteria set forth in this section may do so in a residence hall room, if and only if all individuals within the room are over twenty-one (21) years of age. Any student who fails to comply with this provision shall be found in violation of this section. This rule shall not apply in instances where the University authorizes the consumption of alcohol in other locations.
- f. **Supplying Alcohol to an Underage Individual** - Any person who provides alcohol to another person who is under the age of twenty-one (21) shall be found in violation of this section.

4. **Assault and Battery**

- a. **Assault:** Any person who attempts to commit a violent injury to the person of another or commits an act that places another in reasonable apprehension of immediate violent injury, he/she shall be found in violation of this section.
- b. **Battery:** Any person who willfully and intentionally causes physical harm to another or intentionally touches another in an offensive manner shall be found in violation of this section. Any person who batters another in the course of defending oneself from battery shall not be found in violation of this section so long as the means of defense are not excessive when compared to the means of battery employed by the batterer.

5. **Criminal Statute:** Any student who is perceived to be in violation of any municipal, state, or federal law on the premises of the University or at any University-sponsored event shall be found in violation of this section if reasonable evidence can be supplied to indicate the student violated a criminal statute and the student is not being charged with the offense under another provision of the Student Code of Conduct.

6. **Damage of Property:** Any person who vandalizes or maliciously damages any property that does not belong to that person, on campus, or at any University-sponsored event, shall be found in violation of this section.

7. **Disorderly Behavior:** Any person who exhibits disorderly conduct such as abusive, indecent, obscene, or excessively noisy behavior or language on University property shall be found in violation of this section.

8. **Disruption of Activities:** Any person who intentionally disrupts or obstructs teaching, research, administrative proceedings, or any other campus-based or University-sanctioned activity shall be found in violation of this section.

9. **Failure to Comply:** Any student who commits any of the following acts shall be found in violation of this section:

- a. Failure to obey the instructions of any University or Student Conduct hearing panel, or members acting on behalf of the hearing panel, or failure to comply with or perform applied sanctions may be found in violation of this section.
- b. Failure to answer a University summons or request to appear when such notice is sent at least seventy-two (72) hours in advance.
- c. Any act which substantially hinders the function of any University or Student Conduct panel.

10. **Failure to Cooperate with Staff**

- a. **Noncompliance:** Any person who fails or refuses to comply with directions or

instructions of a University Employee, as defined in Article III Section 11a, 11b, 11c, and 11d, so long as such directions or instructions are reasonable and within the scope of the authority of the employee, shall be found in violation of this section.

- b. **Verbal Abuse of a University Official:** Any person who verbally abuses a University Official, as defined in Article III Section 11a, in his/her presence while the official is executing his/her duties shall be found in violation of this section.
- 11. **Furnishing False Information:** Any student who knowingly furnishes the University or a University Official with false information by means of communication, forgery, alteration of documents, or use of fraudulent documentation, shall be found in violation of this section.
 - 12. **False Reporting:** Any student who intentionally and falsely reports that a campus threat has or will take place shall be found in violation of this section.
 - 13. **Gambling:** Any student who engages in any gambling behavior as defined in Article III Section 6 shall be found in violation of this section.
 - 14. **Harassment:** Any student who engages in a course of conduct directed towards another person that would cause a reasonable individual to fear for his/her safety shall be found in violation of this section.
 - 15. **Hazing:** Any group, person, or persons in a group who engage in hazing as defined in Article III Section 8 shall be found in violation of this section. All suspected hazing must be reported to the Dean of Students, who investigates and, if evidence is found, prepares an adjudication report. Hazing cases are referred to the University Hearing Board for a formal hearing and determination. Sanctions may include probation, suspension, loss of organizational recognition, or other disciplinary action.
 - 16. **Littering:** Any person who disposes of waste in a place other than a designated container, such as a trash can or recycling bin, shall be found in violation of this section.
 - 17. **Obstruction**
 - a. **Obstruction:** Any student who prevents or attempts to prevent evidence from being offered in any University conduct hearing shall be found in violation of this section.
 - b. **False Testimony:** Any student who deliberately lies or offers false testimony before any University or Student conduct hearing shall be found in violation of this section.
 - 18. **Possession of a Controlled Substance:** Any student on University property or at any University-sponsored event which is found to be engaged in the use, possession, or distribution of a controlled substance that has not been prescribed to the student shall be found in violation of this section. Nothing in this rule shall preclude Article II of the Student Code of Conduct.
 - 19. **Possession of Keys:** Any person found to be in possession of any key to the University in which that person is not authorized by the University to have access to shall be found in violation of this section.
 - 20. **Public Intoxication:** Any person found to be intoxicated on University property or at a University-sponsored event, whether such intoxication results from alcohol, narcotic drug or other intoxicant or drug, shall be found in violation of this section.
 - 21. **Published Rules and Regulations:** Any person who acts in violation of any rule or regulation that has been adequately posted and/or published in accordance with Article II of the Student Code of Conduct shall be found in violation of this section.

22. **Retaliation:** Any adverse action that was taken against a person who makes a good faith reporting of alleged improper or wrongful activity shall be found in violation of this section.
23. **Safety and Security**
- a. Any student who willingly and knowingly creates any form of threat to the health, welfare, or safety of a person or persons on University property or at a University sponsored event or who issues a credible threat as defined in Article III Section 4 against another shall be found in violation of this section.
 - b. Any student who misuses, tampers with, intentionally or falsely activates, or otherwise disturbs any fire or safety equipment, including but not limited to fire extinguishers, fire alarms, fire hoses, thermal detectors, or carbon monoxide detectors, shall be found in violation of this section.
 - c. Any student who fails to evacuate a building through the nearest approved fire exit upon the sounding of a fire alarm or who re-enters a building prior to authorization to do so shall be found in violation of this section.
 - d. Any person who wedges open a fire door or otherwise keeps it from closing shall be found in violation of this section unless the student is given prior authorization to do so by a University Official.
24. **Student Identification Cards:** Any student who fails to present his/her University identification card when asked to do so by a University Official shall be found in violation of this section. A student found in violation of this section shall have forty-eight (48) hours, excluding weekends or breaks, to present his/her ID to an appropriate University official to avoid disciplinary action.
25. **Technology Misuse:** Any student found to be in violation of any Concord University Computing Policy shall be found in violation of this section.
26. **Theft**
- a. **Theft in General:** Any person who steals or otherwise misappropriates property from the University, from any person on University property, or from any person during the course of a University-sponsored event shall be found in violation of this section.
 - b. **Wrongful Possession:** Any person found in possession of the stolen property, who is aware or should reasonably have been aware that he/she is in possession of such property, shall be found in violation of this section.
27. **Throwing Items from a Window:** Any student who throws, drops, or otherwise propels any item out of a window on University property shall be found in violation of this section.
28. **Trespass:** Any student who makes an unwarranted or uninvited entry into any room, building, or facility that requires prior authorization to enter shall be found in violation of this section.
29. **Weapons**
- a. **Possession of a Deadly Weapon and/or Dangerous Object:** Pursuant to Board of Governors Policy CU-GA-78, Deadly Weapons and Dangerous Objects, as defined herein, are prohibited on CU Property.
 - Deadly weapons, including concealed pistols and revolvers, and dangerous objects are prohibited from the following areas:
 - At an organized event taking place at a stadium or arena with a capacity of more than 1,000 spectators.
 - At the daycare facility located on CU Property.

- In the secure area of the Nick Rahall Technology Center used by the Office of Public Safety, located on CU Property.
 - In an area of CU Property that has Adequate Security Measures to ensure that deadly weapons and dangerous objects are not to be carried by the public into the area.
**Advanced notice will be provided to the campus community regarding these areas.*
 - In an on-campus room or rooms in which a student or employee disciplinary proceeding is being held.
 - In Sole Occupancy Offices, but only in those offices where the sole occupant notifies those who may be entering that Concealed Pistols and Revolvers are prohibited.
 - At a primary or secondary education school-sponsored function being held in a specific location on CU Property that is rented, leased, or under the exclusive use of the West Virginia Department of Education, the West Virginia Secondary Schools Activities Commission, a county school board, or local public school for the actual period of time the function is occurring.
 - At a private function that is being held in a specific location on CU Property that is rented, leased, or under exclusive use of an entity that is not affiliated with the University for the actual period of time the function is occurring.
 - In any area on CU Property where possession of a firearm is prohibited by state or federal law.
 - In specifically designated areas in which patient-care or mental health counseling is being provided.
 - In High Hazardous locations and Animal Laboratories.
 - In on-campus residence halls, except common areas such as lounges, dining areas, study areas and the safe storage room in Wilson Hall.
 - In University owned vehicles.
- b. **Use of a Weapon:** Any person who uses or discharges any weapon or dangerous object conforming to the criteria established herein shall be found in violation of this section, except when such use or discharge is for self-defense purposes only.
 - c. **Brandishing a Weapon:** Any person who brandishes, reveals, or shows any weapon or dangerous object in a way or manner to cause, or threaten, a breach of the peace or that has the potential to cause harm in such a manner that evokes immediate fear or apprehension of physical harm to another shall be found in violation of this section.
 - d. **Open Carry of a Weapon:** Any person who openly carries any firearm or deadly weapon that is partially or wholly visible and intentionally or knowingly displayed in plain view of another person shall be found in violation of this section.
 - e. **Replica Weapons:** Any person in possession of an object that is designed to resemble a weapon as defined herein but is non-functional shall be found in violation of this section.
 - f. **Ammunition:** Any person who resides in the residential halls who is found to be in possession of ammunition in the residential dorm rooms shall be found in violation of this section.
 - g. **Dangerous Object:** Any person who is in possession of any object or device which can be used to cause harm or unnecessarily risks the safety of another person and

includes any item with a lawful purpose (such as, scissors, baseball bat, paintball gun) used in a manner which could or does result in an act of violence or a threat of violence against another person, except when used for self-defense, will be found in violation of this section. “Dangerous Objects” include fireworks or other explosives, tasers, stun guns, air-powered rifles, and imitation weapons without appropriate safety markings.

