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Welcome from the President

Hello,

Let me take this opportunity to welcome you to the Community and Technical College. Each student who attends our college is important to us. In order to make your experience at the CTC a meaningful and positive experience, we have produced this student handbook. Within the pages of this handbook you will find lots of information that can help you to locate services you may need and people who can answer many of the questions that you may have regarding student life.

Our desire at CTC Shepherd is to be an accessible and affordable community college. As such we offer many evening, weekend, and non-traditional class times. Our efforts in workforce development may find us teaching on-site at an employer's location. Our continuing education efforts provide many non-credit and personal enrichment opportunities. As a student, you could experience one or all of these options. Whatever brings us together; please know that we will work very hard to provide a good experience for you.

Please let us know how we can serve you better. Welcome to the CTC!

Sincerely,

Peter G. Checkovich
President



Emergency Information

Ambulance 911
 Fire 911
 Police: Emergency 911

Police: Non-emergency

CTC Officer (3:30 pm until 10:00 pm): (304) 671-1095

Shepherd University Officer on Duty: (304) 876-5202

Jefferson Memorial Hospital (Charles Town) (304) 728-1600

City Hospital (Martinsburg) (304) 264-1000

Steps to Emergency Calls

1. When calling for emergency services, try to remain calm. Never leave a seriously injured person alone. You should shout for assistance. Only when it is obvious there is nobody around to help, should you leave the victim long enough to get assistance.
2. Identify yourself, the place and room where help is needed the address for the CTC is 400 West Stephen Street, Martinsburg.
3. DO NOT HANG UP-The operator/dispatcher will want to get further information from you and relay this data to the emergency vehicles in route to your location.

There are certain circumstances that are appropriate for the CTC Officer to be the initial respondent. The security officer is in the building from:

- 6:00-10:00 pm on Mondays
- 3:30-10:00 pm on Tuesday/Wednesday/Thursday/Friday
- 8:00-5:00 pm on Saturday

These include public disturbances, drunk and disorderly conduct, physical fighting, etc. The officer on duty will evaluate the situation and proceed.

WHEN IN DOUBT, CALL 911.

Contact Information

Community & Technical College of Shepherd
400 W. Stephen St.
Martinsburg, WV 25401
(304) 260-4380
(304) 260-4376 (fax)
www.shepherd.edu/ctcweb

Administration

Dr. Peter G. Checkovich, President
 Dunn Building Room A09
pcheckov@shepherd.edu
 (304) 260-4380

Ms. LaJuan Watson, Asst. to the President
 Dunn Building Room A07
lwatson@shepherd.edu
 (304) 260-4375

Mr. William Lucht, Business Liaison
 Dunn Building Room A03
wlucht@shepherd.edu
 (304) 260-4374

Ms. Angie Wolford
 Dunn Building Room A09
awolford@shepherd.edu
 (304) 260-4380

Workforce Development and Continuing Education

Ms. Ann Shipway, Director
 Dunn Building Room A08
ashipway@shepherd.edu
 (304) 260-4390

Ms. Margie Ways, Lecturer/Workforce
 Development
 Dunn Building Room A04
mways@shepherd.edu
 (304) 260-4381

Small Business Development Center

(304) 260-4384 -- Fax
www.shepherd.edu.sbdweb

Ms. Chris Lundberg, Director
clundber@shepherd.edu
 (304) 260-4382

Ms. Nancy Ferner, Assistant Director
nfeltner@shepherd.edu
 (304) 260-4383

Ms. Marcyanna Millet, Office Manager
mmillet@shepherd.edu
 (304) 260-4385

Academic Foundations

Mr. Howard Seiler
Knutti Hall 114
hseiler@shepherd.edu
(304) 876-5400

Developmental Math

Mr. Thomas Crawford, Assistant Professor
Dunn Building Room D11
tcrawford@shepherd.edu
(304) 260-4396

Developmental Reading
Ms. Cindy Stewart, Assistant Professor
Dunn Building Room D10
cstewart@shepherd.edu
(304) 260-4396

Developmental English

Dr. Billie Unger, Professor
Director of Collaborative Programs
Dunn Building Room D09
bunger@shepherd.edu
(304) 260-4394

DIVISION DIRECTORS AND PROGRAM COORDINATORS

Division of Collaborative Programs

Dr. Billie Unger, Director
Dunn Building Room D09
bunger@shepherd.edu
(304) 260-4394

Automotive Technology

Mr. Rodney Strawderman
James Rumsey Technical Institute
(304) 754-7925

Culinary Arts

Ms. Peggy Talley
James Rumsey Technical Institute
ptalley@shepherd.edu
(304) 260-4365
(304) 676-8151

Early Childhood Specialist

Ms. Judy Kepple
Stutzman Slonaker 205
jkepple@shepherd.edu
(304) 876-5256

Electromechanical Technology

Mr. Dan Lewis
James Rumsey Technical Institute
(304) 754-7925

Fashion Merchandising

Dr. Patricia Stealey
Stutzman Slonaker 211B
pstealey@shepherd.edu
(304) 876-5318

General Studies

Dr. Carol Plautz
Dunn Building Room C11
cplautz@shepherd.edu
(304) 260-4398

HVAC&R

Mr. Charles Harbaugh
James Rumsey Technical Institute
(304) 754-7925

Occupational Development

Ms. Judy Kepple
 Stutzman Slonaker 205
jkepple@shepherd.edu
 (304) 876-5256

Visual Arts

Mr. Rick Bruner
 Frank Center A02
rbruner@shepherd.edu
 (304) 876-5372

Division of Business & Technology

Ms. Rebecca Moore, Director
 Dunn Building Room B03
rmoore@shepherd.edu
 (304) 260-4377
 (304) 260-4367 fax

Board of Governors

Ms. Rebecca Moore
 Dunn Building Room B03
rmoore@shepherd.edu
 (304) 260-4377

Information Technology

Ms. Tonya Meadows
 Dunn Building Room B15
mday@shepherd.edu
 (304) 260-4366

Business

Ms. Rebecca Moore
 Dunn Building Room B03
rmoore@shepherd.edu
 (304) 260-4377

Office Technology

Ms. Peggy Talley
 James Rumsey Technical Institute
ptalley@shepherd.edu
 (304) 260-4365
 (304) 676-8151

Criminal Justice

Ms. Tonya Meadows
 Dunn Building Room B15
thouser@shepherd.edu
 (304) 260-4366

Paralegal

Ms. Tonya Meadows
 Dunn Building Room B15
thouser@shepherd.edu
 (304) 260-4366

Division of Allied Health and Emergency Services

Dr. Carol Plautz, Director
 Dunn Building Room C11
cplautz@shepherd.edu
 (304) 260-4398

Emergency Medical Services

Mr. James Medeiros
 Dunn Building Room C09
jmedeiro@shepherd.edu
 (304) 260-4378

Fire Science

Mr. R. Craig Horn
 Off-Campus
chorn@valleyhealthlink.com
 (540) 536-4138

Nursing

Dr. Kathleen Gaberson
Butcher Center 224
(304) 876-5341

Safety Technology

Mr. R. Craig Horn
Off-Campus
chorn@valleyhealthlink.com
(540) 536-4138

Directions**From Shepherdstown:**

Route 45 West to Martinsburg. Turn left onto N Queen Street. One block past King Street, turn right onto W Stephen Street. Go straight through four-way stop sign. Building is last brick building on the right. There are parking lots on both sides of the building.

From Hagerstown:

I-81 South to exit 12. Turn left off exit onto Route 45. Bear right onto South Queen Street. At stop sign turn left. At West Stephen Street traffic light turn left. Go straight through four-way stop sign. Building is last brick building on the right. There are parking lots on both sides of the building.

From Charles Town:

Take Route 9 to Queen Street. Turn left onto South Queen Street. At West Stephen Street traffic light turn left. Go straight through four-way stop sign. Building is last brick building on the right. There are parking lots on both sides of the building.

From Winchester:

I-81 North to exit 12. Turn right off exit onto Route 45. Bear right onto South Queen Street. At stop sign turn left. At West Stephen Street traffic light turn left. Go straight through four-way stop sign. Building is last brick building on the right. There are parking lots on both sides of the building.

RAIL (Remote Access Information Line)

- **Students** - register for classes, check grades, view an unofficial transcript, check your financial aid and review your account.
- **Faculty** - view class rosters, access advisees' records and enter grades.

Catch the train! You'll need to know your Student ID and PIN (birth date in the form of MMDDYY, unless you have changed it). For security purposes, upon your first login you will be asked to immediately change your PIN to a 6-digit number other than your birth date. Afterwards, your PIN will be the new 6-digit PIN that you entered.

If you forget your new PIN, the staff in the CTC Shepherd Administration Office, the Office of the Registrar, the Office of Financial Aid, or the staff at the Cashier's window in Ikenberry Hall can reset it to your birth date upon the presentation of a valid photo ID. You will be forced to change your PIN the next time that you login.

*Effective January 2, 2002, RAIL will require students to enter a Login Verification Security Question and Answer. Enter question of your choice (such as, "What is your mother's maiden name?") and provide an answer that you can remember. If you then forget your PIN, click on the "Forgot PIN?" button and answer the question that you entered. You will then be asked to enter a New PIN (a 6-digit number other than your birth date). **This number becomes your new login PIN***

If you have problems logging into RAIL, please contact the CTC Shepherd Administration office at (304) 260-4380, and talk to the staff for help.

Academic Calendar

Fall 2004 (rev. 3/10/04)

8/12/2004	Thu	New Freshmen/Transfer Orientation; Faculty Report for Fall Semester; Faculty Meetings
8/13/04	Fri	Orientation, Academic Advisement; Registration/Payment for New Freshmen, Transfers and Readmits
8/13/04	Fri	Add/Drop and Late Registration (Late Fee Applies) via RAIL begins at 8:00 pm (All hours except 4:00 am-8:00 am)
8/16/04	Mon	Classes Begin
8/16/04	Mon	Add/Drop and Late Registration (Late Fee Applies), via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm - Consult Advisor
8/20/04	Fri	Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm - Consult Advisor
8/27/04	Fri	Last Day to Change a Course from Credit to Pass/Fail Status
9/3/04	Fri	Last Day to Change a Course from Credit to Audit Status
9/6/04	Mon	Labor Day - Holiday
9/22/04	Wed	Last Day to Withdraw from first 8-weeks class - See Advisor by Noon
10/1/04	Fri	Last Day to Apply for May 2005 Graduation (Registrar's Office)
10/4/04	Mon	First Day of Mid-term Exams
10/8/04	Fri	Last Day of Mid-term Exams
10/11/04	Mon	Mid-term Grades Due - 9:00 am; Second 8-weeks Classes Begin
10/15/04	Fri	Mid-term Grades Available on RAIL
10/27/04	Wed	First Day of Academic Advisement for Continuing Students for Spring 2005
11/5/04	Fri	Last Day to Withdraw from a Full Semester Class - See Advisor by Noon
11/8/04	Mon	First Day of Spring 2005 RAIL Registration for Continuing Students; 9:00 am-4:00 pm
11/10/04	Wed	Last Day of Academic Advisement for Continuing Students for Spring 2005
11/12/04	Fri	Last Day to Withdraw from second 8-weeks Class - See Advisor by Noon
11/21/04	Sun	First Day of Thanksgiving Recess
11/28/04	Sun	Last Day of Thanksgiving Recess
12/3/04	Fri	Last Day of Classes
12/6/04	Mon	First Day of Final Exams
12/10/04	Fri	Last Day of Final Exams
12/13/04	Mon	First Semester Grades Due 9:00 am - End of First Semester
12/14/04	Tue	Grades will be available via RAIL - Tentative

Spring 2005 (rev. 3/10/04)

- 1/7/05 Fri Faculty Report for Spring Semester
- 1/7/05 Fri Orientation, Academic Advisement, Registration/Payment for New Freshmen, Transfers, and Readmits
- 1/7/05 Fri Add/Drop and Late Registration (Late Fee Applies) via RAIL begins at 8:00 pm (All hours except 4:00 am-8:00 am)
- 1/10/05 Mon Classes Begin
- 1/10/05 Mon Add/Drop and Late Registration (Late Fee Applies), via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm - Consult Advisor
- 1/14/05 Fri Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm - Consult Advisor
- 1/17/05 Mon Martin Luther King's Birthday - Holiday
- 1/24/05 Mon Last Day to Change a Course from Credit to Pass/Fail Status
- 1/31/05 Mon Last Day to Change a Course from Credit to Audit Status
- 2/18/05 Fri Last Day to Withdraw from first 8-weeks class - See Advisor by Noon
- 2/28/05 Mon First Day of Mid-term Exams
- 3/4/05 Fri Last Day of Mid-term Exams; Last Day to Apply for August and December 2005 Graduation (Registrar's Office)
- 3/7/05 Mon Mid-term Grades Due - 9:00 am; Second 8-weeks Classes Begin
- 3/11/05 Fri Mid-term Grades Available on RAIL
- 3/13/05 Sun First Day of Spring Recess
- 3/20/05 Sun Last Day of Spring Recess
- 3/28/05 Mon First Day of Summer 2005 RAIL Registration for Continuing Students, 9:00 am-4:00 pm.
- 3/30/05 Wed First Day of Academic Advisement for Continuing Students for Fall 2005
- 4/8/05 Fri Last Day to Withdraw from a Full Semester Class - See Advisor by Noon
- 4/11/05 Mon First Day of Fall 2005 RAIL Registration for Continuing Students, 9:00 am-4:00 pm.
- 4/13/05 Wed Last Day of Academic Advisement for Continuing Students for Fall 2005
- 4/21/05 Thu First Day of Spring Weekend Recess (If no snow days used)
- 4/22/05 Fri Second Day of Spring Weekend Recess (If no snow days used)
- 4/26/05 Tues Last Day to Withdraw from second 8-weeks class - See Advisor by Noon
- 4/27/05 Wed McMurrin Scholars Convocation
- 5/3/05 Tues Last Day of Classes
- 5/4/05 Wed Study Day
- 5/5/05 Thu First Day of Final Exams
- 5/11/05 Wed Last Day of Final Exams
- 5/16/05 Mon Second Semester Grades Due 9:00 am - End of Second Semester
- 5/17/05 Tue Grades will be available via RAIL - Tentative
- 5/21/05 Sat Commencement
- 5/30/05 Mon Memorial Day

General Information About CTC Shepherd

The information that follows is specific to the Community & Technical College of Shepherd located in Martinsburg. Information and policies governing other campus locations such as Shepherd University and James Rumsey Vocational Technical Institute, and Shepherd South Branch may be found at that institution.

Academic Information such registration, scheduling and a definition of grading is provided in the CTC Shepherd Course Catalog available at CTC Shepherd in Martinsburg or online at www.shepherd.edu/ctcweb.

WV Division of Personnel Written Exams (304) 260-4377

Many entry-level West Virginia state jobs require the applicant to complete a written examination as part of the application process. As a community service, CTC Shepherd offers these written examinations to the general public every Tuesday* at 5:00 p.m. at CTC Shepherd in Martinsburg.

Applicants seeking employment at area Juvenile Detention facilities or Regional Jails must take the Correctional Officer examination offered on the 1st and 3rd Thursday* of every month.

For more information about the written examinations and to receive an application contact the West Virginia Division of Personnel 304 558-5946 or download from the web at www.state.wv.us/admin/personnel/

**Please note that semester scheduling and holidays may affect the dates exams are given. Changes to the schedule of test dates are listed on the above website for the Martinsburg testing location.*

Online Courses online.shepherd.edu

The Community and Technical College of Shepherd offers various online courses. These include various computer classes such as Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, and Microsoft PowerPoint, along with many others. CTC Shepherd also offers some Paralegal classes online such as Criminal Litigation and Procedures and Real Estate Wills and Estates.

More online courses are coming, please check the schedule each semester to see the new classes being offered.

