## Counseling and Wellness Services

Counseling and Wellness Services at WVSU support students by addressing mental and emotional well-being. We offer **FREE and confidential** services, including:

- Short-term individual counseling
- Crisis intervention
- Outreach and referral services
- Wellness programming
- Relaxation room

For students enrolled in on-campus classes or who are able to come to campus, in-person counseling is available. Virtual counseling, crisis support, and wellness workshops are also offered to WVSU students **18 and older** through our partnership with **BetterMynd,** an online counseling service.

**Collegiate Recovery, Education, and Wellness (CREW)**
CREW provides peer recovery support, weekly meetings, social activities, and a welcoming lounge space for students in recovery from substance use disorder. Visit us at **107 Sullivan Hall, East**.

**WVSU Food Pantry**
The Food Pantry offers non-perishable food items and toiletries for students in need of support.

**Hours of Operation:**
Monday–Friday | 8:30 a.m. – 5:00 p.m.

**Contact Information:**
- **Counseling Appointments:** counseling@wvstateu.edu
- **Food Pantry:** foodpantry@wvstateu.edu
- **Phone:** (304) 766-3168
- **In-Person:** 1st Floor, Sullivan Hall, East

## Excused Absence Policy

In accordance with West Virginia State University Board of Governor's Policy Number 69 Academic Affairs will be validating all Excused Absence Request.  This policy allows for a single point of contact for information and then will be shared with all the relevant faculty.  The link for application for the Excused absence can be found here.

Students must notify their instructors as soon as possible in order to apprise them of their absence from classes, **in advance** if possible, and to develop a plan, with a timetable, to make up missed coursework. Students are expected to review the WVSU Board of Governors Policy 69 University Class Attendance Policy and course syllabi for additional information regarding class absences and make-up work.

Repetitive or extended absence may interfere with the student's ability to be successful in coursework. With that in mind, students who expect that they may have repetitive absences for

an on-going medical issue should consider registering with **Student Accessibility Resources** for accommodations.

## Retention and Student Success (ORSS)

The Office of Retention and Student Success provides all students, including online students, with free academic support through walk-in tutoring centers (Learning Enrichment Centers), one-on-one tutoring, supplemental instruction, academic coaching, and our online live tutoring services (see following Learning Enrichment Sections).

- We are also home to the Academic Advising Center (Second Floor Drain-Jordan Library). Through collaboration with each college we are a one stop shop of advising resources and are eager to assist you. Contact us at (304) 720-3888 or FYAAC@wvstateu.edu.
- We also assist students in applying for Emergency Assistance through both the Yellow Jacket and WVSU Emergency Aid Funds. All students are eligible to apply for the aid through our aid portal at Emergency Aid Program webpage or by emailing yellowjackethelp@wvstateu.edu.

## Retention and Student Success

The Office of Retention and Student Success (ORSS) provides all students with free academic support through walk-in tutoring centers and online tutoring services, supplemental instruction for historically difficult courses, and academic coaching.

For more information on ORSS, visit www.wvstateu.edu/success. ORSS is located on the second floor of the Drain-Jordan Library. These are some of the services ORSS provides:

1. **Learning Enrichment Center for Writing**
   - The Learning Enrichment Center for Writing is located in Drain Jordan, Room 203. Tutors are available to help you with your writing assignments for any course.
   - Walk-in Hours: Monday – Wednesday, 10:00am-5:00pm
   - For one-on-one tutoring, please contact the Academic Support Specialist at 304-766-3041. You can also schedule through ACHIEVE.
2. **Learning Enrichment Center for Science, Business, and Mathematics**
   - The Learning Enrichment Center for Science, Business, and Mathematics is located on the second floor of Drain Jordan Library. Tutors are available to help in math, science and many math-based business courses.
   - Walk-in Hours: Monday – Friday, 10:00am-5:00pm
   - For one-on-one tutoring, please contact the Academic Support Specialist at 304-766-3041. You can also schedule through ACHIEVE.
3. **TutorMe**
   - FREE, 24/7 online tutoring and writing review service for all West Virginia State University students. Through live, interactive and engaging tutoring sessions

students are provided convenient, effective learning experiences from highly qualified and knowledgeable tutors at their convenience!
- To login, use TutorMe.com.
- Check your WV State email for the Welcome Email from TutorMe. This email will include your login credentials.