Exceptions to this provision include possession of self-defense spray and/or other implements used for their intended purpose or in self-defense, including a pocket knife with a maximum three and one half (3 1/2) inch blade and/or household or kitchen implements unless brandished.

Effective July 1, 2024, individuals holding a valid license to carry a concealed deadly weapon may carry a concealed pistol or revolver on CU Property, except for the specific locations set forth above. See W. Va. Code § 18B-4-5b; BOG Policy CU-GA-78, Deadly Weapons and Dangerous Objects. The open carrying of any firearm or the Concealed carrying of any firearm other than a Pistol or Revolver as provided herein will subject the carrier to disciplinary action and possible legal action.

ARTICLE V SANCTIONS

The range of University disciplinary action that may be invoked as a consequence of rule infractions, either by individuals or groups, varies from a warning to expulsion from the University. The action depends largely upon the severity of the infraction and the student’s disciplinary history. Consistent penalties will be applied in similar cases, but each case will be considered according to the circumstances of the offense. Sanctions other than those listed below may also be applied, but in all cases, the University will strive to have sanctions fit and be proportional to the nature and severity of the violation(s). Sanctions will go into effect immediately upon notification to the student unless the decision is under appeal.

1. **Warning Letter:** A Warning Letter is a written statement from the Student Conduct or University Hearing Board or a University Administrator officially warning a student or organization about behavior unacceptable to the University. A copy of the warning is placed in the student’s or organization’s file in the Office of Student Affairs. The warning may or may not establish a probationary period, during which the student may not commit any offense or violate any University policy without facing added sanctions.
2. **Community Service:** Community Service involves volunteer activities that are performed for the benefit of others, including individuals, organizations, or communities. Community Service completed as a sanction must be pre-approved by the Chief Student Affairs Officer and Dean of Students or his/her designee. It is the sanctioned student’s responsibility to obtain official documentation of completion of volunteer activity. Failure to provide approved, official documentation of the completion of community service will render the community service inapplicable to the imposed sanction.
3. **Assessment and Counseling:** Students may be required to participate in assessments and counseling through an Office of Student Affairs approved service. Typically, such assessment and counseling are available free of charge to students through the University Counseling service, but students may opt to complete the assessment through a mutually agreed upon private or public service provider; 3rd party assessment and counseling must be pre-approved by the Office of Student Affairs and at the expense of the student.
4. **Student Conduct Education:** Student Conduct Education may be conducted by a member of the Student Conduct Board or a University official. Student Conduct Education is intended to

familiarize students with the Student Conduct Policy and other institutional rules and regulations, including possible sanctions and potential consequences of non-compliance. The sanction is intended to be instructional rather than punitive so that future violations are avoided.

5. **Restitution:** Monetary restitution or replacement of lost, stolen, or damaged property may be allowed, pending approval by the Chief Student Affairs Officer and Dean of Students or his/her designee. The amount of restitution should not exceed the replacement cost of the property, including any labor costs that may be incurred by the University. Replacement should be of an equal or greater value of the item or property.
6. **Discretionary Sanctions:** Discretionary sanctions may be assigned in lieu of or in addition to other sanctions and may include a letter of apology, essay, oral presentation, or other appropriate educational activity that directly relates to the violation.
7. **Organizational Sanctions:** Any of the sanctions included in the Student Code of Conduct may be applied to an organization. Members of the organization may be subject to individual sanctions for the same violation. Organizations may be placed on probation, during which time their activities are restricted to regular meetings with no social functions, public meetings, or activities other than those involving community service or sanction-assigned.
8. **Probation:** Probation is the limitation or revocation of certain privileges for a specified period of time. A student may be placed on disciplinary probation if one of the University hearing boards determines the sanction necessary. Notice of Probation is kept on file in the Office of Student Affairs. If further disciplinary action becomes necessary during the probationary period, the University may suspend or expel the student who violated the terms of his/her probation. Restriction of visitation privileges, a prohibition from participation in University-sanctioned activities, and limitation of access to University facilities are all examples of special restrictions that may be applied as a part of probation. Organizations may also be placed on probation, during which time their activities are restricted to regular meetings, with no social functions, public meetings, or other activities except pre-approved community service. (Article IV Section 8)
9. **Restrictions:** Restrictions may be full or partial. Full restrictions limit student activities to class attendance, dining in the cafeteria, residing in the residence halls, using Library facilities, and participation in anything for which a student will receive academic credit. For a student or organization on full restrictions, the use of the Student Center is restricted to dining in the cafeteria, checking campus mail, and conducting business in the Bookstore or other Student Center offices. Under the sanction of full restrictions, a student may purchase a meal in the Subway area, but he/she may not consume the food in this area. A student on full restrictions may maintain employment throughout the duration of his/her sanction. A student on full restrictions who is a member of an athletic team may participate in activities required by the Coach, such as practice, games or scheduled events, community service, or other team requirements.

A student who is on full restrictions may NOT do the following:

- a. Use the Student Center Game Room.
- b. Receive visitors in the restricted student's residence hall.
- c. Visit any residential student in any residence hall area other than the main lobbies.
- d. Attend any University-sponsored social activities on or off-campus (e.g., parties, dances, movies).
- e. Pledge or participate in social activities with any recognized University organization on or off-campus.

- f. Possess or consume any alcoholic beverage on campus, even if the restricted student is over the age of twenty-one (21).

When a student receives Full Restrictions and leaves the Concord campus and therefore cannot complete the required sanctions, the sanctions will remain in effect for one (1) year. If the student returns to the Concord University campus within that one-year period of time, he/she will be required to serve out the remaining portion of his/her sanctions.

10. **Suspension:** Suspension is the temporary termination of a person's status as a student for a specified period of time. Notice of the suspension is placed on the student's permanent record in the Registrar's Office and may also be sent to the parents/guardians. After the student is suspended, he/she is not allowed on campus except with the prior consent of the Chief Student Affairs Officer and Dean of Students, the Director of Public Safety and University Police, or their designee to conduct business with an officer of the University. A student who has been suspended from the University may apply for readmission at the end of a specified period. Readmission, however, is not automatic.
11. **Emergency Suspension:** The University reserves the right to immediately remove any student who poses a threat to the safety or the rights, welfare, or property of another, including the University.
12. **Expulsion:** Expulsion from the University is the termination of a person's status as a student. Notice of the expulsion is placed on the student's permanent record in the Registrar's Office and also sent to the parents if the student is under eighteen years of age or has waived his/her FERPA protection to allow notification to occur. The University reserves the right to notify parents in the case of dependent students. Expulsion also includes termination of any remaining right or privilege to receive some benefit of recognition or certification. After the student is expelled, he/she is not permitted on campus except with the prior consent of the Chief Student Affairs Officer and Dean of Students, the Director of the Office of Public Safety and University Police, or their designee. As the most severe penalty imposed, expulsion carries the presumption of finality; however, the possibility of readmission, if any, may be stated on the order for expulsion. Offenses for which the penalty would otherwise be suspension, committed either while the student is on probation or by a student who has been suspended, may result in expulsion.

Termination of Sanctions Provision

At the termination of two-thirds (2/3) of a student's sanction, other than suspension or expulsion, the student may petition for a release from the remainder of their sanction. A release may be granted on the conditions that: (a) the student has complied with the directions of their sanction; (b) the student has maintained good overall conduct; and (c) no further violations whatsoever have been committed by the student. The request for a Sanction Review will be first submitted to the Chief Student Affairs Officer and Dean of Students, who may then forward it to the hearing board that issued the sanctions. The hearing board reviewing the appeal will then recommend its findings to the Chief Student Affairs Officer and Dean of Students. The student is notified of the decision made in regard to his or her petition or a release from the remainder of his or her sanctions.

ARTICLE VI ADMINISTRATIVE AUTHORITY AND THE HEARING BOARDS

In accordance with the West Virginia Higher Education Policy Commission policies, the President of the University is responsible for the administration of the policies, rules, and regulations applicable to the University. In turn, the President of the University delegates

considerable authority and responsibility for such administration to the Chief Student Affairs Officer and Dean of Students.

The University Hearing Board was created in compliance with the Board of Governors' policies calling for the University to establish a primary disciplinary body. The University Hearing Board has original jurisdiction in disciplinary matters. Members of the University Hearing Board are appointed by the Chief Student Affairs Officer and Dean of Students or his/her designee.