Non-Credit Courses (304) 260-4380

The CTC periodically offers short courses, such as Writing for Publication, English as a Second Language, Swedish, Chinese, Memoirs and Memories, and conferences. The CTC post these courses in the CTC advertisers in the local newspapers. Please check Bulletin Boards for updated information on all community service news from the CTC.

Administration

The President of the Community and Technical College

The President serves as the head administrator and academic officer of the Community and Technical College. Working with the President of Shepherd University, the Board of Advisors, and the District Consortia Committee, the President supervises the implementation of Community and Technical College Education. The current President is Dr. Peter Checkovich.

Facility

Smoke-Free Environment

Recently, The United States Environmental Protection Agency released a report and findings regarding cigarette smoke, which is relevant to the health of every student and employee of Shepherd University. The EPA's findings establish a new understanding of how dangerous exposure to tobacco smoke really is. It is now clear and scientifically established that non-smokers suffer serious exposure to unnecessary health risks on account of so-called "second-hand smoke."

Smoking or burning of any tobacco product (cigarettes, cigars, pipes, etc.) is prohibited within any administrative, academic, or any other building of CTC Shepherd.

A smoking area has been designated outside of the building at a location 25 feet from the doorway. Smokers are asked to respect the air space of students entering the building by remaining 25 feet from the doorway. Smokers are asked to respect the environment of the CTC Shepherd facility by properly extinguishing and disposing of cigarettes.

Classroom Assignments and Locations

CTC Shepherd Administration, based upon recommendations of Division, assigns classroom locations at the Martinsburg campus.

If after registration is completed the classroom assigned for any class is insufficient in size or needs equipment, the instructor should request a change in classroom from CTC Shepherd Administration Office.

WHERE DO I GO FOR . . . ?

- Absence With Leave Application
CTC Admin. Office or Registrar/IH Registrar/IH
- Academic Standing (Probation/Suspension)
CTC Admin. Office or Registrar, IH
- Adding Classes
Admissions, IH
- Advanced Placement Test
Multicultural Student Services, CC
- Assistance for Multicultural Issues
Registrar, IH
- Athletic Eligibility
Media Services, KN
- Audiovisual Assistance
Residence Life, MH
- Becoming an Resident Assistant (RA)
Cashier's Office, IH
- Billing Questions
College Center
- Bowling/Billiards/Games
CTC Admin. Office or Registrar, IH
- Drop Slip
Bookstore, CC or online
- Buy Textbooks
CTC Admin Office or Registrar, IH
- Change of Address or Name
CTC Admin. Office or Division Dtr.
- Change of Advisor/Degree/Major/Minor
New Division Director
- Change of Division
CTC Admin Office or Registrar, IH
- Class Schedule
Career Services, GH
- CLEP Test Scheduling
Registrar, IH
- CLEP Test Scores
Student Community Services, CC
- Community Service/Volunteer
IT Help Desk, B-15 or 876-5457
- Computer Support/Help Desk
Box Office, FC
- Contemporary American Theater Festival
Counseling Center, GH
- Counseling
Admissions, IH
- Current Course Catalog
Registrar, IH
- Degree Requirements
CTC Admin. Office or Registrar, IH
- Dropping Classes
Help Desk, IH or 876-5457
- E-mail
Registrar, IH
- Enrollment Verifications
Cashier's Office, IH
- Fee Assessment (Tuition/Room/Board)
Financial Aid, GH
- Financial Aid Questions
Resource Center, D-09 or Study Center, KN
- Free Tutoring
Help Desk, IH
- Getting an E-mail Account
Rambler Card Office, CC
- Getting an ID/Rambler Card
Career Services, GH
- Graduation Application
Registrar, IH
- Graduation Evaluation
Professor
- Grade Appeal
Study Center, KN
- Help with Study Skills
Writing Center, KN
- Help Writing a Paper
Residence Life, MH
- Housing Questions/Assignments
Student Affairs, CC
- Learn If You Qualify for Vets Educ. Benefits
Financial Aid, GH
- Loans/Grants/Short Term Loans
Career Services, GH
- NTE Scores
Career Services, GH
- NTE Testing
Career Services, GH
- Order Catering
Dining Services, DH
- Orientation Information
CTC Admin Office

- | | |
|---|------------------------------------|
| ➤ Organization Mail | SGA Office, CC |
| ➤ Performing Arts Series at Shepherd (PASS) | Student Affairs, CC |
| ➤ Pick up Packages (Resident Students) | Residence Life, MH |
| ➤ Play Racquetball | Wellness Center, SC |
| ➤ Publicize/Learn About Campus Events | The Picket, MH |
| ➤ Phone Numbers | Telecommunications, IH |
| ➤ Regents Bachelor of Arts (RBA) | RBA Office, GH |
| ➤ Reserve a Meeting Room | CTC Admin. Office |
| ➤ Room on Campus | Residence Life, MH |
| ➤ Scholarships | Financial Aid, GH |
| ➤ Start Your GI Bill | Student Affairs, CC |
| ➤ Student Paychecks and Aid Checks | Cashier's Window, IH |
| ➤ Tickets to PASS Events | Information Desk, CC |
| ➤ Transfer Credit Evaluation Question | Registrar, IH |
| ➤ Transcript Request | Registrar, IH |
| ➤ Veterans Affairs | Student Affairs, CC |
| ➤ Veterans Assistance | Student Affairs, CC |
| ➤ Withdrawing From Classes | CTC Admin. Office or Registrar, IH |
| ➤ Work Study | Financial Aid, GH |

Campus Offices/Services

Bookstore

(304) 876-5219

The Shepherd University Bookstore located in the basement of the College Center on the Shepherdstown campus is a full service self-supporting auxiliary enterprise charged with the responsibility of providing the Shepherd College community with the tools necessary for intellectual stimulation and growth as well as professional development. The Bookstore serves as a hub for the gathering and disseminating of educational information for students. The Bookstore specifically provides textbooks, reference materials, study-aids, College insignia, general books, sportswear, computer products, and other merchandise directly related to life on a college campus. Hours of operation are:

Monday-Wednesday	7:45 a.m.-5 p.m.
Tuesday-Thursday	7:45 a.m.-6 p.m.
Friday	7:45 a.m.-5 p.m.

Additional information is available online at <http://www.shepherdbook.com>.

Campus Organizations

(304) 876-5214

Many campus organizations are available for student membership. Such organizations include academic and social fraternities and sororities, support groups and community-based associations.

Campus Police

(304) 876-5202/5374

The Campus Police are available 24 hours a day on the Shepherdstown campus to assist students with needs of safety and security. They are deeply committed to the education and living experience collegiate life has to offer. The hours of office operation are Monday-Friday, 8 a.m.-4:30 p.m., but duty officers are available 24 hours a day, 7 days a week.

CTC Shepherd maintains a Security Officer at the Martinsburg campus on a limited basis. To reach the Security Officer at CTC Shepherd contact (304) 260-4380 or (304) 671-1095.

Career Development Center (CDC) **(304) 876-5122**

The CDC includes Career Services, Cooperative Education, and the Washington Gateway programs. The CDC can assist with choosing majors, getting internships, co-ops, and jobs, and exploring the D.C. metropolitan area. Workshops and appointments are available to discuss selecting a major, applying for internships or co-ops, resume and cover letter development, interviewing, job search, and applying to graduate school. The CDC is also responsible for CLEP testing. Office hours are Monday-Friday 8 a.m. – 5 p.m. Visit the CDC website for more information, www.shepherd.edu/jobweb/

Computer Labs (White Hall, Shepherdstown) **(304) 876-5367**

Computer Labs (CTC, Martinsburg) **(304) 260-4380**

Computers labs located in Room B-25 at CTC Shepherd in Martinsburg and Room 203 in White Hall in Shepherdstown are available for students to work on assignments in a quiet, study-like atmosphere. Computers are available on a first-come, first-served basis. Computer lab hours are posted on the door outside of both labs.

Counseling Services **(304) 876-5276**

Counseling Services is located on the ground floor of Gardiner Hall and accessed through the Health Center. Professional counselors are available to help students deal with a variety of issues including anxiety, depression, homesickness, substance abuse, relationship issues, and learning disabilities. The focus is short-term counseling. Counseling hours are 8 a.m. to 4:30 p.m., Monday-Friday. Please call the Health Center at 876-5161 to make an appointment.

Financial Aid Office **(304) 876-5470**

The Financial Aid Office handles all scholarship, grant, and loan monies disbursed to students for payment assistance. To apply for financial aid, applicants should complete the Free Application for Federal Financial Aid (FAFFA) before March 1, the priority deadline. The application is available in paper and electronic versions. The student must be a U.S. citizen or permanent resident, be enrolled in a degree or teacher certification program, maintain satisfactory academic progress for financial aid, not be in default or owe a refund to a Title IV program or be delinquent on any federal debt. For more information, visit the FAO Web site: www.shepherd.edu/faoweb.

The Financial Aid Office (FAO) also administers the student work program and serves as a clearinghouse for students seeking employment and for those persons seeking to employ students. Students work on campus an average of 40 hours per month. The FAO tries to place students in positions suited to their interests and work is scheduled so it will not interfere with classes or other academic activities.

Federal Work-Study is awarded as part of a student's financial aid package, if funds permit and are requested by the student. Regular student employment is available for those students who do not qualify for Federal Work-Study. Information on available jobs may be obtained from the Financial Aid Office. The Financial Aid Office is open:

Monday-Wednesday, Friday	8 a.m.-4:30 p.m.
Thursday	10 a.m.-4:30 p.m.

Health Center **(304) 876-5161**

CTC Shepherd students who pay the CTC Shepherd tuition/fee rates are not eligible to receive Health Center Services. Any student wishing to purchase Health Center Services may pay the fee at the Cashier's Office, 2nd floor, Ikenberry Hall, Shepherdstown. All CTC Shepherd students that live in the Residence Halls in Shepherdstown are automatically billed the Health Center fee.

Located on the ground floor of Gardiner Hall on the Shepherdstown campus, the Health Center offers basic level medical care provided by qualified medical personnel for common ailments such as cough, colds, bronchitis, sore throats, earaches, mono, strept, poison ivy, bee-stings, sprains, and strains. Other services include allergy injections with orders and serum from the student's private physician, tetanus vaccine when indicated for injury, PPD tuberculin testing (does not apply for admissions requirement), throat cultures for strept infections, blood pressure monitoring, and weight monitoring upon request of physician or student. Effective July 1, 2002, a fee of \$3 will be charged to students for administration of injections. This includes, but is not limited to, TB testing, flu vaccines (when available), and allergy injections. This fee helps to subsidize cost of supplies and may be charged to the Rambler Card. Payment is expected at time of service. Loan of medical equipment such as crutches and heating pads is available. Pregnancy testing and counseling, rape counseling, and West Virginia family planning services are available by appointment only. Referrals for personal counseling and more extensive medical needs can be made, however, counseling and testing done outside the Shepherd University Health Center is at the student's expense.

International Student Services (ISS) **(304) 876-5325**

ISS provides assistance with VISAs and practical training paperwork as well as aiding in facilitation of social and educational support for international students.

Media Services **(304) 876-5174**

Media Services provides support services to the Shepherdstown campus associated with delivery, enhancement, operation, inventory, and storage of audio-visual equipment and consultation in support of our various instructional programs.

Media Services also supports Shepherdstown campus instruction by providing an audio-visual lab set-up to satisfy hardware and software needs associated with faculty, student, and staff projects, seminars, and meetings.

Multicultural Student Affairs **(304) 876-5453**

The primary mission of the Office of Multicultural Student Affairs is to help prepare all Shepherd students to live, learn, work, and succeed in an increasingly diverse and global society. Therefore, this office embraces all students and endeavors to create awareness, appreciation, action, and advocacy around issues of race, gender, sexual orientation, culture, ethnicity, national origin, ability, and religion through passive and active programs, speakers lectures series, and community service. Visit the website at www.shepherd.edu/mcssweb/.

Rambler Card Office **(304) 876-KARD**

The Rambler Card is Shepherd College's official student ID. All students are furnished with a Rambler Card. Students are required to carry this card at all times. The Rambler Card provides

secure stored value for purchases at properly equipped vending machines, copiers, printers, and other locations on the Shepherdstown campus including the Bookstore, Dining Hall, Ram's Den, Library, and Public Safety. It also allows you to access your chosen meal plan. When student fees are paid, the Rambler Card also provides access to student services and activities like sporting events and the Wellness Center. The Rambler Card is the property of Shepherd College, is nontransferable, and must be presented to College officials upon request. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. There is a \$25 replacement fee for lost, stolen, or damaged cards. Report lost, stolen, or found cards immediately to the Rambler Card Office, College Center, Shepherd College; P.O. Box 3210; Shepherdstown, WV 25443-3210; (304) 876-KARD; www.shepherd.edu/rambler.

Card Office Hours

Monday-Thursday	8 a.m.-4:30 p.m.
Friday	8 a.m.-4 p.m.

Summer Hours

Monday-Friday	8 a.m.-4 p.m.
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At this time, a Rambler Card is not required for CTC students attending solely in Martinsburg.

Registrar's Office

(304) 876-5463

Staff members in the Registrar's Office assist students, faculty, and staff with many of the forms and processes required by the College: registration assistance and status changes; academic and address information changes; and permission forms for audit, withdrawal, leave of absence, petition, and transfer credit approval. The Registrar's Office produces transcripts and enrollment verification, certifies students for graduation, and answers questions regarding academic status and academic process.

More information is available on the Registrar's Office Web site: www.shepherd.edu/register. Students can access their academic and personal information as well as register, pay tuition, print enrollment verifications, update e-mail and snail mail addresses on RAIL (Remote Access Information Line) at www.shepherd.edu/rail.

The Registrar's Office is located in Ikenberry Hall on the Shepherdstown campus, and is open Monday through Friday, 8 a.m. -4:30 p.m. The fax number is 304/876-5163.

Services for Students With Disabilities

(304) 876-5453

In accordance with the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Shepherd College is committed to fulfilling its ethical and legal responsibilities to ensure equal educational opportunity for all students. In addition, the College prohibits illegal discrimination against any individual on the basis of her/his disability. A person with a disability is generally defined as any individual who (1) has a physical or mental impairment; (2) has a record of such impairment; or (3) is regarded as having such an impairment, and the impairment substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Disabilities can include, but are not limited to, mobility impairments, visual or hearing impairments, systemic (medical) conditions, psychological disorders (as defined by the *Diagnostic and Statistical Manual of Mental Disorders*, Fourth Edition), and learning impairments.

Students with disabilities at Shepherd College have the right to

- equal access to curricular and co-curricular programs across campus, including academic courses, student services, employment, and student activities;
- reasonable and appropriate accommodations;
- information available in a timely manner and in an accessible format;
- expect all disability-related information will be treated confidentially by all College employees; and
- appeal any disability-related accommodation decision.

Students with disabilities also must act as self-advocates. In order to obtain disability-related accommodations, students are responsible for completing all necessary forms and providing all requested documentation to the appropriate disability service provider (listed below) in accordance with posted deadlines. At a minimum, the documentation must be from an appropriate and authorized professional (e.g., physician, clinical psychologist), it must be timely, and it must verify the nature of the disability, the functional limitations it imposes, and the need for specific accommodations. The College will not be liable for any costs associated with obtaining such documentation. The appropriate disability service provider will decide all accommodations on a case-by-case basis. Please note that the College has an obligation to provide reasonable and appropriate accommodations to ensure that students with disabilities have access to all campus programs, services and functions. However, if the College can provide an accommodation that is equally as effective as the one requested by the student but is less expensive or less extensive, the College is not required to provide the more expensive or extensive one.

Please direct all accommodation inquiries to Thomas C. Segar, Director of Multicultural Student Affairs /ADA Coordinator at 304/876-5453 or tsegard@shepherd.edu or speak to the staff in the CTC Shepherd Administration Office 304/260-4380. Students can also go to www.shepherd.edu/mcssweb/disabilities/index.htm.