4. ACHIEVE
- ACHIEVE is a tool for easy communication between students and faculty. Your instructors use ACHIEVE to provide feedback to you about your progress in their courses. Throughout the term, you may receive emails about your progress and academic performance in the form of alerts or flags. These emails are meant to help you be more successful in your courses, so be sure to follow all recommendations included in the emails you receive. Instructors may also use ACHIEVE to recognize and celebrate your academic achievements by sending you kudos or compliments.
- To access ACHIEVE, simply log into *MyState* and click on ACHIEVE under the *Student* tab. If you need assistance with ACHIEVE, please email questions to ACHIEVE@wvstateu.edu.
- Username: first half of your WVSU email (everything before the @ symbol)
- Password: the same password as your MyState

5. **Academic Advising Center**
- The Academic Advising Center (AAC) supports West Virginia State University's mission to advance knowledge through access, opportunity and impactful service. Our academic advisors equip students at West Virginia State University to meet the economic and social needs of the state, region and nation by preparing them with the skills, strategies and resources to succeed in higher education and beyond. The Academic Advising Center supports the work of college advisors to establish strong advising relationships and empower students to take ownership of their educational success through the provision of academic resources and individualized services that promote agency, self-efficacy, and personal growth.

**Title IX Syllabus Statement**

**Responsible Employee Statement**
WVSU faculty are committed to creating a safe learning environment for all members of our campus community, free from sex-based discrimination, including sexual harassment, dating violence, domestic violence, sexual assault, and stalking, per Title IX of the Education Amendments of 1972.

WVSU Policy 14 designates all faculty members, including teaching assistants, as "Responsible Employees." Under Policy 14, all "Responsible Employees" must report all disclosures of sex - based discrimination or violence to the Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report; campus community members are not required to respond to such outreach. Reported information will remain private to the extent possible by law.

If you or someone you know has experienced any form of sex - based discrimination or violence and wishes to speak with someone confidentially, contact Kellie Toledo at: toledoke@wvstateu.edu or at: 304-766-3224, 129 Sullivan Hall, East.. Additional information regarding WVSU's Title IX procedures, reporting, or support measures, can be accessed here. Disclosures of sex-based discrimination or violence made in relation to an assignment and/or educational prompt will not result in a referral to the WVSU Title IX Coordinator unless requested otherwise.

**Pregnant & Parenting Student Statement**
WVSU does not discriminate against or exclude students from participating in its education programs and activities, including any class or extracurricular activity, based on parenting, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. For this policy, caretaking is defined as a person providing for the needs of a child, and parenting is defined as raising a child by the child's parents in the reasonably immediate post-partum period. Students are encouraged to work with faculty and utilize WVSU's support systems to develop a plan for how to effectively address the conditions as pregnancy progresses, as needs for leave arise, how to minimize the academic impact of the absence, and get back on track as efficiently and quickly as possible.

**Lactation Space Access**
WVSU provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others. Restrooms will not be designated as appropriate lactation spaces.

Lactation spaces are located in:
Cole Complex – Room 127 (Retrieve the key from the Nursing Department office)
Wallace Hall – Room 213 (Retrieve the key from the Department of History and Political Science)
Campus Map - West Virginia State University

Title IX prohibits faculty/staff from asking a student if they are pregnant, discouraging a student from participating in programs, activities or services that WVSU offers, or encouraging a student to seek an alternative that differs from what they are currently doing.
Should a student disclose their pregnant/parenting status and request academic modifications, provide them with the contact information for the Title IX Coordinator.

<div align="center">
Carolyn Stuart
Civil Rights & Title IX Coordinator
217 Ferrell Hall | 304-204-4018| carolyn.stuart@wvstateu.edu| PO Box 1000 | Institute, WV 25112
</div>

# Disability and Accessibility Resources
WVSU complies with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request to the Office of Student Accessibility Resources.

Should a student disclose their disability status, refer them to the Director of Disability & Accessibility. For assistance, please contact:

Michael Casey
Director of Disability & Accessibility Resources
109 Sullivan Hall, East | 304-766-3013| ada@wvstateu.edu | PO Box 1000 | Institute, WV 25112

Disability and Accessibility Resources is an administrative unit within the Division of Academic Affairs at West Virginia State University. The unit is comprised of the following student relevant offices and resources: Student Accessibility Resources, SAR Testing Center, and Steps-2-Success.

The University strives to make all learning experiences as accessible as possible. When barriers exist, the Student Accessibility Resources unit leads and coordinates efforts of the university to ensure students with these conditions will have effective communication as well as to consider modifications to policies and procedures to allow you to participate and benefit from our programs and services.

NEED ACCOMMODATIONS?
To establish reasonable accommodations, you are required to register with Student Accessibility Resources (SAR). Reasonable accommodations are established through an interactive process between you, your faculty and the staff of the Student Accessibility Resources office. It is important to start this process in a timely manner in order to receive accommodations as soon as practically possible.

To initiate the process, you will want to submit the request for accommodations form available at – https://bit.ly/WVSU-Accommodations

You are welcome to contact the Student Accessibility Resources office to inquire about the process through any of the following:
- phone/text – 681-533-0850
- email – sar@wvstateu.edu
- in person – 117 Sullivan Hall East
- online – https://wvstateu.edu/sar

After registering with SAR and if approved for accommodations, make arrangements with your faculty as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

ALREADY APPROVED FOR ACCOMMODATIONS?