The Student Conduct Board¹ was created as part of the Constitution of the Student Government Association. It allows for the processing and sanctioning of student offenses in a hearing comprised of students. The Student Conduct Officer² of the Student Government Association (SGA) presents the cases before the Student Conduct Board, while the Student Advocate³ of the SGA advises and represents the student who is allegedly in violation of institutional regulations. For more information about the Student Conduct Board visit the Concord University Student Government Association Office.

The University Hearing and Student Conduct Boards use the Preponderance of Evidence standard in most instances for deciding whether or not an individual violated University policy or the Student Code of Conduct.

ARTICLE VII PROCEDURES FOR STUDENT CONDUCT BOARD ON VIOLATIONS OF STUDENT LIFE POLICIES AND THE STUDENT CODE OF CONDUCT

5. Student Conduct Steering Committee⁴

- a. Alleged violations of the Student Code of Conduct or other Board of Governors' Policies must be reported to the Director of Housing and Residence Life, and the Chief Student Affairs Officer and Dean of Students. Residence Life staff members and Public Safety and University Police officers should, whenever possible, inform students that allegations are being brought against the student.
- b. The alleged violations will be screened by the institutional Student Conduct Steering Committee before they are directed to the appropriate hearing board. The Steering Committee will determine whether the case should be directed to the University Hearing Board or Student Conduct Board.
- c. The alleged violator may request to have his/her case heard in an Administrative Hearing. The Chief Student Affairs Officer and Dean of Students or his/her designee will assign the University official who will hear the case.
- d. The student will then be notified of the impending disciplinary hearing by receiving a Notification of Allegations. A Notification of Allegations explains the available options to the student in the impending hearing process. If the alleged violator cannot attend the scheduled hearing, he/she must notify the appropriate contact listed on the Notification of Allegations at least twenty-four (24) hours in advance of the hearing.

¹ Previously termed Student Hearing Board

² Previously termed Attorney General

³ Previously termed Public Defender

⁴ Previously termed Judicial Steering Committee

6. University Hearing Board

- a. When the Student Conduct Steering Committee believes that the allegations, if upheld, may result in the student being suspended or expelled, the case is sent to the University Hearing Board. The student will be notified of the allegations and the time and place of the University Hearing Board.
- b. The University Hearing Board, whose members are appointed by the Chief Student Affairs Officer and Dean of Students, hears all cases that may result in suspension or expulsion if the student is found in violation.
- c. The University Hearing Board makes recommendations to the Chief Student Affairs Officer and Dean of Students at the conclusion of the hearing.
- d. Decisions of the University Hearing Board may be appealed to the Appeals Committee, the Chief Student Affairs Officer and Dean of Students, and then to the President of the University.

7. Student Conduct Board

- a. When the Student Conduct Steering Committee believes that the allegations, if upheld, would not likely result in the student being suspended or expelled, the case is sent to the Student Conduct Board.
- b. The Student Conduct Board, whose members are appointed by the President of the Student Government Association, hears all cases that are not expected to result in suspension or expulsion if the student is found in violation.
- c. The Student Conduct Board shall issue sanctions if deemed appropriate.
- d. If the student does not respond to the Student Conduct Board or if the student pleads Not Responsible and does not appear before the Student Conduct Board, he/she may be found in violation of the alleged offenses and charged with Contempt (Article IV).
- e. The accused student reserves the right to appeal the Student Conduct Board's decision to a higher disciplinary channel such as the Appeals Committee and/ Chief Student Affairs Officer and Dean of Students. (See Article VII Section 5 for Appeals Process)

8. Pleadings and Procedure

- a. Students whose cases will be heard by the University Hearing Board, Student Conduct Board, or by Administrative Hearing will receive a Notification of Allegations (also called Summons) and information about the hearing process.
 - i. The Notification of Allegations will include the time and place to appear before the appropriate board.
 - ii. The Notification of Allegations must be sent to the student at least three (3) class days prior to the hearing. The timeframe may be extended for extenuating circumstances, with notification to the student regarding the reason for the delay and anticipated decision date.
- b. There are three acceptable responses to a Notification of Allegations: "Responsible," "Responsible with Circumstances," and "Not Responsible."

- c. There are three acceptable responses to a Summons for Student Conduct Board: “Responsible,” “Responsible with Circumstances,” and “Not Responsible.”
 - i. **Responsible:** The student may wish to enter an “Responsible” plea and waive the right to regular conduct proceedings if the student does not contest the allegations brought against him/her. If a student pleads in violation of University policy, sanctions will be determined by the appropriate authority
 - ii. **Responsible with Circumstances:** The student may wish to enter an “Responsible with Circumstances” plea and waive the right to a hearing. “Responsible with Circumstances” is the proper plea when a student admits to wrongdoing but cannot reasonably comply with certain disciplinary sanctions that may be issued by the appropriate University authority or if there are extenuating circumstances that the student wishes the hearing authority to consider when issuing sanctions.
 - iii. **Not Responsible:** The student may wish to enter a “Not Responsible” plea if the student disputes the charges brought against him/her. If a “Not Responsible” plea is entered, the student must attend all University proceedings that address the allegations.
- d. Regardless of the plea entered, the student reserves the right to appear before the Student Conduct Board, University Hearing Board, or Administrative Hearing at the time and place stated on the Notification of Allegations.
- e. At the disciplinary hearing, there will be a presentation of evidence and testimony from witnesses. For the Student Conduct Board, the Student Conduct Officer will present the case, and the Student Advocate will represent the accused student. In the event of a disciplinary infraction that warrants the convening of the University Hearing Board, the student may choose the representation of the Student Advocate, or he/she may obtain any other representative, including but not limited to external legal counsel, at the expense of the accused student.
- f. The student will receive the sanctions recommended by the Student Conduct or University Hearing Board either at the time of the hearing or by email following the hearing.
- g. The student may elect to have the case heard as an Administrative Hearing. To exercise this option, the student must notify the Chief Student Affairs Officer and Dean of Students at least 24 hours prior to the time stated on the Notification of Allegations for the student to appear before the Student Conduct Board. The Chief Student Affairs Officer and Dean of Students will then schedule an Administrative Hearing. The decision of the Administrative Hearing can be appealed to the Appeals Committee, Chief Student Affairs Officer and Dean of Students (or his/her designee), and in University Hearing Board cases to the President of the University or his/her designee.

5. Appeal Procedure

- a. A student found in violation of any disciplinary infraction has the right to file a written appeal within three (3) days.
- b. The student requesting an appeal must base the appeal upon questions of due process, appropriateness of the sanction, and/or new evidence in order to be granted an appeal to a

higher disciplinary authority. In any case, the burden of proof is on the student to demonstrate that there are sufficient grounds for an appeal.

- c. An appeal of a finding or sanction of the Student Conduct Board or Administrative Hearing held in lieu of a Student Conduct Board may be heard by the Appeals Committee and/or the Chief Student Affairs Officer and Dean of Students. The Appeals Committee consists of one administrator, one faculty member, and one student.
– *all annually appointed by the President of the University or his/her designee.*
- d. An appeal of a finding or sanction by the University Hearing Board or an Administrative Hearing held in lieu of a University Hearing Board may be heard by the Appeals Committee, Chief Student Affairs Officer and Dean of Students, and the President of the University or his/her designee.
- e. Appeals must be reviewed within one (1) week of the request and a determination made as to whether or not to grant the appeal. The timeframe may be extended for extenuating circumstances, with notification to the student regarding the reason for the delay and anticipated decision date.
- f. Students wishing to appeal should contact the Office of Student Affairs
- g. Sanctions will not be implemented if an appeal is made, pending the outcome of the appeal.
If there is no appeal, the sanctions will go into effect immediately upon notification to the student. If the Appeals Committee and/or the Chief Student Affairs Officer and Dean of Students deny the appeal, all sanctions will go into effect immediately.
- h. **The University reserves the right to initiate or retain temporary measures to ensure safety while the decision and/or sanctions are under appeal.**

ARTICLE VIII LESSER COURTS WITH RESTRICTED JURISDICTION

The Student Conduct Board, with jurisdiction as defined by the Concord University Student Government Association Constitution and Bylaws, may recognize lesser boards to handle minor offenses. These boards must provide due process for the protection of student rights. Any decision of a lesser board is subject to review by the Student Conduct Board.

ARTICLE IX EXPUNGEMENT PROCEDURE

Certain Student Life Policy infractions, while important enough to merit disciplinary action, may adversely affect future employment, graduate school prospects, or professional licensure. Therefore, the Concord University Expungement Procedure was adopted to allow students to request the expungement of minor offenses, typically those that involve infractions of institutional policy rather than matters of law. Expungement may be available to students after graduation from the University and in other limited cases. Any infraction that may result in suspension or expulsion from the University may not be expunged. Contact the Office of Student Affairs for more information.

NOTE: If at any point a Concord University Student Code of Conduct or Student Life Policy is found to be in conflict with a Concord University Board of Governor's Policy, the Board of Governor's Policy always supersedes the Student Code of Conduct of Student Life Policy.