Student Academic Support Services **(304) 876-5221**

The office of Student Academic Support Services located in Knutti Hall, Shepherdstown, campus, provides a variety of services, which include the free tutor program. Peer tutors are available in most subject areas and provide an effective support system for all our College students. The Study Center also provides help for students in time management, note-taking skills, test anxiety, test-taking skills, and memory skills. For more information visit the Web site at www.shepherd.edu/sassweb.

Student Affairs **(304) 876-5214**

Student Affairs is the administrative division responsible for all student life outside the classroom at Shepherd University. Services provided through Student Affairs are housing, dining, career services, health services, counseling, certification for veterans, leadership development, student activities, international student services, services to commuting students, disability services, community services, multicultural student services, and the judicial system. If you have a question about any of these services visit the Student Affairs Office located in the College Center in Shepherdstown in Room 101. The office is open Monday-Friday 8 a.m. -4:30 p.m.

User Support Services **(304) 876-5457**

The User Support Service desk provides assistance to the College for computer and network-related problems. This service supports the residence hall network and WVNET dial-up service. It supports both Wintel and Macintosh platforms and is located in the basement of Ikenberry Hall, Shepherdstown.

Veterans Assistance **(304) 876-5325**

This service is located in the Student Affairs Office in the College Center. The certifying official for veterans and beneficiaries that are entitled to educational benefits encourages and is open to any questions regarding the benefits or eligibility.

Wellness Center **(304) 876-5300**

CTC Shepherd students who pay the CTC Shepherd tuition/fee rates are not eligible to use the Wellness Center. Any student wishing to purchase a membership to the Wellness Center may pay the fee at the Cashier's Office, 2nd floor, Ikenberry Hall, Shepherdstown. All CTC Shepherd students that live in the Residence Halls in Shepherdstown are automatically billed the Wellness Center membership fee.

This multifaceted exercise facility contains a weight and aerobic machine area, handball and racquetball courts, an indoor pool, and various consultative services to maximize your individual fitness needs. This is open to the complete campus and Shepherdstown community.

Writing Center **(304) 876-5293**

The Writing Center, located in 207 Knutti Hall in Shepherdstown offers free tutoring from 10 a.m. to 2 p.m., Monday through Friday, as well as online tutoring. Please visit the Web page for more information: <http://www.shepherd.edu/scwcweb>. The Writing Center hours of operation are Monday-Thursday 10 a.m.-2p.m. and Friday 10 a.m. –noon. Appointments are necessary and can be made in either Knutti Hall Room 114 or Knutti Hall Room 207.

Policies and Procedures**Introduction**

The submission of an application for admission to a public institution of higher learning represents a voluntary decision on the part of prospective students. Institutional approval of that application, in turn, represents an extension of a privilege to join the academic community, to participate in its activities, to be educated in the arts of citizenship, and to be graduated honorably from the institution upon fulfillment of the academic and behavioral expectations, which are stated in the policies, and regulations of the institution.

Membership in the academic community accords to students certain freedoms and responsibilities. The following statements, which are subject to revision and amendment by the President's Executive Staff, define for students both their freedoms and responsibilities in the academic community of CTC Shepherd their participation in the governance of that community.

All policies and procedures found in this CTC Shepherd Student Handbook apply to students attending classes at the Martinsburg campus of CTC Shepherd. CTC Shepherd students attending classes at Shepherd University in Shepherdstown must follow and abide by the policies and procedures in the Shepherd University Student Handbook. Reference made to the College

and Shepherd applies to both Shepherd University and CTC Shepherd. Campus shall refer to both the Martinsburg and the Shepherdstown campuses.

CTC Shepherd Community Expectations

Welcome to CTC Shepherd. The Community and Technical College of Shepherd (CTC Shepherd) was established according to West Virginia state mandate. The college provides instruction primarily to the population of Berkley, Jefferson, and Morgan Counties. Instruction at CTC Shepherd serves a culturally diverse population with quality instruction, support services, technology, and community services programs. Through a broad range of curricula and supporting services, CTC Shepherd addresses the intellectual, societal, and emotional growth of its students and economic growth of the region. CTC Shepherd evaluated its effectiveness by assessing student learning and the environment in which it occurs.

Our community standards of behavior are intended to enhance and protect the College's general educational process, including research and public service activities, as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, race, life experiences, nation-of-origin, disability, or sexual orientation. Through appreciation and respect of the rights of other individuals, we recognize the rights of individuals and groups to express dissent.

For any community to be self-governing, the rules under which it operates must be promulgated and understood by the members of the community. This Student Conduct Code is intended to codify and explain the rules for standards of behavior and responsibility, as well as the rights and remedies accorded to all members of our community.

Responsibilities of Citizenship

As is the case in the community at large, students on the CTC Shepherd campus are held accountable for their conduct. For this reason, it is the students' responsibility to be cognizant of the rules and regulations contained in the CTC Shepherd Catalog and Student Handbook.

To establish its behavioral standards and rules, the College will endeavor to maintain a code that represents reasonable regulation of student conduct. The College will strive to impose only those limitations on student behavior that have relevance to the educational mission of the College, to the rights of others, to the protection of property, and to the maintenance of orderly group living.

Those students who fail to or refuse to comply with the behavioral standards and regulations of the College, including the directions and orders of faculty and staff members charged with administration of institutional affairs, are subject to disciplinary action, including suspension or expulsion.

CTC Shepherd students are also expected to respect local ordinances and state and federal statutes both on and off campus. Violations of ordinances or statutes are matters of adjudication between the students and the civil authorities. However, campus authorities will take action in cases of off-campus incidents where the institution's interests as an academic community are involved.

Student Bill of Rights

Freedom of Association

Individual students may join whatever associations they deem desirable and are entitled to affiliate with any group or organization with which they qualify for membership. Organizational constitutions, charters, and bylaws must be nondiscriminatory with reference to the beliefs, ethnicity, race, gender, life experiences, nation-of-origin, disability, or sexual orientation of prospective members. Fraternities, sororities, and religious organizations shall not be considered discriminatory in terms of sex or religious affiliation, respectively.

A Free and Independent Press

The College recognizes the right of students to operate a free and independent press. The student press shall be free of undue censorship and its editors and managers shall be protected from arbitrary suspension arising from student, faculty, administration, alumni, or community disapproval of editorial policy or content as long as its policy or content adheres to the canons of responsible journalism. The campus administration shall provide similar rights to the College radio station and television courses.

Although the College itself is charged with ultimate responsibility for the nature and content of its official publications, the editor-in-chief of each campus publication shall bear primary responsibility and accountability for the particular publication's operation.

Right to Privacy

Shepherd students are entitled to the same safeguards of their rights and freedoms of citizenship as are afforded their peers outside the academic community. The College recognizes its responsibilities to protect the interests of its students in preservation of privacy. Privacy rights exist under institutional policy, as well as under federal law, the Family Education Rights and Privacy Act (FERPA).

I. Student Records

All policies and practices concerning student records shall respect the privacy of the individual students. Records will be kept only on matters relevant to the educational process. Even these minimum records will not be disclosed except with the student's written consent or as otherwise stated in the following policies.

A. Maintenance of student's records:

1. Separate files will be maintained for academic records and supporting documents, such as, disciplinary, medical, financial aid, counseling and credential records, and other official personnel records.
2. The official student academic record, supporting documents, and other student files are confidential. They are to be maintained only by members of the College staff. All persons who handle confidential records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it.
3. Student academic records shall be limited to information about academic status. No disciplinary information will be recorded on these records.
4. The College reserves the right to withhold academic records of students who are financially indebted to the institution.

5. Disciplinary Files: All disciplinary records except for record involving suspension and expulsion will be kept by the Dean of Students in the Student Affairs Office of Shepherd University for no more than three years from the date of the sanction. Students in good behavior may request removal of disciplinary files after two years. This request must be made in writing to the Dean of Students at Shepherd University.
- B. All students will be permitted to examine their own academic records and supporting documents, records of disciplinary proceedings, and other official personnel records. If students obtain a copy of any of these records, the College may charge a nominal fee for this service.
1. Medical, financial aid, counseling, and credential records contain information that will be available to students, as explained below:
 - a) Records created or maintained by a physician, psychiatrist, psychologist, counselor, or other paraprofessional are normally available only to persons providing such help or treatment. Students are permitted, however, to designate a qualified third party to review such records on their behalf for accuracy. A qualified third party would be a competent professional in the area of concern. Nothing in this request will alter confidentiality of information otherwise protected by law.
 - b) Students will not have opportunity to examine the financial resources of their parents without parental consent in writing.
 - c) Former students will not have the right to see confidential letters and statements of recommendations placed in their educational records before January 1, 1975. Students will be permitted to waive their rights of access to confidential recommendations in these three areas: admissions, credential files, and receipt of awards. In these cases, students will be made aware of the names of persons making confidential recommendations on their behalf. Letters or statements of recommendations will be used only for their intended purposes.
 - d) Other than the expectations listed above, students may have access to information in their admissions, financial aid, and job placement records.
 - e) The Office of the Registrar is charged with the exclusive responsibility for releasing official grade reports, transcripts, and grade point averages. Students who want documentation of this information for themselves or for transmission to third parties must obtain the documentation from the Registrar's Office.
 2. Former students will have the same rights of access to their records as currently enrolled students. Applicants to the College who are not admitted will not have these rights.
- C. Students have a right to prior written consent for the release of personally identifiable information from the student's records to individuals other than the student referred to in the records, but prior consent is not required in the instances outlined below:
1. Employees or agents of CTC Shepherd, including but not limited to faculty and staff, who need access to the record in order to fulfill a College-related responsibility;
 2. Parents/guardians of dependent students, as defined for income tax purposes, in which case the College may but is not required to make non-consensual disclosures;
 3. Parents/guardians, in instances of alcohol and drug infractions by the student;
 4. When records are subpoenaed under a lawful court order;

5. The following directory information about individual students may be released or made public unless a student makes a written request to withhold such information: name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. All students who do not wish the release of the directory information should file a written statement to that effect in the Office of the Registrar, Ikenberry Hall; and
 6. All other instances in which FERPA does not mandate prior written consent.
- D. Students have the right to challenge or contest any part of their education record, which they believe contains inaccurate or misleading information.
1. Students should try to resolve the inaccuracy or the need to eliminate misleading information with the faculty or staff member responsible for the entry of the information on their record.
 2. If resolution cannot be achieved in the above manner, a challenge to the accuracy of academic records should be submitted in writing to the Admissions and Credits Committee, stating the nature of the complaint and the evidence, which seeks to prove that the entry is in error. This committee has the power to uphold or change any entry on students' records, which is challenged.

II. Confidential Communication

The matter of confidential communication frequently presents a problem between student and professor or administrator. When the problem under discussion could lead to administrative action, the student should seek an understanding regarding confidentiality before the counseling session.

Student Code of Conduct

The College does not tolerate violations of any of the following policies. Should investigations of violations of these policies and regulations warrant a hearing, violations will be processed, through the College Judicial System, in the following manner:

Class I offenses: May be heard by the Campus Judicial Board for any offense. This class of offense could carry a suspension or expulsion penalty.

Class II offenses: May be handled by a judicial officer in the Student Affairs Office or an administrator in the Residence Life Office. An accumulation of Class II offenses may result in a hearing before the Campus Judicial Board with suspension or expulsion as a possible sanction.

CTC Shepherd and Shepherd University share one Campus Judicial Board. CTC Shepherd faculty and staff participate on the Campus Judicial Board when dealing with CTC Shepherd students or facility issues.

I. General Requirements (Class I or Class II Offence):

All students are subject to and are required to comply with the following:

- A. Laws of the United States.
- B. Laws of the State of West Virginia.
- C. Town and county ordinances.

- D. Policies, rules, and regulations of the Shepherd University and its governing boards.
- E. While on campus, students are required to carry a Shepherd University ID card at all times.

II. Disruptive and disorderly conduct, which endangers the safety or well being of others, is prohibited. (Class I or Class II Offenses)

- A. Harassment, verbal abuse, physical abuse, intimidation, or any other conduct (including the use of any form of media) which threatens or endangers the health or safety or educational opportunity of another person on campus.
- B. Disorderly conduct or disturbing the peace on College property or at functions sponsored by the College; actions which disrupt or interfere with the instructional program or threaten the orderliness, operation, or well being of the campus.
- C. Hazing by individuals or organizations. Hazing is defined as imposing demeaning or dangerous activities on any person including members and prospective members of campus organizations. Prohibited activities include:
 - 1. Subjecting an individual to cruel horseplay.
 - 2. Harassing or punishing an individual by the imposition of excessively heavy or disagreeable tasks.
 - 3. To frighten, scold, beat, or annoy by playing abusive tricks upon an individual.
 - 4. Hazing is further defined as individual or group behavior, which results in:
 - a. Disorderly conduct.
 - b. Physical or mental harm or shock to an individual.
 - c. Forcing an individual to act against his/her will.
 - d. Interference with academic work.
 - e. Interference with the liberty and comfort of others, either with or without their consent.
- D. Storage or use of firearms, firecrackers, explosives, blank pistols, air rifles, air pistols, archery equipment, swords, knives with blades in excess of four inches in length, or any other item that may constitute a weapon on campus, except as required for an academic class.
- E. Placing a false bomb threat or fire alarm; unauthorized use, tampering, or discharge of fire extinguishers.

III. Sexual Assault is prohibited. (Class I Offense)

- A. Sexual assault is defined as sexual intercourse, sexual intrusion, or any form of sexual touching with another person without the consent of that person. Incapacity of the victim does not constitute consent on the part of the victim. A person is determined incapable of consent when such person is less than sixteen years old; or mentally defective; or mentally incapacitated; or physically helpless. Mentally defective means that the person suffers from a mental disease or defect, which renders such person incapable of appraising the nature of his or her conduct. Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to such person without his or her consent or as a result of any other act committed upon such without his or her consent. Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act. (West Virginia State Law)

- B. It is the position of the College that a sexual assault also occurs against the victim who willingly takes a controlled or intoxicating substance if the sexual contact occurs after the victim becomes temporarily incapable of appraising or controlling his or her conduct as a result of the controlled or intoxicating substance.
- C. A student charged with sexual assault can be prosecuted under West Virginia law AND disciplined in accordance with College policies and regulations. A student found guilty of sexual assault through the campus judicial system may be subject to suspension or expulsion.

IV. Sexual Harassment is prohibited. (Class I Offense)

It is the policy of Shepherd University to maintain a learning and living environment free from all forms of sexual harassment of any student, employee, or applicant for employment or admission.

- A. Sexual harassment is a violation of Federal Law Section 703, Title VII, Civil Rights Act of 1964 and the West Virginia Human Rights Act.
- B. Sexual harassment is defined as:
 - 1. Unwanted sexual advances.
 - 2. Unwelcome requests for sexual favors.
 - 3. Other behavior of a sexual nature where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College sponsored educational program or activity.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.
- C. Students who believe they have been the target of sexual harassment may lodge formal complaints with the Assistant Dean of Students (Judicial Affairs Coordinator) or the Dean of Students if the perpetrator is a student or group of students. If the perpetrator is a faculty/staff member, students may lodge formal complaints with the Director of Human Resources (College Affirmative Action Officer) or the President's (of CTC Shepherd) designated Ombudsperson. Lodging a formal complaint will result in a thorough and timely investigation of the reported incident; the College will hold individuals found responsible for sexual harassment appropriately accountable. Support, advocacy and/or assistance with lodging a formal complaint may be obtained from any members of the Sexual Harassment Policy Team; complaints may also be lodged informally with or resolved through mediation by any member of this Team. An updated list of Team members may be obtained from the Student Affairs Office, the Academic Affairs Office or from the President's Office. A student who does not feel that an informal complaint has been satisfactorily resolved or mediated may then elect to lodge a formal complaint through the designated channels.

V. Discrimination is prohibited. (Class I Offense)

- A. Promoting or demanding any action on the part of a member of the campus community that would constitute unlawful discrimination on the basis of their beliefs, ethnicity, race,

gender, life experiences, nation-of-origin, disability, or sexual orientation. Any individuals who feel that they are a victim of discrimination should file a complaint with the Affirmative Action Officer of the College.