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICIES

Following is a list of Concord University Board of Governors (BOG) policies most often applicable to Concord University Hearing Boards and judicial processes and of interest to students. (Note: A full list of Concord University BOG policies is available online:

<https://www.concord.edu/about/administration/board-of-governors/bog-policies>)

- Policy No. 15: Parking and Traffic Policy
- Policy No. 20: Student Rights and Responsibilities
- Policy No. 21: Policy on Use of Institutional Facilities
- Policy No. 23: Policy on Alcoholic Beverages on the Concord University Campus
- Policy No. 25: Student Academic Rights
- Policy No. 29: Policy on Social Justice, Sexual Harassment Policy
- Policy No. 36: Policy on Parental Notification of Student Offenses
- Policy No. 45: Wireless Network Policy

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICIES SEXUAL VIOLENCE

Definitions and Procedures in Instances of Sexual Violence

Sexual Violence is any sexual act forced upon someone against their will and includes acts that are verbal, physical, attempted, or completed. West Virginia law defines sexual abuse as intentional touching of a sexual nature. Sexual assault involves sexual penetration with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity to consent.

Concord University policy recognizes that sexual assault may occur against a victim who has willingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable as a sexual offense. Additionally, and separate from the disciplinary action of the University, the accused may be brought to trial under West Virginia state law and subject to action as directed by the court.

Sexual Assault Prevention

Concord University is committed to creating a safe environment free from discrimination, sexual harassment, and sexual misconduct. Report unwanted behavior to the Title IX Coordinator titleix@concord.edu or complete an online Referral Form:

<https://apps.concord.edu/forms/view.php?id=77398>.

- Get verbal consent from your partner before engaging in any type of sexual activity
- Sexual assault includes a wide range of behaviors, including various types of unwanted sexual contact (e.g., inappropriate/nonconsensual touching, grabbing, fondling, kissing, etc.)
- Know your sexual limits and communicate them clearly and effectively.
- Be aware that 90% of sexual assault victims are familiar with the perpetrator.
- Practice Bystander Intervention. Don't be afraid to intervene, or ask others for help, if you are personally in an uncomfortable situation or you see someone else potentially in danger (e.g., leaving a party with a stranger, drinking too much, acting unusual, etc.)

In an emergency, call 911. If you have been a victim of Sexual Assault, on or off-campus, please contact the CU Police Department at 304-384-5357, Princeton Community Hospital at 304-487-7000, the Mercer County Rape Crisis Center at 304-645-6334 (24 Hour hotline), or a CU SART member.

Names of SART members (see below), medical services, reporting agencies, and support services can be found at <https://www.concord.edu/student-life/title-ix>

Resources for Victims of Sexual Violence

Sexual Assault Response Team SART

To advocate for past or current victims of sexual violence, Concord University has an established Sexual Assault Response Team, or SART, composed of trained volunteers to assist you. Current members of the Concord University SART team are:

Name	Daytime Phone	Evening Phone
Maizy Landreth	304-384-6280	304-384-5979
Khalilah Workfield	304-384-5230	304-384-5979
Terri Philpott	304-384-5282	304-384-5979
Lauren Phillips	304-384-6334	304-384-5979
Angela Fedele	304-384-5187	304-384-5979
Dr. Susan Williams	304-384-6026	304-384-5979
Tarece Lawrence	304-384-6035	304-384-5979
Chief Mark Stella	304-384-5356	304-384-5979
Sgt. Terry Moulder	304-384-5357	304-384-5979
Anna Hardy	304-384-5378	304-384-5979
On-Call RD (available 24/7)	304-384-5979	304-384-5979

The Family Refuge Center, A Way Forward (A.W.A.Y), and S.A.F.E are crisis resources for victims of sexual assault and domestic violence and their families. Professional staff and volunteers provide advocacy, information and referral, support, and counseling to abuse victims. Information on the agencies' websites:

- Family Refuge Center <http://www.familyrefugecenter.org>
- A.W.A.Y <https://www.awaywv.org/>
- S.A.F.E. <https://www.safeincwv.org/>

24-Hour Hotlines:

FRC 1- 304-645-6334 A.W.A.Y. 1-888-825-7836 S.A.F.E. 304-436-8163

Family Refuge Center serves Mercer, Monroe, Greenbrier, and Pocahontas Counties

A.W.A.Y. serves Raleigh, Fayette, Summers, and Nicholas counties in West Virginia S.A.F.E. serves Mercer, McDowell, and Wyoming counties in West Virginia

Other Rape Crisis Centers in West Virginia may be found via the **Foundation for Rape Information Services (FRIS)** website <http://www.fris.org/>. The FRIS website contains comprehensive information and resources regarding sexual violence/assault.

The **National Sexual Assault Hotline** telephone number is 800-656-4673(HOPE). The free hotline provides immediate assistance to victims of sexual violence.

Southern Highlands Community Mental Health Center in Princeton, West Virginia, operates a free 24-hour crisis line. Phone: 304-431-2869. Counseling services are available.

<http://www.wv211.org/> This database allows you to browse hundreds of health and human services online and learn about specific programs, intake requirements, eligibility, operation hours, and more. The database also has information on disaster-related services. Phone: 211 This program is a collaborative project of the United Ways of West Virginia.

The Concord University Office of Public Safety and University Police offers the following tips for preventing sexual assault:

1. Residential students should always carry their room keys with them, be aware of where they are going, and know a quick and safe way home whenever practical. If you are at a bar or party, make sure you have a plan to arrive home safely.
2. Carry a fully-charged cell phone with you at all times.
3. Be aware that sexual assaults are not often perpetrated by an unnamed attacker on the street. Usually, it is someone you know. About 90 percent of sexual assault victims are familiar with the perpetrator.
4. Have a friend go with you so you can watch out for each other.
5. Don't leave your drink unattended or allow others access to your drink due to the possibility of date rape drugs.
6. Beware of how much alcohol you and your date consume.
7. Avoid dates that have domineering or controlling personalities.
8. Clearly communicate and stand up for your rights; don't be pressured into doing something that you do not want to do.
9. Take a self-defense class. Most people who take self-defense courses feel empowered to handle more serious situations.

What to Do If You Are Sexually Assaulted

1. Get to a safe place.
2. If on campus, contact the Office of Public Safety and University Police, a responsible official (e.g. Resident Assistant or Director, advisor) or a friend or call 911.
3. Preserve evidence (e.g. do not shower, dispose of clothing or other evidence, etc.).
4. Seek medical attention (e.g. go to the hospital Emergency Room—in Athens, the closest ER is Princeton Community Hospital; request a forensic nurse or SANE).
5. Seek counseling (e.g. SART members, Concord Counseling Center, community or private mental health professionals, 24-hour crisis lines).

What to Do If a Friend is Sexually Assaulted

In addition to assisting your friend with the above:

- Be supportive. Don't be judgmental.
- Be reassuring and a good listener.
- Encourage your friend to report the sexual assault to a responsible official.

Although most sexual assaults involve male perpetrators and female victims, sexual assaults can involve same-sex couples or women perpetrators and male victims. The same tips, advice, and procedures should be followed regardless of the sex of the perpetrator or victim.

PREVENTION OF SEXUAL VIOLENCE

Bystander Intervention⁵

Active Bystander Intervention is acting to intervene in a potentially dangerous situation. Bystander intervention applies to many situations, including bullying, sexual assault, alcohol and drug abuse, and suicide prevention.

An Active Bystander helps address behaviors **BEFORE** violence occurs. **SAFELY** intervene when you see a potentially dangerous, undesirable, or pre-violent situation by doing some of the following:

- Distract the person who is acting inappropriately or aggressively
- Make certain that the potential victim makes it home safely
- Grab a friend or two to help you intervene
- Act as if you are with the potential victim, even if you are not
- Act as if you need to speak privately with the potential victim and lead them away to a public place

For more information on an active bystander's role in bullying, visit <https://au.reachout.com/bullying>.

For more information on an active bystander's role in sexual assault, review the National Sexual Violence Resource Center's [Bystander Intervention Tips and Strategies](#).

To take the pledge to end sexual violence, visit [It's On Us](#).

CONCORD UNIVERSITY PROTOCOL AND PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA

PURPOSE:

To establish procedures for identifying students with disabilities and providing reasonable accommodations in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

COORDINATION OF SERVICE:

Office of Disability Services
Student Center, Ground Floor, Room 107
Telephone 304-384-6086
nellison@concord.edu

⁵ From FRIS Violence Prevention Toolkit, Bystander Intervention Training Presentation

PROCEDURE:

1. Admissions Office sends to all new students, upon acceptance, the Special Student Criteria Form, which provides students the opportunity to disclose a disability to the institution. This form, when returned to the Office of Disability Services, constitutes the student's initial self-identification and requests for accommodations. The timely submission of this form is encouraged but not a prerequisite for receiving services, nor does the submission of this form alone guarantee the provision of services (see numbers 4-9 below).
2. Current students requesting services should contact the Office of Disability Services to register, provide documentation, and request accommodations. The office is located in room 107 of the Student Center.
3. Faculty and staff, University offices, Student Support Services, Student Success Center, Admissions, Counseling Center, and Student Affairs should refer any student who discloses a disability and/or requests accommodation to the Office of Disability Services.
4. After the student self-discloses (via the Special Student Criteria Form or by contacting the Office of Disability Services), the student should make an appointment with the Disability Services Coordinator, who will accept appropriate documentation for the disability, and begin the process of determining and implementing appropriate accommodations.
5. Providing appropriate documentation of the disability is the student's responsibility, although the Office of Disability Services may assist in this process by securing the student's signature on the Office of Disability Services Permission for Release of Information Form and forwarding it to the applicable agency, school, or professional. Appropriate documentation from a physician, therapist, vocational rehabilitation counselor, or other professional qualified to make the diagnosis must be current (no older than five years), be presented on letterhead stationery, state the specific diagnosis/disability, including the professional's recommendation (if any) for accommodations needed to assist with the academic program, and list any medications the student is taking for the disability. A recent high school Individual Education Program (IEP) or Transitional Plan may be used as documentation, but it must contain a diagnosis and recommendations for accommodations.
6. While awaiting requested supporting documentation, Concord University is under no legal obligation to provide services; however, some reasonable accommodations may be made available at the discretion of the Office of Disability Services and other involved faculty, staff, and administrators. In the event the student claiming disability has never been professionally diagnosed and therefore does not have supporting documentation, Concord University is not obliged to provide or fund the required evaluation. However, the Office of Disability Services may assist the student in locating an appropriate professional to complete the evaluation or refer the student to a Division of Rehabilitation Services office for possible assistance with the evaluation and diagnosis process.
7. Within a week of the submission of documentation of the disability, the Office of Disability Services will provide the student a response granting or denying the requested accommodations and begin coordinating the approved accommodations. Accommodations will be implemented in a reasonable period of time that is specific to the request and, although coordinated by the Office of Disability Services, may be provided by any number of University offices and personnel, including faculty, staff, and administrators, as well as the Office of Disability Services, depending on the nature of the accommodations. When necessary, the Office of Disability Services may make a written referral of the student to other campus offices using the Office of Disability Services Referral Form.

8. All documents, forms, and other written information regarding the student's disability are considered confidential and will be stored securely in locked file cabinets in the Office of Disability Services. With the written permission of the student (secured on the Office of Disability Services Registration Form), the Office of Disability Services may share with other University personnel only the information necessary for those personnel to provide the requested accommodations and to serve the best interests of the student.
9. If a student believes that the services or accommodations provided or recommended do not meet his/her needs, the student should consult the Concord University Grievance Procedure for Students with Disabilities Covered under Section 504/ADA. Such grievances are processed by the 504/ADA Compliance Officer for students, Dr. Amanda Sauchuck, Interim Provost.

NOTE: The University encourages students to request the desired accommodations as early in the semester as possible. In the event the student chooses to delay registering with the Office of Disability Services, providing documentation and/or making a request for accommodations, the University will not provide retroactive accommodations, but will upon the student's request begin the procedure for approving and implementing future accommodations.

CAMPUS ACCESS PLAN

The Concord University Campus Access Plan allows University community members with a disability meaningful access to services, events, and classes.

The campus 504 Coordinator is Dr. Amanda Sauchuck, Interim Provost. She may be reached at telephone number 304-384-6306 or by e-mail: asauchuck@concord.edu

The University Disability Services Coordinator is Ms. Nancy Ellison. The Office of Disability Services is located in room 107 of the Student Center and can be reached by telephone at 1- 800344-6679, extension 6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712. Ms. Ellison may also be contacted by e-mail: nellison@concord.edu.

SERVICES AND PROGRAMS

1. The majority of campus services and programs are housed in accessible buildings.
2. The following buildings are not accessible to persons with mobility impairment.
 - a. **Bonner House**
 - b. **Observatory**
 - c. **Mill St. Hall**
3. The following buildings are partially accessible to persons with mobility impairment:
 - a. **Carter Center:** The elevator in the Carter Center is not ADA-compliant; therefore, access to classrooms on the second floor of the building is limited to only some wheelchairs.
 - b. **Maintenance Building:** This building has a ramp but it does not have accessible bathrooms. Fully accessible bathrooms can be found on the main floor of the Fine Arts Building located next to the Carter Center.
4. If a student with a mobility impairment needs to access a service housed in one of the inaccessible or partially inaccessible buildings, the student should contact the designated responsible person or the campus Disability Coordinator to administer an accommodation that allows the student meaningful access to the service.
5. For each building, the designated responsible person and telephone extension are provided:

- **Bonner House:** Kathy Ball (Director of Bonner Services) 304-384-6009
- **Carter Center:** Luke Duffy (Athletic Director) 304-384-5343 and Angie Proffitt (Administrative Assistant to the Athletic Director) 304-384-5440
- **Maintenance Building:** Steve Miller (Physical Plant Director) 304-384-5266
- **Mill Street Hall:** Khalilah Workfield (Director of Housing and Residence Life) 304-384-5231

When the designated responsible person becomes aware of or is contacted by a student with mobility impairment who needs access to a service housed in a building for which he or she is responsible, that person should work to provide meaningful access by offering the service to that student in an alternate, accessible, and appropriate location. If a confidential reason is needed for meeting space, please contact Nancy Ellison, Disability Services Coordinator, at 304-384-6086.

6. If the student's need for access to the services housed in one of the inaccessible buildings is frequent, regular, and ongoing, serious consideration should be given to the feasibility of a physical modification.
7. Requests for access to services should be addressed immediately, and a solution provided within two working days (except for solutions that require physical modifications).
8. Students with disabilities who anticipate the need for access to services in buildings that are inaccessible or partially inaccessible should make this need known as soon as possible to allow sufficient time for the designated responsible person to develop and implement a method of access.
9. Whenever the designated responsible person cannot promptly and easily identify a method of meaningful access, he or she should coordinate an appropriate response with Nancy Ellison, the campus Disability Services Coordinator at telephone number 304-384-6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712.

EVENTS

1. Whenever possible, events will be scheduled in rooms and buildings that are accessible to those with disabilities.
2. Posted or distributed notices of events should include the name and number of the campus Disability Services Coordinator, who can arrange accommodations for those with disabilities. Persons with a disability should contact Nancy Ellison, extension 6086, if special accommodations are required for events.
3. The Disability Services Coordinator will give immediate attention to the request for accommodations. Events will be moved to accessible locations, preferential seating will be provided, and/or other reasonable accommodations will be made.
4. Those with a disability who anticipate the need for accommodations at campus events should make this need known as soon as possible to allow sufficient time for accommodations to be developed and implemented.

CLASSES

1. Most classes are held in accessible buildings and areas.
2. If the student selects a class to meet in a location that is physically inaccessible to the student, he/she should certainly register for the class.

3. After registration, students with a disability should immediately deliver a copy of the Registrar's printout of their schedule to the Interim Provost, A200, on the second floor of Marsh Hall.
4. The Interim Provost's Office is responsible for arranging classroom locations and will address any physical accessibility issues apparent in the student's schedule and, if necessary, move classroom locations to accommodate the student.
5. The Interim Provost's Office will notify the student of any changes in classroom locations and course listing so that any later changes in the classroom locations will not be made without considering the presence of a student with a disability.
6. The student's timely registration, prompt delivery of the schedule to the Interim Provost's Office, and notification of any apparent accessibility issues should allow sufficient time for the accommodations to be arranged and prevent later classroom changes that would impede the student's access to the class.

PROCEDURE FOR ADMINISTERING ACADEMIC ACCOMMODATIONS

1. Any student with a disability requesting academic accommodations must be registered with the Office of Disability Services (ODS), Student Center, ground floor, Room 107.
2. The student requesting accommodations must provide the Office of Disability Services (ODS) documentation to verify the disability diagnosis. Documentation must be from a physician, therapist, vocational rehabilitation counselor, or other professional qualified to make the diagnosis and must meet the following requirements:
 - a. Be on letterhead stationery
 - b. State the specific diagnosis/disability
 - c. Include the professional's recommendation (if any) for accommodations needed to assist with the academic program
 - d. List any medications the student is taking for the disability
 - e. Be dated within the past 5 years or from a high school if an IEP
3. ODS will write a memo to faculty members detailing appropriate accommodations. The student is responsible for providing a copy to each professor(s) for whom accommodation is being requested. The professor may meet with the student privately to discuss the accommodations and address any concerns or questions to ODS. **NOTE:**
 - (a) student does not have to disclose any details about his/her disability to the faculty member,
 - (b) the memo does not contain an accommodation ending date because once it is written, it is valid until changed and may be used as-is until the student has graduated or is no longer enrolled at Concord,
 - (c) concerns must be resolved immediately.

Faculty must not refuse to provide accommodations; instead, the faculty member should postpone the situation in question (e.g., testing) and discuss his/her concern with ODS.

4. When a professor announces an upcoming test or the student sees on the syllabus that one is approaching, the student should speak with the professor to remind them of the testing accommodation and the need to deliver a copy of the test to ODS or arrange for alternative testing accommodations. The student must also speak with their disability service provider in ODS to schedule the test.

5. A disability service provider from ODS will contact the professor to confirm the test date, time, and delivery method.
6. The professor is responsible for delivering the test to ODS whether in person or through campus mail, e-mail, or a responsible student worker. The professor should include any instructions important to the administration of the test (for example, what materials, if any, the student may use, such as a dictionary, books, handouts, calculators, etc.).
7. Every effort will be made to administer the test at the same time as it is scheduled for the class, except if the student's schedule for other classes before and/or after the test would interfere with the accommodation of extra time. The only other exception would be if several other tests have already been scheduled at the same time in ODS, and there is no room for the student to work in a quiet environment. In these cases, the test may be given shortly before or after the regular time.
8. Professional staff in ODS cannot be free to proctor the student throughout the exam continually. However, the student is not allowed to bring his/her backpack or materials (other than those the professor specified as acceptable) into the exam space, and any paper required is provided by ODS. In addition, ODS staff will periodically check on the student during the test, and a camera is used to observe their behavior when not continuously monitored. Any irregularities will be reported to the professor.
9. Once the student has completed the test, ODS will return it to the professor as soon as possible. This will either be in person or a sealed envelope. Professors should notify the disability service provider of any preference in return procedures (for example, under the office door, in the Division mailbox, or with the Division secretary if the professor is unavailable).
10. Professors who prefer to provide the testing accommodations themselves should consult with ODS to ensure that the appropriate accommodations are delivered in a suitable fashion.

*****As a final note to both students and professors, we ask for your cooperation in following these procedures. You must remember how many there are of you, and yet only one professional on campus providing this service. With your assistance in fulfilling your responsibilities, we can smoothly meet the University's obligation to provide special testing accommodations.***

DISABILITY RESTROOMS

Disability restrooms are found in the following buildings:

1. **North Tower Residence Hall:** The unisex ADA-compliant restroom is located in the main lobby, immediately to your right upon entering the building.
2. **Jean and Jerry Beasley Student Center:** There are two compliant restrooms, one male and one female, located on the 2nd floor of this building.
3. **Marsh Library:** There are two compliant restrooms, one male and one female, located on the ground floor of the Marsh Library. Use the disability entrance on the provided disability pathway to access the restrooms. There is a unisex ADA bathroom located on the main Library floor.
4. **Marsh Hall (admin. building):** There are six ADA-compliant restrooms, three male and three female restrooms in Marsh Hall. One male and one female compliant restroom are located on each of the three floors.

5. **Science Hall:** The ADA-compliant restrooms (1 male and 1 female) are located on the ground floor of the Science Hall.
6. **Fine Arts Building:** There are two compliant restrooms, one male and one female, located on the main floor of this building. Follow the disability pathway, and enter at the automatic disability door; the bathrooms will be immediately on your right.
7. **Carter Center:** ADA-compliant unisex restrooms are located off the main entrance, in the Athletic Office's area.
8. **Rahall Technology Center:** This building has accessible bathrooms on each floor.
9. **University Point:** This building has accessible bathrooms on each floor.

DISABILITY-ACCESS MAP

For information referencing accessible pathways and entrances, please consult the Concord University Campus Access Maps, located in the Concord University Student Handbook, and on the campus, signs located in front of the Jerry and Jean Beasley Student Center, behind Mill Street Residence Hall, at the entrance to the University behind Towers residence hall and the Nick Rahall Technology Center. A printed map detailing the pathway of accessibility can be obtained from the Student Center Main Office, the Office of Admissions, or the University webpage. The Campus Access Plan is available in Braille and can be obtained at the Office of Disability Services.

SERVICE AND ASSISTANCE ANIMALS

Concord University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Office of Disability Services, located on the ground floor of the Jerry and Jean Beasley Student Center, Room 107. Students requesting service or assistance animals in the residence halls will also need to communicate with the Office of Housing and Residence Life or Student Affairs to receive permission and plan with the Director of Housing and Residence Life for the animal to reside in University-owned housing.

The following information includes various laws governing service or assistance animals, including definitions of service and assistance animals.

- Title II of the Americans with Disabilities Act (ADA) applies to state and local governmental entities, including public colleges and universities. Title II generally requires public entities to modify policies, practices, or procedures to permit the use of a service animal by an individual with a disability. Under the ADA, a service animal is defined as a dog that is individually trained to perform work or tasks for the benefit of an individual with a disability. The work or tasks performed by the service animal must be directly related to the individual's disability. Animals whose sole function is to provide emotional support, comfort, companionship, or a crime-deterrent effect are not considered service animals under the ADA. The ADA also contains separate provisions addressing the use of trained miniature horses in certain circumstances.
- Title III of the Americans with Disabilities Act (ADA) applies to private entities that own, lease, or operate places of public accommodation, including private colleges and universities. Like Title II, Title III generally requires covered entities to permit individuals with disabilities to be accompanied by service animals in areas where members of the public, program participants, or other authorized individuals are permitted to go. Under the ADA, service animals are limited to dogs (and in some cases miniature horses) that are individually trained to perform work or tasks for the benefit of an individual with a disability. Animals whose sole

function is to provide emotional support, comfort, or companionship are not considered service animals under the ADA.

- Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance, including colleges and universities that receive such assistance. Section 504 requires covered institutions to provide qualified individuals with disabilities an equal opportunity to participate in and benefit from their programs and activities and, when appropriate, to provide reasonable accommodations or modifications necessary to ensure equal access.
- The Fair Housing Act (FHA) prohibits discrimination in housing on the basis of disability and may require housing providers to make reasonable accommodations for individuals with disabilities. Federal guidance and enforcement standards regarding assistance animals have changed over time and continue to evolve. Concord University evaluates requests for assistance animals in University housing on an individualized basis in accordance with applicable federal and state law, current federal guidance, and University procedures.

After reviewing applicable laws and guidance, Concord University has established the following procedures regarding Service and Assistance Animals:

SERVICE ANIMALS

Concord University will address service animals in accordance with the Americans with Disabilities Act (ADA) and other applicable law. Under the Americans with Disabilities Act (ADA), a service animal is a dog that is individually trained to perform work or tasks directly related to an individual's disability. Emotional support, comfort, companionship, or a sense of well-being alone does not constitute work or tasks under the ADA.

When it is not readily apparent that a dog qualifies as a service animal, University personnel may ask the following questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

The University will not require documentation or certification of the dog's status or training, require the dog to demonstrate its work or task, or require the individual to disclose the nature or extent of the individual's disability. An animal does not qualify as a service animal merely because an individual identifies it as such, possesses a service animal identification card or certificate, or places a vest, harness, or other identifying item on the animal.

Service animals must be housebroken and remain under the control of their handler. A service animal may be excluded from a particular area when permitted by applicable law, including when the animal is out of control and the handler does not take effective action to control it or when the animal is not housebroken.

Students are expected to provide truthful and accurate information regarding an animal's status.

Knowingly misrepresenting an animal as a service animal or providing false information to the University regarding an animal's status may constitute a violation of University policy and may result in a student conduct referral. West Virginia law also prohibits falsely representing an animal as a service animal for the purpose of obtaining rights or privileges afforded to individuals using service animals. Such misrepresentation may constitute a misdemeanor under West Virginia law.

Assistance/Emotional Support Animals

Students requesting an assistance/emotional support animal as a disability-related housing accommodation must complete the University's established accommodation process through the Office of Disability Services and Housing and Residence Life.

The University requires documentation sufficient to establish the student's disability-related need for the requested assistance animal. Required documentation may include:

1. Current veterinary documentation showing that the animal is in good health and current on all vaccinations and required veterinary care, including appropriate flea and tick prevention.
2. Documentation demonstrating that required veterinary care and vaccinations will remain current throughout the animal's residency in university housing.

Submission of documentation does not guarantee approval. The University reserves the right to request additional information when necessary to evaluate an assistance animal request. If denied, students may submit a written appeal to the Chief Student Affairs Officer and Dean of Students.

Registration Deadlines

To allow sufficient time for review, room assignments, and coordination with Housing and Residence Life, students requesting approval for an assistance animal must submit a completed application and all required documentation by the following deadlines:

- a. Fall Semester: Application and all required documentation must be received by July 1.
- b. Spring Semester: Application and all required documentation must be received by November 1.
- c. Summer Sessions: Application and all required documentation must be received by March 1.

Applications will not be reviewed until all required materials have been received.

Requests received after the applicable deadline will be reviewed for the following academic term.

Housing Expectations

Students approved to have an assistance animal in University housing must comply with the following requirements:

- Assistance animals are permitted only within the residence hall and residence hall room where the approved student resides.
- Assistance animals are not permitted in academic buildings, administrative buildings, dining facilities, or residence halls/rooms in which they do not reside.
- Assistance animals must be harnessed, leashed, or tethered whenever outside the student's assigned room unless doing so interferes with the animal's work or the student's disability.
- When left unattended in the residence hall room, the animal must be secured in an appropriate crate or carrier.
- Students may be required to pay the private room fee unless they have a roommate who agrees to reside with the approved animal.
- Students may be subject to additional health and safety inspections.
- Students must complete all required Housing and Residence Life documentation.
- Students must sign the Service/Assistance Animal Residence Hall Agreement.
- Students are responsible for cleaning up after the animal at all times.
- Students are responsible for any damage caused by the animal to University property.

- Students must ensure the animal does not create excessive noise, odors, sanitation issues, or disruptions that interfere with the residential community.

The University reserves the right to remove an approved assistance animal from campus housing if the animal poses a direct threat to the health or safety of others, causes substantial property damage, is not properly controlled, or if the student fails to comply with University policies or the conditions of approval.

Animals Brought to Campus Prior to Approval

Students may not bring an assistance animal into University housing until the animal has been reviewed and approved through the University's accommodation process. All requests remain subject to the established application deadlines. Bringing an animal into University housing prior to receiving written approval is a violation of University housing procedures and will result in the animal being required to leave University property immediately.