- B. Engaging in hate crime activities that demean, ridicule, and/or endanger other members of the campus.

VI. Damage, theft, unauthorized use of College property is prohibited. (Class I Offenses)

- A. Unauthorized entry into College facilities. This includes being in a building after the building is officially closed or entering an area of a building that is locked.
- B. Unauthorized use, possession, or duplication of College keys including use of residence hall keys when residence halls are officially closed for holidays and semester breaks. All residence hall keys are to be returned to residence hall staff at the end of the school year.
- C. Damage or impairment of College property or of another person's property.
- D. Theft or attempted theft of College property or another person's property including unauthorized use of property.

VII. Misrepresentation is prohibited. (Class I Offenses)

- A. Submitting false or misleading information on applications, registration forms residence hall forms, or other College records. This includes failing to update change of address on registration forms during class registration periods.
- B. Submitting false or misleading information to campus police or to other staff or faculty members when they are acting in an official capacity.
- C. Dishonesty on class work, examinations, or other academic work.
 - 1. Generally academic charges are processed by the academic administration.
 - 2. These cases are processed by the judicial system only at the request of the President of CTC Shepherd or designated Division Directors.
- D. Submitting false, incomplete, or misleading testimony at a judicial board hearing.

VIII. Failure to Comply is prohibited. (Class I or Class II Offense)

- A. Failure or refusal to respond to a summons to testify at a judicial board hearing.
- B. Violations of disciplinary probation or other restrictions imposed in previous judicial board or administrative actions.
- C. Failure or refusal to comply with directions and orders of the officers, faculty, staff, and resident assistants of the College who are charged with the administration of institutional affairs. This includes showing, on request, a valid ID to any of the aforementioned staff members. Failure to pick up a written disciplinary decision by the designated deadline and at the place designated by a judicial board or administrator.

IX. Computer Misuse is prohibited. (Class I Offense)

A student who is found guilty of any of the following acts involving misuse of Shepherd University and CTC Shepherd computer resources shall be subject to the maximum sanction of expulsion or any lesser sanction authorized by Shepherd University and/or its governing board as specified in the CTC Shepherd Student Handbook and/or other institutional or governing board policy documents, including but not limited to potential restrictions as to further use of institutional computing resources. Information Services reserves the right to perform the initial investigation of the computer misuse:

- A. Intentionally compromising the privacy of computer files or attempting to breach the security of any computer system to which the individual has not been authorized to access;
- B. Violations of law, including but not limited to copyright or other intellectual property law, obscenity law, defamation law, etc.;
- C. Violations of software licensing agreements;
- D. Harassing or threatening other users (e.g. sending abusive, voluminous, obscene or unwanted messages or files, loud/disruptive conduct in or near computer labs or the library computer resources, etc.);
- E. Using College computing resources for personal profit;
- F. Use of the College's computing resources in the furtherance of any act listed as prohibited in the Student Code of Conduct;
- G. Disruption, destruction, defacement, damages to, unauthorized possession or use of, or other abuses of College-owned or controlled computing facilities, property, equipment, or resources.

X. Fraudulent Telecommunications Use (Class I Offense)

It is unlawful to obtain or attempt to obtain telecommunications services by a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit number of another person or the College without valid authority. Avoiding or attempting to avoid payment for telecommunications services by use of any fraudulent or legally prohibited scheme, device, means or method. Criminal prosecution and/or disciplinary action may be taken. Other carriers offer special promotional rates not honored by the College. Students are not permitted to establish long distance or calling card service of any kind that is charged to a student room telephone number or to the College.

XI. CTC Shepherd and Shepherd University Alcohol Policy

The College supports students and employees in demonstrating responsible conduct in the best interest of their personal health and well being, the community's general welfare, and the rights of others. Persons are responsible for their own behavior and must understand that being under the influence of alcohol in no way lessens their accountability; moreover, students are responsible and will be held accountable for the behavior of their guests. The College campus is subject to state and federal laws concerning use and possession of alcohol. Individuals must be aware of and abide by these laws. At no time should alcohol become the primary focus of an event.

Alcohol Use by Individual Students:

- A. No student under the legal drinking age may possess or consume beer, wine, or any other alcoholic beverages. Please note that signs or symptoms that might reasonably indicate use of or intoxication by alcohol, or the presence of alcohol beverage containers, may be construed as proximate indicators of alcohol possession or consumption. (Class II, First Offense; Class I, Subsequent Offenses)
- B. The rules and regulations of the state governing board of CTC Shepherd provide that beer, and only beer, is permitted on the campus. Consumption or possession of any other alcoholic beverage (including wine, wine coolers, mixed drinks, etc.) is prohibited on

campus. The only lawful exception to this policy is within the confines of a year-round family residence on the campus. (Class II, First Offense; Class I, Second Offense)

- C. Beer, and only beer, is permitted when consumed/used in compliance with state and federal laws by those who are of legal drinking age under the following conditions:
1. Beer may be consumed within the confines of student residence hall rooms when, and only when, underage students are not present. (No alcoholic beverages may be consumed in student rooms when underage students are present.) It should be understood that all occupants of a room would be charged with possession/use if they were present in a room where a violation of the campus alcohol policy is taking place. (Class II, First and Second Offense; Class I, Third Offense)
 2. Consumption of alcoholic beverages is not allowed in public or community living areas (lobbies, hallways, bathrooms, landings, or other public spaces). (Class II, First and Second Offense; Class I, Third Offense)
 3. Kegs, party balls, beer bong, and keg parties are prohibited on campus. (Class II, First Offense; Class I, Second Offense)
- D. Sale of beer on campus by any vendor other than the College Center or distributors delivering to the College Center is prohibited. (Class I Offense)
- E. A NOTE ABOUT ENFORCEMENT:
1. Students who are first or second time violators of the Alcohol Policy will be required to attend an alcohol education session(s) conducted by a Student Affairs staff member.
 2. Students who repeatedly violate the Alcohol Policy or whose behavior could have serious consequences may be required, at their own expense, to attend an alcohol education program conducted by an outside counselor or agency.
 3. See Organizational Code of Conduct for Group policies.

XII. Shepherd University Drug Policy

Illegal use, possession, manufacture, cultivation, conveyance, purchase, sale or distribution of marijuana, narcotics, controlled substances, or other illegal drugs in any amount is prohibited. Illicit drugs include all drugs for which possession is illegal under federal or state law, including prescription drugs for which the individual does not have a valid prescription.

A NOTE ABOUT ENFORCEMENT: The College holds a strict zero-tolerance policy for illegal drug use and possession. Specifically, students who are convicted or found responsible for use, possession, manufacture, cultivation, conveyance, purchase, sale, or distribution of illegal drugs will be administratively withdrawn, suspended, or expelled from the College with no refund of tuition or room and board fees. Please note that signs and symptoms which might reasonably indicate use of or intoxication by an illicit substance, or the presence of drug-related paraphernalia, may be construed as proximate indicators of illegal drug use or possession and therefore may be used as the basis for pursuing disciplinary action.

Please be aware that students convicted of drug offenses may also be barred from receiving federal financial aid for one year and/or permanently under federal financial aid regulations.

XII. Dining and Residence Life Policies and Regulations

Policies regulation residence life, the dining hall and other activities located strictly on the Shepherd University campus in Shepherdstown are covered in the Shepherd University Student Handbook available online at www.shepherd.edu/students.

Filing a Complaint

Any member of the College community may file (and is responsible for filing) a complaint against an individual who allegedly violates the rights of another person or a CTC Shepherd regulation or policy (see Disciplinary Procedures for more detailed information).

CTC Shepherd strongly supports the vigorous prosecution in the State courts of any person who commits a felony within the jurisdiction of the College. Students who are victims of felonies are strongly encouraged to file such complaints with the West Virginia State Police, as well as with the College. Whenever a written complaint is presented to a campus police officer or Student Affairs, the State Police will be notified of any alleged felony if they have not been previously notified. Notification will include the offense alleged and the name of the alleged perpetrator but disclosure of the victim's identity will be at the election of the student victim, unless disclosure by a College official is legally compelled.

- I. Students who are victims of a crime or persons wishing to report a crime should contact the CTC Shepherd Police, CTC Administration, or any staff or faculty member at CTC Shepherd. These college offices and representatives will provide direction in the reporting of the crime. In cases of emergency, call 911.
- II. Students who wish to report a violation of a campus policy or wish to file a complaint against another student should contact CTC Shepherd Police, CTC Administration, or any staff or faculty member at CTC Shepherd. These college offices and representatives will provide direction in the reporting of the violation or complaint.
- III. Students who are victims of sexual assault or who have questions about such matters are encouraged to contact one of the following campus officials for assistance: an administrator at CTC Shepherd, the Judicial Coordinator, an administrator in the Student Affairs Office, a member of the Health Center, a College counselor, a member of the Residence Life staff, or any campus Police officer. Students may also contact the rape crisis hotline of the Shenandoah Women's Center, 263-8292 or 876-6679. Students who are victims of sexual assault have the right to file a complaint with campus officials AND local law enforcement agencies.
 - A. A student who has filed a sexual assault complaint under College regulations has the right to be accompanied by an advocate or counselor of his or her choosing during a Campus Judicial Board hearing. The advocate may not participate directly in the hearing.
 - B. If a student files a sexual assault charge against another student under the College judicial system, the complainant has the right to be informed of the outcome of the hearing in the same manner and within the same time frame as the accused.

The Sexual Assault Victim Advocacy Program

The College strongly urges all sexual assault victims to report the crime as soon as possible to the appropriate law enforcement agency. Doing so saves time and preserves evidence. It also ensures that a victim receives medical attention and counseling. However, many victims are hesitant to initiate the reporting process alone, and some victims may decide to never report the crime.

The College is committed to providing nonjudgmental and appropriate support services for all sexual assault victims, regardless of whether they report the crime or not. In addition, the College has a vested interest in obtaining an accurate count of the number of sexual assaults

involving student victims which occur on or off-campus. The victim advocacy program is designed to accomplish both of these goals, as well as to meet federal mandates.

The Student Right-to-Know and Campus Security Act of 1990 requires the College to provide accurate crime statistics on an annual basis to the campus community, while the Higher Education Reauthorization Act of 1992 Sexual Assault Victim's Bill of Rights requires, among other things, that all higher education institutions establish a protocol for responding to reported sexual assault incidents.

Victim-advocates ensure that students who have been sexually assaulted do not have to navigate the legal, medical or mental health system alone. All victim advocacy services are confidential. Victim-advocates are designated College staff members who possess expertise in sexual assault issues, have extensive experience in sexual assault crisis intervention, and have received appropriate training in the medical and legal issues related to sexual assault. A current list of victim-advocates is available from the Office of Student Affairs in the College Center.

Any student that is a victim of sexual assault is strongly encouraged to consult a victim-advocate as soon after the assault as possible. Any time that a student reports a recent sexual assault (defined as an assault that occurred in the current academic or calendar year) to a Shepherd University employee, that employee is required to immediately refer the student to a victim-advocate. The victim-advocate, in turn, is required to do the following: Inform the victim of her or his legal options for recourse (both civil and criminal), encourage the victim to report the assault, assist the victim with preserving evidence, and inform the victim of her/his legal rights and protections;

1. Inform the victim of other options for recourse, including a campus disciplinary hearing, and inform the victim of her/his Code of Student Conduct rights and protections;
2. Encourage the victim to seek medical attention for injuries, sexually transmitted infection prophylaxis, emergency contraception, GHB/rohypnol testing, and HIV testing;
3. Encourage the victim to seek counseling services;
4. Assist the victim with obtaining academic accommodations as appropriate in the event of post-traumatic stress disorder;
5. Assist the victim with obtaining new or temporary living arrangements if a threat to physical safety persists;
6. Serve as an emotional support resource for the victim during the initial phase of recovery; and
7. Make a confidential and anonymous report in writing to the Dean of Students at Shepherd University who, in collaboration with the Office of Public Safety, compiles an annual summary for purposes of federal campus crime reporting.

In the event of a persistent or imminent threat to student safety, the Dean of Students will inform the College community in a timely manner. Resources for sexual assault prevention education are also available from the Dean of Students Office in Gardiner Hall, Health Center, and Residence Life.

Role of the Victim-Advocate:

- Provide medical and legal advocacy for victims of sexual assault
- Make appropriate resource and provider referrals for victims.
- Assist victims in obtaining academic accommodations and other support services.

- Assist the College with meeting federally mandated campus crime reporting requirements.
- Ensure consistency of care and response for all victims.

Important Phone Numbers

Shepherd University Police	(304) 876-5202/876-5374
Shepherd University Health Services	(304) 876-5161
Jefferson Memorial Hospital (Jefferson County)	(304) 728-1600
City Hospital (Berkeley County)	(304) 264-1000
Shepherd University Counseling Services	(304) 876-5276
Shenandoah Women's Center 24-Hour Hotline	(304) 263-8292
Victim-Advocates:	
Pat Sherwood, Health Services - daytime	(304) 876-5161
Dr. John Adams, Dean of Students - evening	(304) 876-5478 or cell 676-1958
East Ridge Health Systems 24 Hour Crisis Team	(304) 263-8954

Campus Judicial Board

I. Introduction

CTC Shepherd is committed to order and due process. To accomplish this the College has established a Judicial System, which is administered by a Judicial Coordinator. The Campus Judicial Board conducts due process hearings. CTC Shepherd and Shepherd University share one Campus Judicial Board. CTC Shepherd faculty and administrators participate on the Campus Judicial Board when dealing with CTC Shepherd students or facility issues.

II. The Campus Judicial Board

- The Board consists of two students, two faculty, and a faculty presiding officer.
- The Judicial Board hears all cases requiring judicial review. The Board may convene as needed or on a weekly schedule.
- Sanctions assessed by this Board may include suspension or expulsion from the College.
- The Judicial Coordinator presents evidence to this Board.
- If a student is found responsible for violating a regulation, it will be based on the “preponderance of evidence” submitted rather than “responsible without a doubt” as used in civil proceedings.

II. The Judicial Coordinator

The Judicial Coordinator is an administrator designated by the Vice President of Student Affairs at Shepherd University with the responsibility for the overall administration of judicial process at CTC Shepherd.

IV. Rights of the Accused Student

- The accused student in any case has the right:
 - To be presumed not responsible (innocent).
 - To face all witnesses in the hearing
 - To question any witness at the conclusion of his or her testimony.
 - To bring witnesses to the hearing.

5. To seek counsel from any member of the campus community or legal counsel.
 6. To appeal for cause.
- B. Pending the outcome of initial charges or results of an appeal, the student will not have his or her student status altered, except for reasons relating to the safety and well-being of students, faculty, staff and College property.
 - C. If, in the judgment of the Judicial Coordinator, there is probable cause to believe that the continued presence of the accused on campus might constitute an unreasonable risk to campus personnel, students, or property, the Judicial Coordinator will, on the next regular class day, convene a special committee consisting of three individuals appointed by the Judicial Coordinator to review the evidence to determine whether a temporary suspension or restriction is warranted. The student will be given an opportunity to address the committee. The committee has the authority to suspend or restrict the student from campus until the student has a campus Judicial Board hearing and the results of that hearing are announced to the student.

V. Judicial Process Flow Chart

- A. After a violation of a campus policy is alleged, a written incident report is submitted to the Judicial Coordinator.
- B. The Judicial Coordinator meets with the accused student and reviews possible charges with the student. The student may request a hearing, or in incidents where guilt is not contested, take an administrative sanction.
- C. If a hearing is needed, the Judicial Coordinator sets the date and notifies the student or the charges five days prior to the hearing.
- D. Prior to the hearing (at least 48 hours prior), the student needs to notify the Judicial Coordinator if he or she plans to have legal counsel present at the hearing.
- E. The Judicial Coordinator will call three faculty or staff (one of whom will be chair) and two students from the Campus Judicial Board pool to serve as members of the Campus Judicial Board. Additional members will also be called to serve as backups.
- F. At the hearing the members convene and meet the accused student. Board members who think that prior knowledge of the student or the incident would keep them from being impartial are excused and a substitute board member takes his or her place. Once the board is convened, the chair swears in the board.
- G. The Judicial Coordinator reads the charges and presents the case.
- H. Witnesses are called and asked to give statements. The accused student has the opportunity to question witnesses.
- I. The accused student may present his or her case and call witnesses if desired.
- J. After all testimony is introduced the chair will excuse all parties except the board members from the room.
- K. Campus Judicial Board reviews the evidence and decides whether the student is responsible for the violation.
- L. The Judicial Board informs the student of its decision. If the student is not responsible, the student is excused.
- M. If the student is found responsible, the board will hear in the presence of the student any prior disciplinary record. The student will have the opportunity to raise questions regarding the previous disciplinary record and offer an explanation if desired.
- N. The chair will schedule a date and time for the student to receive sanctions.

- O. The board will determine the appropriate sanction for the chair to communicate to the student.

VI. How the Judicial Process Works

- A. A written violation of policy may be received from Residence Life personnel, faculty, students, and other administrative units, or any member of the campus community.
- B. Upon reviewing the incident reports, the Judicial Coordinator:
 - 1. Reviews and investigates the incident.
 - 2. As part of the investigation the Judicial Coordinator meets with the accused student/s to discuss the incident.
 - 3. Determines the charges (when warranted) to be filed against the accused student/s.
 - 4. In cases where the student admits to the charges or does not wish to contest the case, he/she may elect to waive a hearing and take an administrative sanction from the Coordinator and/or the Assistant Vice President of Student Affairs after conferring with CTC Shepherd administrators.
 - 5. Assigns cases to the Campus Judicial Board or administrator as appropriate.
- C. Hearing Procedures
 - 1. Cases are investigated by the Judicial Coordinator, who will interview the defendant and all relevant witnesses.
 - 2. If the evidence warrants a hearing, the Judicial Coordinator will notify the student of the date, time, and place of the hearing in writing. The notice will be delivered by a member of the Residence Life Staff, or mailed to the student's off-campus address.
 - 3. Notice of hearings must contain the charges, including pertinent policy sections and a brief description of the incident.
 - 4. Five days' notice must be given prior to the hearing date.
 - 5. Failure of the accused student to appear on the hearing date after proper notification is not grounds to postpone a hearing and the hearing will continue.
 - 6. In cases identified as having the potential for suspension or expulsion, the student will be informed of the right to have legal counsel present at the hearing. (In such cases, students retain legal counsel at their own expense and must notify the Judicial Coordinator at least two days prior to the hearing of their intent to have an attorney present at the hearing.) An advisor, whether it is legal counsel or a member of the campus community, may consult and advise the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings. When the accused student retains an attorney, the College may also elect to use legal counsel in an advisory capacity.
 - 7. If a student is a victim of an offense for which the accused student goes to a hearing, the victim may be present throughout the hearing and may have an advisor or legal representative in the same manner as the accused student in the hearing.
 - 8. A taped transcript will be taken at all Campus Judicial Board hearings.
 - 9. If the accused student is found guilty and the sanction includes public service, the case is forwarded to the Judicial Coordinator who administers the public service assessed by the Judicial Board.
 - 10. Written sanctions, issued by the Campus Judicial Board, will be formulated and delivered by the Campus Judicial Board Chair to the Student Affairs Office.

11. The accused student will pick up the written results of the hearing at the Student Affairs Office at a time prescribed by the Court.
12. The Judicial Coordinator maintains a file of all cases heard by the Campus Judicial Board.

VII. Disciplinary Sanctions

The sanctions listed below shall be imposed upon students when the circumstances clearly indicate that a campus regulation has been violated. The sanction for a violation may be one or a combination of those set forth below:

- A. Admonition: an oral statement to the student offender that he/she has violated College rules.
- B. Warning: written notice to the student that continued or repeated violation of College regulations will be cause for more serious disciplinary action.
- C. Restitution: reimbursement for damage to or misappropriation of property.
- D. Restriction: limited freedom to move about, to use campus facilities, and/or to participate in campus activities.
- E. Disciplinary Probation: period of time during which full compliance with policies, rules, and regulations is required. Noncompliance would make the student on probation subject to immediate suspension or expulsion. Disciplinary probation may also include certain restrictions when so stated in the decision of the hearing body.
- F. Suspension: restriction from campus, exclusion from class attendance and other privileges or activities as set forth in the notice of suspension for a stated period of time. The conditions of readmission, if applicable, will be stated in the order of suspension. This sanction shall also be effective at all other state colleges and universities in West Virginia. During a period of suspension, no credits earned at another institution will be accepted at Shepherd University.
- G. Expulsion: complete termination of student status for an indefinite period of time. The conditions of readmission, if applicable, will be stated in the order of expulsion. This sanction shall also be effective at all other state colleges in West Virginia. During a period of expulsion, no credits earned at another institution will be accepted at Shepherd University.
- H. Organizational sanctions may include, but are not limited to: denial of the use of institutional facilities, institutional recognition, and/or a recommendation to regional or national headquarters that the organizational charter be revoked.
- I. In cases where the penalties listed above are inappropriate, a penalty especially suited to the offense may be imposed.

VIII. Appeals

- A. An accused student may appeal a decision of the Campus Judicial Board on the following grounds:
 1. The hearing was not conducted in a fair (impartial) manner.
 2. New evidence became available after the hearing.
- B. To effect an appeal, the defendant must notify the Vice President for Student Affairs, in writing, within three working days after the receipt of the sanction letter.
- C. Should the Vice President for Student Affairs determine there are appropriate grounds for appeal, after conferring with CTC Shepherd administration; the Vice President for

Student Affairs shall render an appellate decision which shall be final except in case of suspension or expulsion.

- D. The decision of the Vice President for Student Affairs may take one of the following forms:
 1. Affirm the original verdict.
 2. Reverse the decision of the original board based on the appeal grounds.
 3. Void the decision of the original board and order a new hearing.
- E. In the case of suspension or expulsion the student may appeal the decision of the Vice President for Student Affairs to the President of CTC Shepherd. This must be done in writing, within three working days of the decision. The President's decision is final except in the case of expulsion.
- F. In the case of expulsion a student may appeal the President's decision to the appropriate governing board. A written petition of appeal must be filed with the appropriate governing board within fifteen days of the President's decision.
- G. Sanctions imposed by the Judicial Process are suspended during the time in which a matter is on appeal. Should the appeal fail, all work completed during the time of appeal is forfeited and the sanction begins at once. If it is too late in the semester to impose the sanction, it applies to the next regular semester. In any event a student may not graduate during the process of appeal.

Code of Conduct for Clubs and Organizations

I. Introduction

Membership in the academic community accords students certain freedoms and responsibilities. Groups on campus reflect the values and attitudes of our academic community. It is the responsibility of each registered student organization to adhere to the mission of the College and its supporting bylaws, statutes, and policies. CTC Shepherd students participating in groups, clubs, or organizations are expected to adhere to the Student Code of Conduct outlined in the CTC Shepherd Student Handbook.

CTC Students participating in groups, clubs, or organizations at Shepherd University are expected to be familiar with and conduct themselves in accordance with the "Student Code of Conduct" and the "Code of Conduct for Organizations, Clubs, or Groups" as outlined in the Shepherd University Student Handbook and the Handbook for Clubs and Organizations. Groups that violate policies run the risk of losing recognition on campus and may face charges/sanctions under the Campus Judicial system.

II. Planning and Scheduling a CTC Shepherd Campus Activity

In order to reserve a room at CTC Shepherd, the organizer of the event is required to contact the CTC Shepherd Administration Office at (304) 260-4380. It is essential for the organizer to contact the College at least two weeks in advance to secure the room. The organizer must provide exact times and dates that the room will be needed. A small fee may be associated with reserving the room, depending on the organization.

II. Policy Regarding Publicity for Events held at CTC Shepherd

As is recognized by state and federal law, CTC Shepherd reserves the right to regulate the time, place, and manner of flyer and media distribution on its campus. All recognized student

clubs/organizations and off-campus entities who wish to post signs/flyers on campus either publicizing events they will be sponsoring or providing information about themselves must have the sign/flyer approved by CTC Shepherd Administration prior to posting it anywhere on campus. The approval process ensures that the sign is in compliance with College policies and is in no way intended to inhibit the "marketplace of ideas." The President or designee(s) reserves the right not to approve flyers, which fail to meet flyer guidelines or violate community standards with regard to their content.

Important Exceptions:

NOTE: Academic Programs and Divisions, subcommittees of Student Affairs (Student Government Association, PASS, Program Board, Leadership Conference), Shepherd athletic teams, co-curricular groups (Debate, The Picket, Sans Merci, Theater, Music, etc.) are not considered clubs or organizations. Since they are affiliated directly with departments of the College, they DO NOT need to have flyers approved by the Dean of Students.

III. Policy on Media Distributed by Student Groups

All printed media distributed or posted by recognized campus groups should comply with the Community Expectations outlined in the Student Handbook which states: "Our community standards of behavior are intended to enhance and protect the College's general educational process, including research and public service activities as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, race, life experiences, nation-of-origin, disability, or sexual orientation."

One of the College's crucial goals is to promote the "marketplace of ideas" via free speech. However, long-standing, recognized legal limits exist with respect to the First Amendment's guarantee of freedom of speech. Campus groups as well as individual students must abide by such limitations. Specifically:

- A. In accordance with U.S. Supreme Court and other court precedents and national and state laws, College officials can restrict the time, place, and manner of flyer and media distribution.
- B. In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of flyers and other media:
 1. Must not be legally obscene.
 2. Must not be legally defamatory - i.e. libelous or slanderous.
 3. Must not create a "hostile environment" that violates the 1964 Civil Rights Act and the WV Human Rights Act or that clearly impairs individuals' rights under the 14th Amendment.
 4. Must not present a clear and present danger to the institution and its community.
 5. Must not constitute seditious speech which advocates action to overthrow the government or any part of the government or poses a clear threat to national security.
 6. Must not constitute "fighting words."
 7. Must not endanger the safety and health of the campus community.
 8. Must not advocate actions that violate local, state, or federal law (although advocating in a clear, non-deceptive manner the change of laws through the political process is permissible).

Campus clubs and organizations, as well as individuals, will be held accountable and may be disciplined by College officials for violations of Items 1 through 8 above.

- C. In accordance with U.S. COURT and other court precedents and national and state laws, College officials may regulate commercial speech and advertising.
- D. Depending upon the seriousness of an offense, students or student organizations distributing media that violate the policies above may face disciplinary action through the campus judicial system. No group or individual will be compensated for the costs of media removed by College officials under this policy.

IV. Off-Campus Events

The liability and responsibility of the College does not extend to off-campus locations; therefore, officers of student groups should realize that the student group stands alone in its assumption of risk at these programs.

Officers must take "reasonable care" to insure that local, state and federal laws are upheld. Officers must make every effort to care for the safety and security of guests. Whether held off-campus or on-campus, officers, members and guests may be held liable for violations of the Student Conduct Code or local, state, and federal laws.

Since student groups represent the College, off-campus fundraisers must be approved in advance by Student Affairs. (NOTE: For assistance planning events on or off-campus, contact the Director of Student Development in the Student Affairs Office, 101 College Center, Shepherdstown campus.)

The Judicial System and Student Groups

I. Introduction

CTC Shepherd is committed to order and due process. To accomplish this the College has established a Judicial System, which is administered by a Judicial Coordinator. The Campus Judicial Board conducts due process hearings. CTC Shepherd and Shepherd University share one Campus Judicial Board. CTC Shepherd faculty and administrators participate on the Campus Judicial Board when dealing with CTC Shepherd students or facility issues.

II. The Campus Judicial Board

- A. The Board consists of two students, two faculty and/or staff, and a faculty or staff presiding officer.
- B. The Judicial Board hears all cases requiring judicial review. The Board may convene as needed or on a weekly schedule.
- C. Sanctions assessed by this Board may include, among other things, denial of institutional recognition for organizations, denial of the use of institutional facilities for organizations, restrictions on social activities, recruitment, and any other kind of proceeding, formal or informal, mandatory education, reparations, and recommendations to regional or national headquarters that organizational charters be revoked.
- D. The Judicial Coordinator presents evidence to this Board.

II. The Judicial Coordinator

The Judicial Coordinator is an administrator designated by the Vice President of Student Affairs at Shepherd University with the responsibility for the overall administration of judicial process at Shepherd University and CTC Shepherd.

III. How the Judicial Process Works

- A. A written violation of policy may be received from Residence Life professionals or student staff, from faculty, students, and other administrative units, or from any member of the campus community.
- B. Upon reviewing the incident reports, the Judicial Coordinator:
 1. Reviews and investigates the incident.
 2. As part of the investigation the Judicial Coordinator meets with the officers and/or members of accused club or organization to discuss the incident.
 3. Determines the charges (when warranted) to be filed against the club or organization.
 4. In cases where a majority of the officers or the president of the club or organization admits to or does not contest the charges, he/she/they may elect to waive a hearing and take an organizational administrative sanction from the Coordinator and/or from the Assistant Vice President for Student Affairs/ Dean of Students. In cases where two, three, or more other officers oppose in writing the president's position, the case will go before a hearing board. In such a situation, the officers have 24 hours after the charges are delivered to present their written, signed letter of opposition (to the president's position) to the Judicial Coordinator.
 5. Assigns cases to the Campus Judicial Board or administrator as appropriate.
- C. Hearing Procedures
 1. Cases are investigated by the Judicial Coordinator, who will interview members of the accused group relevant to the investigation and all relevant witnesses.
 2. If the evidence warrants a hearing, the Judicial Coordinator will notify the officers and members who need to be present of the date, time, and place of the hearing in writing. The notice will be delivered by a member of the Residence Life Staff, or mailed to the students' off-campus address.
 3. Notice of hearings must contain the charges, including pertinent policy sections and a brief description of the incident.
 4. Five days' notice must be given prior to the hearing date.
 5. Failure of the officers and/or members to appear on the hearing date after proper notification is not grounds to postpone a hearing and the hearing will continue.
 6. In cases identified as having the potential for denial of institutional recognition, the officers will be informed of the right to have legal counsel present at the hearing. (In such cases, the club or organization retains legal counsel at its own expense and must notify the Judicial Coordinator at least two days prior to the hearing of the intent to have an attorney present at the hearing.) An advisor, whether it is legal counsel or a member of the campus community, may consult and advise the officers and/or members of the organization, but may not speak on behalf of those students or otherwise participate directly in the proceedings. When the organization retains an attorney, the College may also elect to use legal counsel in an advisory capacity.
 7. If a student is a victim of an offense for which the organization goes to a hearing, the victim may be present throughout the hearing and may have an advisor or legal

- representative in the same manner as the club/organization in the hearing. The victim has the right to know the outcome of the hearing.
8. A taped transcript will be taken at all Campus Judicial Board hearings.
 9. If the club or organization is found guilty and the sanction includes public service, the case is forwarded to the Judicial Coordinator who administers the public service assessed by the Judicial Board.
 10. Written sanctions, issued by the Campus Judicial Board, will be formulated and delivered by the Campus Judicial Board Chair to the Student Affairs Office.
 11. The president or designated officer of the organization will pick up the written results of the hearing at the Student Affairs Office at a time prescribed by the Court.
 12. The Judicial Coordinator maintains a file of all cases heard by the Campus Judicial Board.

V. Appeals

- A. A club/organization may appeal a decision of the Campus Judicial Board on the following grounds:
 1. The hearing was not conducted in a fair (impartial) manner.
 2. New evidence became available after the hearing.
- B. To effect an appeal, the president or another officer, acting on behalf of the club or organization, must notify the Vice President for Student Affairs, in writing, within three working days after the receipt of the sanction letter.
- C. Should the Vice President for Student Affairs, after conferring with CTC Shepherd administration, determine there are appropriate grounds for appeal, the Vice President for Student Affairs shall render an appellate decision which shall be final except in cases where institutional recognition is withdrawn/denied.
- D. The decision of the Vice President for Student Affairs may take one of the following forms:
 1. Affirm the original verdict.
 2. Reverse the decision of the original board based on the appeal grounds.
 3. Void the decision of the original board and order a new hearing.
- E. In the case where institutional recognition is withdrawn/denied, the organization may appeal the decision of the Vice President for Student Affairs to the President of CTC Shepherd. This must be done in writing, within three working days of the decision. The President's decision is final.