Bringing an animal to campus without prior approval does not constitute approval of the animal as an assistance animal, will not expedite or guarantee approval of a subsequent accommodation request, and does not waive or extend the applicable application deadline. Requests submitted after the applicable deadline will be reviewed for the following academic term.

Students who bring an unapproved animal into University housing remain responsible for complying with all Housing and Residence Life policies and may be subject to administrative housing sanctions, cleaning charges, pest-control charges, or charges for damages resulting from the unauthorized animal.

CONCORD UNIVERSITY GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by the Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.794). Section 504 states, in part that “No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Campus Process

The Interim Provost has been designated administrative responsibility for student-related 504/ADA compliance efforts.

Student-related 504/ADA complaints should be addressed to:

Interim Provost/504/ADA Compliance Coordinator

P.O. Box 1000 Concord University, Athens, West Virginia, 24712-1000

304-384-6306

1. A complaint should be filed in writing or verbally, contain the name, address, and contact information of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of the complaint. The investigation will be conducted by the Interim Provost or his/her designee(s). These rules contemplate informal

but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the investigator and a copy forwarded to the complainant within 30 working days after its filing unless the investigation is delayed by special circumstances beyond the University's control.
5. The Interim Provost will maintain the files and records of Concord University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 20 working days to Dr. Bethany Meighen, President of Concord University.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies, such as the filing of Section 504 or ADA complaints with a federal or state department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies, although complainants are encouraged to make use of internal resolution processes at the campus level.
8. These rules will be construed to protect the substantive rights of the interested persons, meet appropriate due process standards and assure that Concord University complies with the ADA, Section 504, and their implementing regulations.

External Process

The United States Office for Civil Rights (OCR) is the federal agency responsible for addressing complaints related to discrimination on the basis of disability. Complaints must be filed in a timely manner with OCR. The U.S. Office for Civil Rights can be reached by phone at (215) 596-6772 (Voice) or 596-6794 (TTY). OCR's policies and procedures may change over time, so please contact the regional office directly with questions and for deadlines for filing.

Helpful Techniques

Effective techniques for problem resolution involve clearly stating the problem and expected outcomes and identifying those who can assist with the issue. Be certain that you have focused your concerns around issues that can be addressed. Furthermore, analyze alternative solutions to determine those that are acceptable and unacceptable. Articulate the reasons for the choices you make. In situations that are heavy with emotion, it is often helpful to write an outline of concerns so that you have a clear focus on the issues you are trying to resolve. Keep summary notes on your interactions in order to more accurately recall the sequence of events related to the situation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(See also 2026-2027 Concord University Academic Catalog)

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) (hereinafter, "FERPA") is a federal law that affords students certain rights concerning their educational records.

Educational Records are records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Education records include academic records, disciplinary records, and financial records and are protected by FERPA apart from the exceptions listed in the Academic Catalog. Educational Records do not include law enforcement records, medical records, or human resource records, all of which are maintained pursuant to applicable state and federal laws.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students must submit written requests to our office that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want to be changed, and specify what is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or concerns of health and safety. A school official is a person employed by the university in an administrative, supervisor, academic or research, or support staff position (such as health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Concord to comply with the requirements of FERPA.

Directory Information: Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed (34 CFR 99.3). FERPA allows for the designation of certain academic record information as "directory information" [academic record information not requiring written permission prior to release. This does not include requests for official documents (or copies) such as diplomas, transcripts, etc. A student may request withholding of directory information. Concord defines directory information as follows:

- Student's name
- Permanent address (City, State, County, and Country)
- Telephone Number(s)
- Major field of study (including second majors, minors, etc.)
- Enrollment status (full-time, half-time, etc.)
- Class level (freshman, sophomore, graduate, etc.)
- Academic level (associate, undergraduate, graduate, professional)
- Aggregate/Broad GPA ranges

- Certification of application for graduation
- Terms of enrollment
- Degree(s) and date(s) conferred, including anticipated graduation dates
- Honors and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- *Soloman (military) requests only*: birth year and student email

Withholding Directory Information

Currently enrolled students have the right to withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure of all directory information, written notification must be received in the Registrar's Office by submitting the [Withholding Directory Information Form](#). Students who do not request withholding of directory information are assumed to have approved disclosure of this information. Additionally, a request to withhold directory information will go into effect at the time of submission and will have no effect on previous disclosures, nor will a student's request to withhold directory information revoke an otherwise valid FERPA release already on file with the University. Students may reinstate disclosure of directory information by notifying the Registrar's Office in writing.

FERPA DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA) requires that the student authorize the University prior to the release of any academic record information to a third party, apart from the exception listed in the Academic Catalog. *See* 34 CFR Part 99.31(a).

Students may consent to disclose educational records to third parties at their discretion. Consent is limited to particular instances, as allowed by the student and by law. To facilitate the consent process, students may complete an electronic FERPA release, granting consent to third parties. Students are encouraged to sign FERPA releases in advance for individuals who may need continuous permission, including parents; spouses; legal dependents; employers; and third-party agencies that may need financial aid or grade information. Students may rescind consent or change the type of information to be released through the same process as permitting consent. To allow the release of information electronically, students should follow the steps below:

1. Log into MyConcordU (<https://myconcordu.concord.edu/>)
2. Click on FERPA Release
3. Enter your Username and Password
4. Complete the form, assigning a PIN number for the individuals to whom you are granting permission for the release of your indicated university information
5. Provide the PIN number to the person(s) to whom you are allowing information access.
NOTE: Information will not be released to an authorized individual without the person knowing the PIN. This is for your protection.

Concord University will release academic information on tax-dependent students to their parents. This requirement is allowable within the guidelines of FERPA. Documentation must be presented prior to the information being shared. School Officials with a legitimate educational interest may view a student's educational records without prior consent. These officials are required to keep any information gleaned from such records confidential from unauthorized parties.

Required Demographic Information

Concord University procedures require the annual collection of specific demographic data for each student: local mailing address and emergency contact confirmation.

PROCEDURE REGARDING EMERGENCIES AT CONCORD UNIVERSITY

Concord University recognizes that one of its primary responsibilities is protecting the health, welfare, and safety of its students, staff, faculty, and visitors. Toward this end, Concord exercises every practical means to prevent emergencies from occurring. However, since emergencies still may occur, the University has established procedures for specific types of crises.

Although the general safety of the University community is primarily monitored by the Office of Public Safety and University Police staff, administrative and supervisory personnel, all members of the University community must cooperate if this responsibility is to be fully met.

The University expects everyone in the University community to support its efforts to provide a safe, orderly, healthful environment. Such support is required for maximum safety and security. Therefore, Concord will not tolerate any act that interferes in any way with its efforts to provide for the general safety of the University community.

The University will exercise appropriate disciplinary measures, including civil/criminal prosecution, against anyone who intentionally creates an emergency, deliberately creates a false emergency, or renders any fire alarm system or safety equipment inoperative. In addition, the University will apply the same measures to anyone who interferes with or fails to cooperate with university personnel at all levels or public safety personnel during the process of dealing with an emergency or when implementing any emergency procedure.

EVACUATION PROCEDURES FOR STRUCTURAL FIRES

1. Always heed the fire alarm. If you don't, you're risking your life and others who may need to rescue you.
2. Know at least two escape routes.
3. Only take personal items (e.g., cellphones, purses, etc.)
4. When exiting a room, close the door behind you. Walk calmly but quickly to the nearest emergency exit.
5. If there is a fire and no alarm, pull the closest fire alarm on your way out.
6. If the hallway is filled with smoke, drop low to the ground, cover your nose and mouth with a damp cloth, if possible, and crawl quickly to the nearest exit. If the smoke is overwhelming or fills the entire hallway, return to and remain in your room and follow the procedures in the section below.
7. Never use the elevator during a fire alarm; always use the stairs.
8. Always ask someone requiring additional assistance how you can help before attempting any emergency evacuation assistance. Ask how he/she can be best assisted or moved and whether there are any special considerations or items that need to come with the person.
9. Proceed to the designated Emergency Assembly Area as instructed by Emergency Personnel.
10. Faculty in active classes should conduct a headcount of students while in EAA.

11. Never reenter a building for any reason; wait until you get the “all clear” from the CUPD, University stage member (i.e., housing, maintenance, etc.), or fire department. **If you are not able to get out due to thick smoke and fire, you will need to “shelter in place.”**
12. If you are able, move to a room with an outside window.
13. Call 911 if possible and let them know where you are trapped.
14. Block the cracks around the door to prevent smoke from coming in.
15. Stay by a window where rescuers can see you; rescue in large buildings may take some time.

ACTIVE SHOOTER SITUATIONS

Response to an Active Shooter:

1. If in a room, lockdown and collect information. If possible, evacuate; if not, attempt to further secure the room.
2. If outside, move off-campus and continue to move away from the threat until you feel safe. Remain off campus until Emergency Personnel advise you it is safe to return.
3. Do not use your vehicle. This may result in a traffic jam and will slow the Emergency Personnel response time.
4. If you are in the immediate area, contact 911 with the information (location and description of the shooter).

For training in Active Shooter Situations, visit the Advanced Law Enforcement Rapid Response

Training (ALERTT) website at <https://alertrt.org> The Office of University Police Department (304-384-5357) will schedule a class for your group/organization. For information on surviving an active shooter event, visit: <https://www.avoiddenydefend.org/>

CONCORD UNIVERSITY TOBACCO USE

Tobacco use, including smokeless tobacco and vaping products, is prohibited in all areas of campus. There are no designated tobacco use areas.

FACULTY AND STAFF DIRECTORY

An up-to-date list of Concord University faculty and staff are found on the Concord University website <https://www.concord.edu/employee-directory>

EMERGENCY NUMBERS

(Numbers are subject to change. Please check the CU website and local directories for updates.)

NAME	PHONE NUMBER
Athens Police	304-384-3525
Athens Fire Department	911 304-384-7333
Concord University Emergency Police Line	911
Concord University Office of Public Safety and University Police-Non—Emergency	304-384-5356 304-384-5357
County Emergency Dispatch	911
Director of Housing and Residence Life	304-384-5231
Family Refuge Center (Sexual Assault & Domestic Violence)	304-645-6334
S.A.F.E. (Domestic Violence)	304-436-8163
Sexual Assault Response Team (8am-4:30pm)	304-384-5231
Southern Highland Crisis Counseling Line	304-431-2869
Southern Highlands Mobile Crisis Team	304-308-9293
WV Poison Center	1-800-222-1222
WV State Fire Marshal	1-800-233-3473
WV State Police	304-425-2101
A Way Forward (Domestic Violence)	1-888-825-7836
24hr Rape Crisis Center (24-hour hotline—toll free)	866-399-7273 800-656-4673

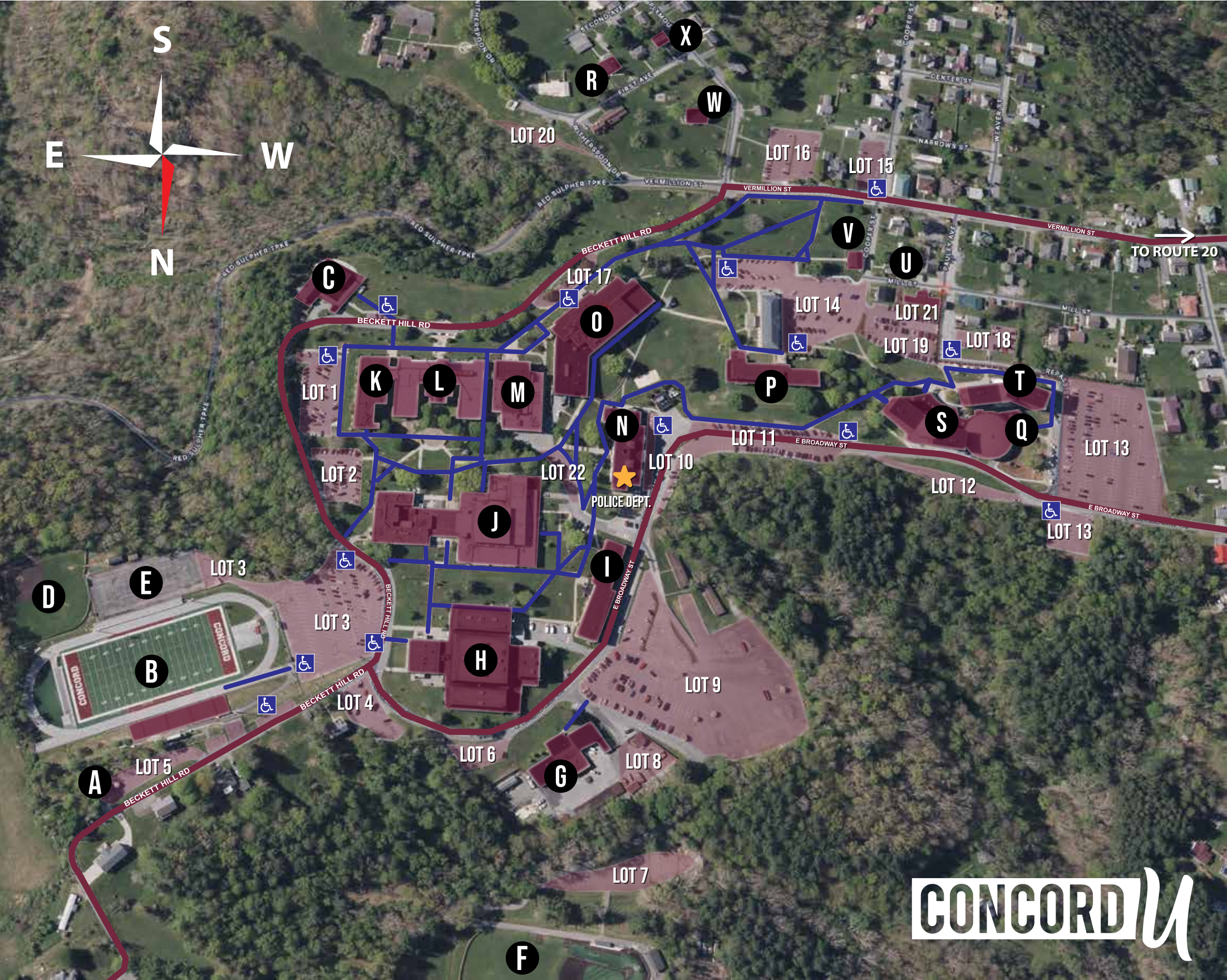
RESIDENT DIRECTORS	HOME	MAIN DESK
North Tower	304-384-5138	304-384-5132
South Tower	304-384-5139	304-384-5133
Wilson/Mill Street Hall	304-384-5140	304-384-5136
On-Call RD	304-384-5979	-

OTHER IMPORTANT NUMBERS

NAME	PHONE NUMBER
504 Coordinator- Dr. Amanda Sauchuck	304-384-6306
ADA/Disability Services Coordinator – Nancy Ellison	304-384-6086
Athens Family Practice	304-384-7325
Student Success Center	304-384-6074
Counseling Center	304-384-5290
CU Student Health Center	304-384-6355
Concord University Switchboard/Lost & Found/Info Desk	304-384-5422
CVS Pharmacy	304-384-7851
Jean and Jerry Beasley Student Center Office	304-384-5311
Mercer County Health Department Clinic	304-324-8367
Athens Post Office	304-384-7056
Athens Town Hall	304-384-3525
Par Mar/Deli Mart	304-384-9057
First Community Bank	304-384-9010
Gino's Restaurant	304-384-7970
Moe's Pizza	304-384-8247

Handbook Disclaimer:

Every effort is made to assure accuracy at the time of publication. However, Concord reserves the right to delete, change, or amend the information in this Handbook. It is the student's responsibility to know and comply with current University policy



CAMPUS MAP

PARKING

LOT 1	Faculty, Staff, & Visitors (Science Hall, 48, 16 HP)	LOT 12	Faculty, Staff, & Student Parking (Behind North Tower, 22)
LOT 2	Faculty, Staff, & Visitors (Fine Arts Center, 48)	LOT 13	Student Parking (South Tower Lot, 270, 2HP)
LOT 3	Commuter & Visitor Parking (Football Field, 200,4HP)	LOT 14	Student Parking (Wilson Hall Lot, 88, 7HP)
LOT 4	Faculty, Staff, Commuter & Visitor Parking (Small P.E. Lot, 36)	LOT 15	Commuter & Visitor Parking (31, 5HP)
LOT 5	Commuter & Visitor Parking (Beside Stadium, 52, 2HP)	LOT 16	Commuter & Visitor Parking (58)
LOT 6	Faculty, Staff, Student & Visitors Parking (10)	LOT 17	Visitor Parking Only (Student Center, 16, 2HP)
LOT 7	Student & Visitors Parking (Baseball Field, 50)	LOT 18	Student Parking
LOT 8	Faculty & Staff Parking (Maintenance Parking Lot)	LOT 19	Student Parking (North Tower Lot)
LOT 9	Faculty, Staff & Student Parking (Behind Wooddell Hall, 277)	LOT 20	Commuter & Visitor Parking (40)
LOT 10	Faculty & Staff Parking (Rahall, 33, 2HP)	LOT 21	Mill Street Parking
LOT 11	Faculty, Staff & Student Parking (Behind Wilson Hall, 58, 2HP)	LOT 22	Faculty & Staff Parking (22, 5HP)

MAP LEGEND

	Parking Lots		Parking Lot Numbers
	Handicap Parking		Handicap Accessible Routes
	Police Department		Campus Main Roads

BUILDINGS AND GROUNDS

A Observatory	M J. Frank Marsh Library
B Callaghan Stadium (Football, Soccer)	N Nick Rahall Technology Center
C University Point	O Jean & Jerry Beasley Student Center
D Women's Softball Field	P Wilson Residence Hall
E Basketball & Pickleball Courts	Q Child Development Center
F Anderson Field (Baseball)	R Upward Bound House
G Physical Plant	S North Tower Residence Hall (Fitness Center)
H Leslie R. and Ruby Webb Carter Center	T South Tower Residence Hall
I Wooddell Hall (Student Health Center)	U Mill Street Residence Hall
J Alexander Fine Arts Center	V Bonner House
K Science Hall	W President's House
L Marsh Hall (Admin)	X Grant House