Institutional Governance

CTC Shepherd recognizes both the right and responsibility of the College administration, the faculty, and the student body to participate in the governance of the institution. The governance functions at the College have three distinct areas: 1) that area in which the College administration and/or faculty has primary responsibility, 2.) that area in which there is a shared responsibility among the College administration, faculty, and student body, and 3) that area in which the students have primary responsibility.

The area in which the College administration and/or faculty have primary responsibility is outlined in the constitution of the Shepherd University Assembly and the Shepherd University Administrative Policy Manual. Through student participation as full-fledged members of those College committees whose decisions affect student life, there is an area of governance in which

there is shared responsibility among the College administration, faculty, and student body. Student representation on these committees is established to varying degrees, with the rationale being there are areas in which the College administration and faculty should have a greater voice in rendering decisions, and areas in which students should have a greater voice in rendering decisions. The inclusion of students on these committees serves a twofold purpose: 1) to give students an opportunity to present their opinions and recommendations in a manner in which they are assured of being heard and considered, and 2) to give them a direct voice, through voting on these committees, in matters that affect student life.

In matters that concern the internal functioning of student organizations, students have the right to autonomy as long as they are functioning within the realm of what is considered legal by national regulations. All campus organizations are required to have an advisor. The role of the advisor is to 1) advise in matters of internal function, and 2) insist that the activities of the organization fall within College rules and regulations.

It is the intent of the College that the voice of students be heard and considered. But the College insists that complaints are heard and grievances are resolved through an orderly process. The College also recognizes that once recommendations, complaints, and grievances have been expressed, the administration, faculty, and students must make decisions and establish policies.

In order to ensure that students are heard Shepherd takes the position that students are free, both individually and collectively, to express their opinions to the College administration and College committees. At the beginning of each academic year, a complete list of all committees and the responsibilities of each committee is published and distributed throughout the campus so that students know to whom they may express their ideas. Students should also feel free to approach members of the College administration on those matters that are the responsibility of the various administrators. In the event students have questions about the lines of communication, they are encouraged to seek assistance from a member of the Student Affairs staff.

Academic Freedom and Responsibility

I. Academic Rights and Responsibilities

- A. All students, faculty, and staff are responsible for understanding and complying with the College's stated academic requirements.
 1. Student grades are to be based solely on academic performance as measured by the standards set forth in the course syllabus.
 2. Students should feel free to express their thoughts and opinions in an academic forum without fear of punishment or retribution.
 3. Assignments must be completed by the student for who the work is assigned and in the absence of unauthorized aid of any kind.
 4. Instructors shall encourage honest effort by exercising care in planning and supervising academic work.
 5. A student who does not comply with the College's honesty standard may be subject to appropriate penalties imposed by the instructor, and even to academic probation, suspension or dismissal.
 6. The policies regarding both academic standing and academic dishonesty are outlined in the CTC Shepherd Catalog.
- B. Students who choose to enroll at Shepherd have the following academic rights:

1. The right of access to the CTC Shepherd Catalog, which describes all academic program requirements including: required courses, total credit requirements, residence requirements, special program requirements, minimum grade point average requirements, probation standards, professional standards, and other pertinent information.
2. The right to a written syllabus containing the academic requirements of, and the instructor's expectations for the course.
 - a. Course syllabi will be distributed by instructors or record and should contain information on attendance policies, grading procedures, course information, along with any special requirements including field trips, extra costs, and other pertinent information.
 - b. Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender, familial or associated status, disabilities, religion, or sexual orientation.

II. Academic Actions Imposed by CTC Shepherd

- A. CTC Shepherd will take appropriate academic action when a student fails to maintain the academic standards of the College or when there is evidence that a student has violated an academic policy. Students, in turn, have the right to appeal academic actions.
- B. Examples of situations requiring academic action would include the following:
 1. Infraction of institutional academic standards, rules, and regulations (required grade point averages, etc.) as stated in the CTC Shepherd Catalog.
 2. Final grade challenges.
 3. Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)
 4. Failure to meet the standards required to continue in a program of instruction, thus leading to dismissal from that program.
- C. For failure to maintain academic standards, the College may impose the following sanctions:
 1. Instructor Imposed Sanctions: Sanctions such as the reduction of a grade, the failure of a course, or expulsion from a class, all of which are may be applied by an individual instructor. The maximum penalty a professor may impose is a grade of F in the course.
 2. Academic Probation: Sanction imposed for failure to meet academic standards imposed according to criteria printed in the CTC Shepherd Catalog.
 3. Academic Suspension: Exclusion from all institutional activities for a definite stated period of time not to exceed one calendar year.
 4. Academic Dismissal: Termination of student status from some or all programs, including any right or privilege to receive any benefit or recognition or certification.

III. Academic Actions Concerning Admissions and Credits

- A. Institutional procedures for administering admission policies are detailed in the CTC Shepherd Catalog.
 1. The Office of Admissions at Shepherd University shall be responsible for administering admissions policies in the CTC Shepherd Catalog. Prospective students who wish to challenge or seek an exception to an admission's policy may petition the

CTC Shepherd Admissions & Credits Committee for an exception to the rules in particular cases.

2. The Office of the Registrar at Shepherd University is responsible for administering the institutional academic standards as outlined in the CTC Shepherd Catalog.
 - a. The Registrar at Shepherd University will notify a student who has deficiencies and thus fails to meet the minimum academic standards necessary for remaining in a given program.
 - b. Students wishing to challenge or seek an exception to a CTC Shepherd policy may petition the CTC Admissions & Credits Committee for an exception to the rules in particular cases.
 - 1) All petitions shall include required signatures on the appropriate petition
 - 2) All petitions will include a written statement fully describing the reason that an exception to a policy is being requested.
 - 3) All petitions must be submitted in a timely manner relevant to the request being made.
3. Decisions of the CTC Admissions & Credits Committee may be appealed to the President of CTC Shepherd whose decision is final.

IV. The Academic Appeal Committee

- A. "The faculty pool" utilized in this process consists of faculty nominated by the CTC Curriculum & Instruction Committee.
- B. At its last meeting of the academic year, the CTC Shepherd Faculty Council shall confirm the Committee's nominees to serve in the following year, for a term from July 1 to Jun 30.
- C. The faculty pool shall be selected annually.
- D. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals.

V. Student Grade Appeals

- A. In any grade appeal, the student has the burden of proof in establishing that there is "good cause" for changing a final grade.
- B. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed.
- C. When supported by sufficient evidence, any of the following reasons shall constitute "good cause" for changing a final grade.
 1. The grade was the result of discrimination
 - a) A successful appeal must demonstrate that a professor did not apply a consistent standard to all the students in the classroom.
 - b) The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course.
 2. The grade was awarded in an arbitrary or capricious manner.
 3. The grade was the result of an error on the part of the professor in calculating, recording, or reporting a final grade.
- D. None of the following shall constitute "good cause" for changing a final grade.
 1. Disagreement with the course requirements established by the professor.

2. Disagreement with the grading standards established by the professor.
 3. Disagreement with the instructor's judgment when applying grading standards assuming that the instructor has made a reasonable effort to be fair and consistent in exercising that judgment.
 4. The desire or need for a particular grade.
 5. Consequences that a student might face as the result of a grade award.
- E. What constitutes standing in a grade appeal case?
1. In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.
 - a. Those parties who have standing include: the instructor and the student desiring a grade change.
 - b. Those parties who do not have standing include: classmates, other instructors, other administrators, and family members
 2. Parties with standing shall be allowed to present oral testimony to the appeals committee in the grade appeal process.
 3. Relevant testimony from parties who do not have standing in the grade appeal process should be presented in the form of written statements that shall be made part of the official appeal file.
 - a. Committee members may invited other parties to be interviewed or to give testimony based on the written statements.
 - b. All written statements shall be come part of the appeal file.

VI. Grade Appeal Procedures

A. Step 1: Scheduling a Faculty-Student Conference.

1. A student wishing to appeal a grade shall first confer face-to-face with the instructor of record (hereafter referred to as instructor) who assigned that grade.
 - a. The instructor-student conference shall take place within the first 10 class days of the regular semester immediately following the semester in which the disputed grade was assigned (summer sessions are not considered to be regular semesters).
 - b. At the request of the student or instructor, the Division Director shall assign another division faculty member to witness the conference.
 - c. The reasons for questioning the grade shall be explained by the student, and the reasons for assigning the grade shall be explained by the instructor.
2. In a case where the instructor is not available for this conference (non-reappointment, retirement, death, extended absence from the area, or other debilitating circumstances), the instructor's Division Director shall act as the instructor of record.
3. Outcome of the conference between instructor and student.
 - a. If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference.
 - b. If the instructor does decide to change the grade, the instructor shall complete a Change of Grade form and file it with the Registrar within five class days of the time that the conference occurs.

B. Step 2: The Student Appeals to the Division Director

1. Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor's Division Director.

- a. The appeal to the Division Director must be in writing and filed within five class days of the instructor-student conference, or within the first 15 class days of the semester that the grade is eligible for appeal.
 - b. If the student fails to contact the Division Director within 15 class days of the beginning of the appropriate semester, the instructor's grade award shall be considered final.
2. The student's grade appeal to the Division Director must be in the form of a written memo or letter.
 - a. The appeal memo or letter must be copied to the instructor.
 - b. The student's written statement must include justification that should conform to at least one of the criteria listed above for making a grade appeal.
 - c. The appeal must include all completed assignments that have been returned to the student.
 3. The instructor shall submit a written justification for the assigned grade with supporting documentation that includes any assignments that have not been returned to the student.
 4. In order to make an equitable decision, the Division Director may hold a hearing between the instructor and the student desiring a grade change.
 5. If the instructor is the Division Director, the appeal will proceed directly to Step 3.
 6. Within 10 class days of receiving the student's appeal, the Division Director shall provide both the student and the instructor with a written notice of the Director's decision.
 - a. The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail.
 - b. Following notification of the Director's decision to all parties, the Division Director shall forward the original grade appeal file to the Curriculum and Instruction Committee.
 - 1) The file should include a copy of the decision and all written materials includes notes from oral investigations that were used for reaching the decision.
 - 2) The Division Director shall retain a copy of these files for five years.
 7. Both the student and the instructor have the right to appeal the Division Director's decision to the Academic Appeal Committee.

C. Step 3: Appeal to the CTC Shepherd Academic Appeal Committee.

1. The final step in the grade appeal process is the CTC Shepherd Academic Appeal Committee. A student or an instructor may appeal the decision of a Division Director to the CTC Shepherd Grade Appeal Committee by filing a written statement to the Chair of the Curriculum & Instruction Committee within five days of receiving the Division Director's report.
2. Within five class days of receiving the written appeal, the Chair of the CTC Curriculum and Instruction Committee shall notify the Division Director and the non-appealing party (instructor or student) that an appeal has been filed.
3. Within five class days of receiving an appeal, the Chair of the CTC Curriculum & Instruction Committee shall provide the student with a list of five CTC Shepherd faculty chosen from "the faculty pool" as described previously.
 - a. The student shall be instructed to strike one name within three class days.

- b. The Chair of the CTC Curriculum & Instruction Committee shall submit the four name to the instructor asking that the instructor strike one name within three class days.
- 4. The three remaining names shall constitute the CTC Academic Appeal Committee for the current grade appeal.
- 5. The Chair of the CTC Curriculum & Instruction Committee shall appoint one of these three faculty members as chair for this appeal process.
- 6. The CTC Shepherd Grade Appeal Committee may consider all materials in the appeal file constructed by the Division Director, i.e., the student's original appeal, the faculty member's written justification, , the Division Director's written report, the student's written work for the course, and all other items the Division Director may have used in reaching the decision. (In the event that the appeal relates to a Division Director's grade, the CTC Shepherd Academic Appeal Committee should compile the appeal file.)
 - a. The student and the instructor shall each be entitled to submit additional written statements for consideration by the CTC Shepherd Academic Appeal Committee.
 - b. The CTC Shepherd Academic Appeal Committee shall hold a formal hearing including all parties having standing (see above), and should address the following:
 - 1) Questions from members of the Academic Appeal Committee
 - 2) Cross examination of witnesses by both parties
 - 3) Additional inquires that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.
- 7. The CTC Shepherd Academic Appeal Committee shall reach a decision no later than the last day of regular classes before the final exam period of the semester in which the appeal has been filed.
 - a. Within three days following the decision, the student, the instructor, the Division Director and the Chair of the CTC Curriculum & Instruction Committee shall be given written notice of the Committee's decision
 - b. If the Academic Appeal Committee decides that a grade change is justified, and with the instructor's agreement, the instructor shall complete and submit a Change of Grade form to the Registrar's Office within five class (or business) says following the decision.
 - c. If the Academic Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Academic Appeal Committee will meet in discussion with the instructor with regard to its decision. If the instructor again will not consent to the grade change, the Academic Appeal Committee will instruct the Registrar to make the appropriate grade change.
- 8. A decision of the Academic Appeal Committee may be appealed to the President of CTC Shepherd, whose decision will be regarded as final.

D. Unusual Circumstance in Processing Grade Appeals

- 1. Some grade appeal cases may present practical obstacles for pursuing the procedures precisely as outlined above
 - a. An instructor may be absent from campus during the applicable appeal period or the student may have an overwhelmingly compelling reason for a rapid decision.

- b. Qualification for graduation may depend upon the outcome of a currently received grade.
- 2. In such circumstances, the Chair of the CTC Curriculum & Instruction Committee has the discretion to modify the procedures as little as possible, to accommodate the special requirements of the situation.
 - a. In exercising this discretion; however, the Chair of the CTC Curriculum & Instruction Committee should attempt to adhere to the spirit of the regular procedures.
 - b. The Chair of the CTC Curriculum & Instruction Committee shall commit to writing and distribute these exceptional rules to parties having standing.

VII. Academic Integrity Procedures

- A. Academic dishonesty includes but is not limited to, cheating on examinations, falsifying records, submitting plagiarized work of any kind, or providing or receiving assistance in course work in a manner not authorized by the instructor.
- B. Any student, administrator or faculty member may bring charges of academic dishonesty against a student.
 - 1. A student charged with academic dishonesty shall be accorded the presumption of innocence.
 - 2. The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student.
 - a. The instructor of record should make a charge of academic dishonesty directly to the student involved and decide the sanctions to be imposed.
 - 1) Instructor-imposed sanctions for academic dishonesty include: requiring work to be rewritten and resubmitted, lowering a grade, reducing the grade on the assignment, even to zero, advising the withdrawal of a student from a class, and assigning a student a failing grade for the course in which the academic dishonesty occurred.
 - 2) For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.
 - 3) If an instructor believes that a student penalty greater than a failing course grade is warranted by a particular case of academic dishonesty the instructor should either:
 - a) Arrange a conference between the student, the Division Director and the instructor, or
 - b) Submit a statement, in writing, to the Chair of the CTC Curriculum & Instruction Committee requesting a hearing to consider suspension or expulsion.
 - b. The instructor should inform the student, orally or in writing of the sanctions to be imposed, the reasons for those sanctions, the availability of the appeal process, and the need to file an appeal within five days.
 - 1) If the student admits responsibility and accepts the instructor-imposed sanctions, the instructor should submit a written description of the offense and the sanctions to the Division Director, the Registrar and the Chair of the CTC Curriculum & Instruction Committee.

- 2) If the charges are denied, the accused student has five class days to contact the instructor's Division Director to request a conference.
 - 3) If the student does not respond to the instructor's charges of academic dishonesty by contacting the Division Director within five days, the instructor-imposed sanctions shall be imposed.
 - c. When dealing with a case of academic dishonesty, the instructor may request a conference with the Division Director and the student charged with the offense.
 - d. A student who accepts a failing grade because of academic dishonesty shall not be permitted to withdraw from that course, even if the failing grade is given prior to that semester's official withdrawal deadline.
 - e. A student who receives a failing grade in a course as the result of a charge of academic dishonesty and chooses to appeal the grade shall not be allowed to withdraw from the course unless the appeal is resolved in the student's favor.
 - f. A student who is in the process of appealing a charge of academic dishonesty has the right to remain enrolled in the class in which the charge was made until the completion of the appeal process.
 3. When brought by anyone other than the instructor of record, a charge of academic dishonesty involving a student or students in a specific course should be made to the instructor's Division Director who may take one of two actions.
 - a. The Division Director may refer the matter to the course instructor for appropriate action following the procedures outlined above.
 - b. The Division Director may contact the student and the instructor directly and initiate a conference (explained below).
 4. A charge of academic dishonesty that does not involve a specific course (e.g., falsifying records, cheating on a standardized test) should be made to the Chair of the CTC Curriculum & Instruction Committee or any Division Director who will refer the matter to the Chair.
 5. A student who is guilty of more than one incident of academic dishonesty while matriculating at the College will be referred to Chair of the C&I Committee who together with the Shepherd Campus Judicial Coordinator will decide upon further disciplinary sanctions.
 6. Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.
- C. Charges of academic dishonesty in a specific course that cannot be resolved by the instructor and the student involved should be referred to the instructor's Division Director. In situations where the instructor is the Division Director, another Division Director will be asked to participate in the process.
1. A Division Director conference can be initiated by a request from either the student or the instructor involved, or by the Division Director acting on a complaint from any member of the academic community.
 - a. The conference should take place in person within ten days of the Division Director first receiving a request from either a student or an instructor to hold it.
 - b. This conference does not constitute a hearing on the student's responsibility for academic dishonesty.

2. The purpose of the Division Director conference shall be to clarify judicial procedures and possible sanctions for both the student and the instructor and to coordinate further appeals.
 - a. The Division Director may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor.
 - b. The Division Director may not overturn an instructor-imposed sanction without the instructor's consent.
 - c. The Division Director conference cannot result in any penalties being imposed on a student beyond those previously described as "instructor-imposed sanctions."
 3. If, at the end of the conference, the student admits responsibility for the act of academic dishonesty and agrees to accept the sanctions proposed by the instructor, no further action will be taken.
 - a. The Division Director should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.
 - b. The Division Director shall forward copies of this written statement, along with a description of the offense and the instructor-imposed sanctions, to the Registrar and the Chair of the CTC Curriculum & Instruction Committee.
 4. If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the Division Director shall contact the Chair of the CTC Curriculum & Instruction Committee to schedule a hearing by the Academic Appeals Committee.
 - a. The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established.
 - b. A student who admits responsibility in a case of academic dishonesty but disagrees with the instructor-imposed sanctions cannot appeal under the Academic Integrity policies.
 - 1) A student must appeal a disagreement with an instructor-imposed sanction by following the grade appeal procedures.
 - 2) The student's initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy.
 5. At the end of the conference if either the faculty member or the Division Director deems that the case warrants further disciplinary procedures, the Division Director shall contact the Chair of the CTC Curriculum & Instruction Committee to initiate judicial action.
 6. If the instructor involved in the academic dishonesty dispute is a Division Chair, another Division Director shall act in the capacity of the first Division Director for the purposes of the conference.
- D. Academic dishonesty disputes that are not resolved by the conference with the Division Director should be referred to the Chair of the CTC Curriculum & Instruction Committee.
1. Upon receiving a request for a hearing the Chair of the CTC Curriculum & Instruction Committee shall constitute a three-member hearing board from the pool of faculty members composing the Academic Appeal Committee following the procedure outlined in Section IV Grade Appeal Procedure, Step 3.
 2. One of the three members shall be elected to act as Chair of the proceedings. The Chair of the Academic Appeal Committee shall present to the student and to the

- person making the charge of academic dishonesty, written notification of the charges, including at least the following items:
- a. A written enumeration of the charges.
 - b. A statement that a hearing will be held together with a notice of the date, time, and place of the hearing.
 - c. A clear statement of the information, data, and evidence directly supporting the proffered charges.
 - d. A statement advising the student of that student's rights, to include the following:
 - 1) The student has the right to the presumption of innocence until responsibility can be established through a preponderance of evidence.
 - 2) The student has the right to being witnesses, to question the accuser, and to question any of the accuser's witnesses.
 - 3) The student has the right to bring an advisor to the proceedings to monitor due process.
 - a) The advisor may consult with the student but may not speak on behalf of the student.
 - b) The advisor may not otherwise participate directly in the proceedings unless given specific permission to do so by the Academic Appeal Committee.
3. The Academic Appeal Committee shall review all relevant evidence in the case to determine if the student is "responsible" or "not responsible" for the act of academic dishonesty.
 - a. The Academic Appeal Committee shall interview the original instructor and the student against whom the charges have been brought.
 - b. The Committee may seek additional information any may interview witnesses whose testimony is relevant to the charge of academic dishonesty.
 - c. The student and the instructor have the right to being witnesses and to questions witnesses brought by the other party or by the Committee.
 - d. All proceedings in the hearing must be tape-recorded, and either party to the dispute may request a copy of the tape recording at their own expense.
 4. Within ten days after the conclusion of the hearing, the Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the Chair of the CTC Curriculum & Instruction Committee, and the appropriate Division Director.
 - a. If the Committee determines that the student is "responsible" for the act of academic dishonesty:
 - 1) The instructor-imposed sanctions shall be imposed.
 - 2) The Committee chair shall send written notification to the Registrar.
 - b. If the Committee determines that the student is "not responsible", then the instructor shall be required to reevaluate the student's work with the assumption that it is not the result of an act of academic dishonesty.
 - 1) An instructor who has awarded the student found "not responsible" a lowered for failing grade based on the charge of academic dishonesty shall be instructed to reevaluate the student's final grade and, if necessary, submit a Grade-Change form.

- 2) A student found “not responsible” for an act of academic dishonesty shall be permitted to withdraw from the course in which the charge was made, even if the withdrawal deadline has passed or a final grade has been awarded.
- 3) The hearing may only rule on the factual questions of whether or not an act of academic dishonesty has occurred.
 - a) The Committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student’s responsibility has been established.
 - b) The Committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor.

Either the student or the faculty member may appeal the decision of the Academic Appeal Committee to the President of CTC Shepherd, whose decision shall be final.

VIII. Academic Progress within a Program

- A. Several divisions at the College offer programs requiring a student to meet certain academic and professional standards in order to continue enrollment in the program.
- B. When a point is reached in the programmatic study when a student might not qualify to continue in the program, the following procedures shall be followed.
 1. The student shall be counseled about his or her lack of progress by one or more faculty members responsible for the program.
 2. When it appears to one or more instructors that a student has failed to meet the standards for continuing in the program, that instructor or those instructors shall notify the Division Director and a formal review of the student’s status shall be conducted by the division faculty, who shall determine whether the student may continue in the program.
 - a. If the division decides upon programmatic retention, the student shall be advised in writing of the necessary steps, if any that will be required as a condition of retention.
 - b. If the division decides upon programmatic dismissal, the following procedures will be followed:
 - 1) The student will be informed of the division’s decision in writing.
 - 2) The student will be notified of the available procedures for appealing the decision.
 - 3) The student will be allowed to complete coursework begun before the programmatic dismissal but will not be permitted to enroll in any further courses in the program unless permitted to do so by a successful appeal.
- C. The student may appeals to decision for programmatic dismissal to the Chair of the CTC Curriculum & Instruction Committee.
 1. The Chair of the CTC Curriculum will convene three members of the Academic Appeal Committee.
 2. The procedure will follow the same guidelines outlined in Step 3 of the Grade Appeal Procedures.

Attendance Policy

Students are expected to attend class and to know and understand the specific attendance policies established by their professors. The professor establishes the attendance policy for a given class. The professor will state the attendance policy in the course syllabus. Professors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Professors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their professors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones.

Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or instances of the following 1) death in the immediate family; 2) incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times); 3) field trips required for other classes, intercollegiate competitions, or activities initialing official representation of Shepherd University; 4) hazardous, weather-induced driving conditions (for commuter students only).

A student's evaluation in a course is the professor's responsibility. The professor prior to the initiation of a grade appeal must make a grade decision in a course. A student who believes his or her grade has been adversely affected by a professor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Special Circumstances

A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with his/her professors as soon as possible after the semester begins. In consultation with the student (and with doctors or Shepherd staff when appropriate), the professor can develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the professor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students.

In rare instances a student may suffer an unanticipated medical problem or military-service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with professors as soon as is feasible-possibly through a relative or other responsible surrogate. A professor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the CTC Shepherd Admissions and

Credits Committee will generally be agreeable to any necessary waivers regarding institutional deadlines regarding Withdrawals or Incompletes so long as 1) the student's petition clearly and fully explains the situation calling for the waiver, 2) appropriate documentation is presented, 3) the request is supported in writing by both the professor and the student's advisor, and 4) the student's request is made in a timely manner (i.e., as soon as possible given the circumstances and not substantially after the fact).

Parking and Vehicle Regulations

As with many colleges and universities, the Shepherdstown campus of Shepherd University has its own parking regulations. The purpose of these regulations is to provide for orderly parking by College faculty, students, staff, and guests; to protect pedestrians; and to assure access to all buildings and parking areas by service and emergency equipment. For more information about the parking regulations of the Shepherdstown campus of Shepherd University contact the Office of Public Safety, Room 105-Sara Cree Hall, Shepherdstown.

Parking at CTC Shepherd in Martinsburg is currently unregulated. Except for those areas designated as no parking zones and reserved for persons with disabilities, students, faculty and staff may park anywhere in the lot.

Snow Policy

Generally, Shepherd University does not cancel operations because of inclement weather. Unlike other public schools and colleges in this area, the College has a resident population of about 1,000 students living in residence halls and eating meals on campus. Regardless of weather, their needs must be met. Many other students, as well as College employees, live in close proximity to the campus and are able to reach the campus for classes and for work. The College has an ongoing responsibility to safeguard and maintain the campus facilities.

If severe weather conditions render it dangerous for students to reach the College, those who fail to travel to campus on that particular day will not be put at a serious disadvantage. Individual students who have encountered severe travel conditions should notify their instructors of their absence prior to the next class meeting and should request appropriate arrangements for the makeup of course work.

Employees encountering severe travel conditions should notify their supervisors of their absence and discuss work conditions, leave time, and special needs.

All employees designated as emergency personnel (via a memo from their supervisors) will be required to report at their regular work times regardless of weather conditions, unless otherwise directed by their unit supervisors.

Should an extreme weather emergency or power or water failure warrant the closing of offices and/or canceling or altering the schedule of classes by the President, then public notification will be made via area news media. Radio and television stations carrying emergency announcements include: WEPM (1340 AM), WKMZ (97.5 FM), WRNR (74 AM), Martinsburg; WXVA (1550 AM, 98.3 FM), Charles Town; WDHC (1010 AM, 93.5 FM), Berkeley Springs; WQCM (96.7 FM), WJEJ (1240 AM), WWMD (104.7 FM), Hagerstown; WINC (1400 AM, 92.5 FM), Winchester; WHAG-TV Ch. 25, Hagerstown; and West Virginia Public Radio.

Announcements of emergency plans will also be available by calling 304/876-5000.

Announcements of emergency plans will be communicated through radio stations of this region as early as possible (presumably 6 a.m.) when the emergency condition precedes the start of the work and/or instructional day. When the emergency condition arises during the day, the announcement will be communicated through the heads of those units which may be affected. Announcements concerning evening classes will be communicated to area radio stations by 4:30 p.m.

Please note: Shepherd announces delays and closings only-if Shepherd is not mentioned on designated radio/TV stations as a delay or cancellation, the College is open and operating on its regular schedule.

CTC Shepherd courses held in public high schools must follow the cancellation and delays announced for that county school system.

Frequently Asked Questions

What is the Academic Calendar and where does a student get one?

The Academic Calendar is a yearly calendar published at the beginning of each fall semester. It shows all the important dates such as when classes begin, last day to Add/Drop a class, change from credit status to audit status, official holidays, recesses, beginning of exam week, etc. Copies of the Academic Calendar are located in the racks on the wall outside the CTC Shepherd Administration Office or online at www.shepherd.edu/ctcweb.

What is an Academic Change form?

An Academic Change form is used to change and/or add the following: degree, major, teaching field, advisor, minor, or concentration. A student can get a copy of the Academic Change form in the CTC Shepherd Administration Office or the Office of the Registrar at Shepherd University.

What are the consequences of plagiarism and other forms of academic dishonesty?

Cheating in all its forms, including plagiarism and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. Refer to the CTC Shepherd Catalog and the CTC Shepherd Student Handbook for specific guidelines and regulations regarding academic dishonesty.

What is the Academic Foundations Program?

It is a program designed to assist under-prepared students to bridge the gap between high school and college. The Program offers courses in mathematics, reading, study skills and composition. ACFN courses do not count toward graduation.

Are grades received in Academic Foundation courses (ACFN) calculated in a student's GPA?

No.

Do Academic Foundation courses (ACFN) count toward graduation?

No.

Do Academic Foundation courses (ACFN) count toward full-time student status, athletic eligibility, and financial aid?

Yes, if the student is required to take the Academic Foundation course(s).

When must a student register for Academic Foundations courses?

According to the Higher Education Policy Commission, any student who places into an Academic Foundation course must register for the course(s) his/her first semester on campus and must satisfactorily complete the required course(s) within two semesters of enrollment in order to continue his/her studies.

Are tutorial services available to students?

Yes, student may inquire about tutorial service at CTC Shepherd in the Resource Room located in Room D-09. Tutorial services are free. Additionally, the Writing Center is located in Room 208 Knutti Hall at Shepherd University. Appointments are necessary and can be made in either 114 or 208 Knutti Hall.

When is the ADD/DROP period?

During the first five days of a regular semester or the first two days of each summer session, students are permitted to change their original schedule. The adding and dropping of classes will be permitted via RAIL. See posted signs for the designated area to process time conflicts and overrides.

How are advisors assigned? How do I change my advisor?

Division Directors are responsible for assigning all advisors. If a student wishes to change his/her advisor, the student should contact the Division Director at CTC Shepherd or the Department Chair of the new major. This change can take place anytime after the third week of a semester. The student must complete and return an Academic Change form available in the Office of the Registrar.

Can a student switch from a 2-year associate's degree to a 4-year bachelor's degree and vice versa?

Yes. A student wishing to change his/her field of study/major/minor must complete a "blue form" requesting to transfer from CTC Shepherd to Shepherd University. This form is available at CTC Shepherd in the Administration Office or in the Office of the Registrar at Shepherd University.

Will a course taken through the Community & Technical College apply to a four-year bachelor's degree?

Generally, yes. However, the student should check the with the college or university he or she wishes to transfer to be sure.

What is the class attendance policy?

Each professor determines attendance policies individually. The attendance policy is usually outlined in the syllabus, which is generally handed out the first day of classes. Policies and procedures concerning attendance at the college can be found in the CTC Shepherd Student Handbook.

How can a student Audit a class?

The student may register for the class for Audit during the regular registration period or, in accordance with the College Calendar, go to the Office of the Registrar, located in Ikenberry Hall, and change the registration from credit status to audit status. The deadline to make the change is listed in the Academic Calendar. Note: A student may not be able to audit a class within their own major/degree.

Can the College cancel a class in which a student is enrolled?

Yes, if there are 10 or fewer students enrolled.

Does CTC Shepherd have a Career Development Center?

Yes. The primary purpose of the Career Development Center is to aid students in developing, evaluating, and effectively initiating and carrying out career plans. The CDC, located in the basement of Gardiner Hall at Shepherd University includes the following offices: Career Services, Cooperative Education, and the Washington Gateway Program. A comprehensive web site is available at <<http://www.shepherd.wvnet.edu/jobweb>> for up-to-date services and program information.

Is it possible for a student to challenge/or receive credit for a course by examination?

The College Level Examination Program (CLEP) is a testing program for students who feel their experience and knowledge of a particular subject field are such that they could waive course credit through examination. Credit for a limited number of subjects is available through CLEP testing. For more information see the CLEP coordinator in the Career Development Center.

Where does a student go to change name/address and/or SS#?

A student wishing to change his/her name, address, and/or correct a SS# should complete a Personal Information Change form available in the CTC Shepherd Administration Office or the Office of the Registrar, Ikenberry Hall.

What is a “full-time” student?

CTC Shepherd defines a “full-time” student as one taking 12 or more credit hours per fall/spring semester. A student taking 6 hours in one summer session is defined as “full-time.” Twelve (12) semester hours constitutes a full-time FTE student.

What is a “part-time” student?

CTC Shepherd College defines a “part-time” student as one taking 11 or fewer credit hours per fall/spring semester. A student taking fewer than 6 hours in one summer session is defined as “part-time.”

Does a student need a computer account?

Frequently. Many professors make assignments based on a student’s ability to email answers and questions to the instructor. All CTC Shepherd students are assigned a computer account at the beginning of their college career. Students can obtain their account information by logging onto RAIL, going to Personal Information, then Password Management, and then to Retrieve Original Password. If students have trouble they should visit the Computer Help Desk in the

Basement of Ikenberry Hall (304) 876-5457 or visit CTC Shepherd Administration Office (304) 260-4380.

Can a student place out of ENGL 101 into ENGL 102?

Yes, the student should contact the Career Development Center located in the Basement of Gardiner Hall to arrange for CLEP examination. See also Advanced Placement Examination.

May an instructor give an “early” final exam?

No. However, exceptions may be granted.

Where does a student go to inquire about/apply for financial aid (scholarships, grants, etc.)?

A student should go to the Financial Aid Office located on the ground floor of Gardiner Hall or pick up an information pack at the CTC Administration Office.

Is there an academic progress requirement for a student receiving Financial Aid?

Yes. Academic progress is measured once each year to determine that a student is making progress toward completion of his/her academic program. Federal regulations require the student to successfully complete a given percentage of the courses for which he/she is registered. A complete description of the requirement is sent to each student receiving financial aid and is printed in the Catalog in the “Scholarships and Student Financial Aid” section.

What is the Academic Forgiveness Policy?

Any student who is returning to college with less than a 2.0 GPA and has not been enrolled as a full-time student during the past five years may apply for Academic Forgiveness after the student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0. Application for Academic Forgiveness must be made during the 1st re-admission semester. To apply for Academic Forgiveness, the student must complete and return the Academic Forgiveness form to the Office of the Registrar.

How are mid-term grades distributed?

Mid-semester grade reports are available for all students on RAIL. Freshman and High School Seniors grades are also mailed to a student’s permanent address.

How does a student receive a grade of W?

A student receives a grade of W by withdrawing from any class after the first five days of class (Add/Drop period) through the Friday of the 12th week of classes. See the Academic Calendar for the specific date each semester.

The form used to withdraw from a class is available from the Academic Advisor or Department Chair. The form must be signed by the Academic Advisor and the instructor of the dropped class and then turned into the Office of the Registrar by the deadline listed in the Academic Calendar.

Under what circumstances would a student receive a grade of I?

A grade of I may be given to a student who has completed the majority of requirements for the course but because of extenuating circumstances may be unable to complete all stated requirements of the course.

How does a student request a grade of Incomplete (I)?

A student must communicate with the professor of the class for which the student wishes to request an Incomplete. If the professor is in agreement, the professor will submit the proper form to the Office of Registrar with the final grade roster containing the Incomplete grade.

How does a student have an Incomplete (I) removed?

A student must confer with his/her professor about the necessary requirements and the timetable for the work to be completed to have the grade of I removed. The Office of the Registrar must receive the form from the professor no later than 10 days before the date the final grades are due for the spring semester (to change an I grade from the previous fall) and no later than 10 days before the date of the final grades are due for the fall semester (to change an I grade from the previous spring or summer sessions). If the I is not made-up in one semester, the grade will become an F.

When is a student given a grade of IF?

An IF is received if a student does not attend class and does not officially withdraw from a class by the deadline listed in the Academic Calendar. A grade of IF is computed as an F in the student's GPA.

May a student take courses on a Pass/Fail basis and what is the process?

Courses that are deemed general electives may be taken on a pass/fail basis. General Studies courses, required courses and electives in the major, or required courses and electives in the minor may NOT be taken for a pass/fail grade. Students must complete and return a Pass-Fail Option form to the Office of the Registrar by the dates listed in the Academic Calendar.

How is a student named to the Dean's List?

In order to be named to the Deans List for the CTC Shepherd a student must carry at least 7 credit hours and maintain at least a 3.5 GPA.

How does a student appeal a final grade?

A student must offer convincing arguments that good cause exists for changing a grade. See the CTC Shepherd Student Handbook for definitions of "good cause."

Does Shepherd College require a student to pass a comprehensive exam as a graduation requirement?

No. The College does not require such an exam; however some programs may.

When does a student apply for graduation?

The student must apply for graduation two semesters prior to graduation. This means that a person wishing to graduate in May must apply for graduation the previous September. Deadlines for graduation application are listed on the Academic Calendar. The application process for graduation begins in the Office of the Registrar where the student receives a packet which he or she will complete with his or her academic advisor prior to returning the completed forms along with the graduation fee to the Cashier.

Are graduating seniors exempt from final exams?

Final semester seniors (graduating at the end of either the fall or spring semester) with a quality point average of 3.0 or better in a given course may be excused from the final examination at the option of the professor. This policy does not include General Studies courses and does not apply to courses taken during summer sessions.

What if a student misses the deadline to apply for graduation?

First, the student must complete the necessary paperwork with his or her academic advisor and pay the graduation fee. Second, the student must complete a Petition to the CTC Shepherd Admissions and Credits Committee. This Petition is available in the Office of the Registrar or at the CTC Shepherd Administration Office. Third, the student must attach to the Petition a letter stating the reason why the policy for graduation was not followed and then secure the signatures of his/her advisor and Program Coordinator in his/her major. Lastly, the student returns the completed and signed Petition form and attached letter to the CTC Shepherd Administration Office. The CTC Shepherd Admissions & Credits Committee will notify both the student and the advisor of approval/denial of the request.

Can a student graduate with 2 degrees simultaneously?

Yes. A student can earn two degrees by meeting all the requirements listed in the Catalog for both degrees. Completing the requirements of two degrees does not ensure that the student will receive two printed degrees. For example, if a student completes the requirements for the A.A.S. in Business and simultaneously earns the A.A.S. in Criminal Justice, only one A.A.S. degree will be presented at graduation. The student's transcript will reflect the additional degrees completed.

However if a student completed the requirements for the A.A.S. Business and the A.A. General Studies, the student is eligible to apply and pay to graduate with both degrees. Since these degrees are distinct and separate, the student is eligible to receive two printed degrees at graduation.

What is CTC Shepherd's Academic Residency requirement?

A student must complete at least 24 semester hours of course work at CTC Shepherd to graduate with an associate's degree. The Admissions and Credits Committee must approve any exceptions to these requirements. The last twelve hours of the degree must be earned at CTC Shepherd.

What GPA is required to graduate?

The GPA required for graduation is a 2.0 minimum in these areas: overall GPA (transfer work and CTC Shepherd work), CTC Shepherd GPA, major field GPA, and minor field GPA. Higher minimums are required for some majors.

How does a student write for the college newspaper?

Students interested in writing for The Picket can call The Picket office ext. 5377.

What does it mean to be placed on Academic Probation; and how does a student get off of Probation?

Freshman/New Transfer Students: If a student fails to earn a 2.0 GPA in the first semester of attendance, a letter will be sent stating that the student is on Academic Probation. To be

removed from Academic Probation, the student must attain a 2.0 in all course work, excluding Academic Foundations courses. Continuing Students: A student who has been enrolled for more than one semester and whose Shepherd College GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation. To be removed from probation, the student must attain BOTH a 2.0 Shepherd College and cumulative GPA (includes course work attempted from other institutions).

When is a student placed on Academic Probation?

A student is placed on Academic Probation when the student's Shepherd College and/or cumulative average falls below a 2.0 GPA.

How does a student get a copy of his/her current class schedule?

A schedule of classes will be sent with the student's bill. A student may also access RAIL using his/her PIN number to secure that information.

What is a subject/course number?

A subject/course number is a number that represents a specific course within the appropriate department. For example, the subject/course number for Written English I is ENGL 101. Students use this number during the registration process. Courses numbered 300 and above are referred to as upper division courses. Generally, 100 level courses are for freshman; 200 level courses are for sophomores; 300 level courses are for juniors; and 400 level courses are for seniors.

What is a CRN?

CRN refers to "course request number." This five-digit number is found at the far-left column of the Shepherd College Schedule of Classes. It is an identification number for each section of a course and required for RAIL or in-person registration.

What is RAIL?

RAIL stands for Remote Access Information Line. RAIL enables students to register by web, add and drop classes during the Add/Drop period, access their class schedule, access mid-term and final grades, view their financial aid, and review an unofficial transcript. RAIL can be accessed at www.shepherd.edu/rail/.

What is a PIN?

PIN stands for Personal Identification Number and is the student's birthdate—unless previously changed. A student's advisor during academic advisement provides a "Term Personal Identification Number" after the student's schedule has been approved. A student will not be able to register without a PIN and a Term PIN.

If a student misses the November/April registration, how does he/she register for classes?

A student who misses the November/April registration may register late during the first three days of classes (Add/Drop period). However, the RAIL system remains available for registration for an extended period of time after the November/April registration periods for those students who missed their assigned registration time.

Where does a student get a Schedule of Classes?

Copies of the Schedule of Classes are available at the CTC Shepherd Administration Office or the Information Desk in the College Center. The schedule is also available at the Shepherd College WEB site <<http://www.shepherd.wvnet.edu/register/>>. Additionally, the website will indicate the number of available spaces remaining in each class.

When is late registration?

Late registration takes place during the first three days of classes. Specific dates may be found in the CTC Shepherd Schedule of Classes. Late registration is for those returning students who missed registration in November/April. Or students may register at the CTC Shepherd Administration Office.

Can a student repeat a class (60-Hour Rule)?

Yes. A student may repeat any Shepherd class in which he/she received a D, F or IF within the first 60 hours of coursework attempted prior to receiving a baccalaureate degree. The grade received in the course the student is repeating will be substituted for the original grade received in that course. If the student repeats a course taken after 60 hours, both grades will remain on the transcript and count in the overall GPA. The original grade will not be deleted from the transcript. A student may not repeat a course or courses to improve a GPA where the original grade was a C or better.

What determines in-state residency?

In-state residency is determined by living a period of at least 12 months in West Virginia prior to the date of college registration, excluding attending an institution of higher education in West Virginia. Consideration will be given to factors such as ownership or lease of a permanently-occupied home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia.

What is the snow policy?

CTC Shepherd does not normally cancel or delay classes due to snow. However, in the event of severe inclement weather or other emergency, if a decision is made to cancel or delay classes, announcements are made on local radio and television stations. Refer to the CTC Shepherd Student Handbook, the Information for Students section, under the heading "Snow," for a list of area radio and television station broadcasting such announcements.

If a student is on Academic Suspension, how does he/she enroll?

If this is the first time on Academic Suspension, the student may apply for readmission after sitting out one semester by completing an application for admission. If this is the second suspension, the student may apply for readmission after sitting out one full academic year by completing an application for admission.

When is a student placed on Academic Suspension?

The student is first placed on Academic Probation. The student on Academic Probation at the beginning of the fall semester must attain a 2.0 institutional GPA on the combined hours for fall, spring, and summer session(s) to be eligible to return the following semester. The student placed

on Academic Probation at the beginning of the spring semester must attain a 2.0 institutional GPA on the combined hours for the spring and summer session(s) to be eligible to return the following fall semester. If the student does not meet the above stipulations, he/she is placed on Academic Suspension. A student suspended for the 1st time is not eligible to enroll for one semester. The student must re-apply to the college for readmission. A student suspended for the 2nd time is not eligible to enroll for a full academic year. The student must re-apply to the college for re-admission.

Who evaluates transfer courses?

The Associate Director of Admissions completes evaluations of General Studies courses. If there is no articulation agreement, evaluations for the major or minor are completed by Program Coordinators.

Can a student take courses elsewhere after enrolling at CTC Shepherd?

A student wishing to take course work at another institution after enrolling at CTC Shepherd must obtain permission before enrolling at another institution for courses. The Permission/Approval To Take Courses At Another Institution form (more commonly known as the "Green form") is available in the Office of the Registrar. When the appropriate signatures have been obtained, the form must be returned to the Office of the Registrar. Courses in a major or teaching field or courses failed at CTC Shepherd may not be taken elsewhere. Please see the CTC Shepherd Catalog for more specific information regarding choice of courses.

How does a student get a transcript of grades?

A student must fill out an application requesting an official transcript in the Office of the Registrar. The request must have the student's signature. Copies of transcripts will be available after three working days. The first copy is free; the cost for each additional copy is \$5.00. When time is of the essence, a student may request a transcript to be available in 24 hours. The cost is \$15.00. Unofficial transcripts are available on RAIL.

Where does a student go to verify enrollment in college (for insurance, work, etc.)?

The student can log on to RAIL and print an Enrollment verification form.

Where does a student go to withdraw from Shepherd?

Complete withdrawal from the College is processed through the Office of the Registrar. The procedures on the Withdrawal form must be followed. Unauthorized withdrawals from school are reported as failures.

After withdrawing, must a student re-apply to the college to attend the next semester?

If a student completely withdraws after the first three days of classes, he/she will not need to re-apply to register for the next semester. However, if a student is not registered for an entire semester, he/she will have to re-apply. In some circumstances a student may apply for a leave of absence from the college, which will not require the student to re-apply when they return the following semester. Students in good standing may apply by completing the Application for a One-Semester Leave-of-Absence Readmission form, which is available in the Office of the Registrar, located in Ikenberry Hall.

Is there a deadline to withdraw from a course?

Yes. Deadline dates are listed in the Academic Calendar and are also published in the Record. If the Withdrawal form is not submitted to the Office of the Registrar by the deadline, the grade of IF will result.

Must a student offer any reason for withdrawing from a course?

No.

Where can a student get help with various kinds of harassment including race, gender, ethnicity, disability, sexual, and socio economic class.

The Campus Police located in Sara Cree Hall, Room 107, 876-5374 weekdays of 876-5202 evenings and weekends. The Student Affairs Office located in the College Center, Room 101, 876-5214. The Residence Life Office located on the ground floor of Miller Hall, 876-5172.

Where can a student get help if he or she has been sexually assaulted?

The Campus Police located in Sara Cree Hall, Room 107, 876-5374 weekdays of 876-5202 evenings and weekends. The Dean of Students in the Residence Life Office located on the ground floor of Miller Hall, 876-5172. The Health Center located on the ground floor of Gardiner Hall, 876-5161.

How is one class substituted for another one?

All substitutions require the completion of a Substitution/Waiver form signed by the Academic Advisor and Program Coordinator of the required course.

Is there a class a student can take about Career Planning?

Yes. CTC Shepherd offers a 2 credit hour class each semester called CGEN 101 Career Development. Any student is eligible to register for this class.

What is the difference between a Drop and a Withdrawal from a class?

A Drop must be completed within the first five (5) days of classes and will not be reflected on the transcript. A Withdrawal must be completed by the Friday of the 12th week of classes. See the Academic Calendar for specific dates. A grade of "W" will be reflected on the transcript.

Is there a Graduation Ceremony for December and August graduates?

No. However graduates are encouraged to participate in the following May ceremony.