If you have registered with Student Accessibility Resources (SAR) for the current semester, please communicate your approved accommodations to your faculty in a timely fashion via the Course Accessibility Implementation Plan. Each of your faculty should arrange a private meeting to discuss your implementation plan and review how your accommodations will be implemented in the course.

REPORTING DISABILITY RELATED CONCERNS/ISSUES

Send reports of disability access feedback and concerns to Michael Casey at ada@wvstateu.edu, 681-533-0850, or via the online form available on the website at https://wvstateu.edu/ada.

Students who experience issues with implementation of approved accommodations should contact Michael Casey at ada@wvstateu.edu, 681-533-0850, or via the online form available on the website at https://wvstateu.edu/ada.

Send formal grievances regarding disability discrimination to Dr. Carolyn Stuart, EEO Compliance Officer/Title IX Coordinator, at carolyn.stuart@wvstateu.edu or 304-204-4018.

## Campus Self-Defense Act

On July 1, 2024, the Campus Self-Defense Act took effect at colleges and universities in West Virginia. This new law was passed by the West Virginia Legislature in 2023, and allows a person to carry a concealed pistol or revolver on the grounds of an institution of higher education, with some exceptions, if that person has a current and valid license to carry a concealed deadly weapon.

The efforts of the Campus Safety Task Force are to ensuring WVSU complies with the Campus Self-Defense Act, while keeping the safety of the entire campus community in mind. The campus community will notice some changes on campus as new signage goes up on buildings where firearms are restricted, or restricted under certain circumstances and will continue to receive additional information from the University Police Department.  In addition, a website has been created for information related to the Campus Self-Defense Act where FAQ's and other relevant information can be found.

The website can be accessed at www.wvstateu.edu/campusselfdefenseact.  If there are questions or clarification needed on any part of the Campus Self-Defense Act please contact the University Police Department at (304) 766-3353

## Drain-Jordan Library

The WVSU Drain-Jordan Library works to adhere to the Association of College and Research Libraries (ACRL) distance learning guidelines in providing library services to students and faculty participating in WVSU distance learning programs. These services are designed to assist those affiliates who receive all their courses off campus. Visit the library access for distance learning Web page for detailed information about the services and resources available to distance learning participants through the WVSU library.

The library's main and Circulation Desk telephone number: 304-766-3116
The Reference and Information Services Desk: 304-766-3135
Ask-A-Librarian (online chat) service: http://library.wvstateu.edu/askalibrarian.html

# Course Registration Issues

Students are responsible to make sure that they are registered for this course and classes are not dropped for any reason (e.g., nonpayment). Students receive neither credit nor a grade for this course if they are not officially registered. Students can access their records via web using MyState. Also, students are advised to properly and officially withdraw from, or drop, a class that they no longer wish to complete in order to avoid receiving the default F. Consult the university catalog for details or see someone in the Office of the Registrar in:

Ferrell Hall 128
Registration and Records
(304) 766-4146
registration@wvstateu.edu

# Academic Honesty Policy for Graduate and Undergraduate Studies

Academic honesty and integrity lie at the heart of any educational enterprise. West Virginia State University (WVSU) is committed to the values of academic honesty and integrity, and to ensuring that these values are reflected in behaviors of the students, faculty, and staff.

WVSU is committed to the prevention of academic dishonesty. To reinforce that commitment, information, including definitions and examples of academic dishonesty, will be published in the WVSU Student Handbook and the university catalog. The intention of this information is to prevent acts of academic dishonesty. Prevention is the primary goal of the University and the Office of Academic Affairs in particular.

Academic dishonesty is any attempt by a student to: 1) submit work completed by another person without proper citation or 2) give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.

When there is evidence that a student has disregarded the University's Academic Dishonesty Policy, that student will be subject to review and possible sanctions. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises.

One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. Students are urged to consult individual faculty members when in doubt. Because faculty and students take academic honesty seriously, penalties for violation may be severe, depending upon the offense, as viewed by the committee selected by the appropriate Dean to review such matters. The minimum sanction for cases of proven cheating is left to the instructor. Instructors will explain procedures for taking tests, writing papers, using AI, and completing other course requirements so that students may fully understand their instructor's expectations.

One of the objectives of WVSU is to promote the highest standards of professionalism among its students. The integrity of work performed is the cornerstone of professionalism. Acts of falsification, cheating, plagiarism, and misuse of AI are acts of academic dishonesty, which show a failure of integrity and a violation of our educational objectives; these acts will not be accepted or tolerated. The following definitions and guidelines should be followed:

Falsification is unacceptable. Falsification includes but is not limited to
 a. creating false records of academic achievement;
 b. altering or forging records;
 misusing, altering, forging, falsifying, or transferring to another person, without proper authorization, any academic record;
 c. conspiring or inducing others to forge or alter academic records.

Cheating is also unacceptable. Cheating includes but is not limited to
a. giving answers to others in a test situation without permission of the tester;
b. taking or receiving answers from others in a test situation without permission of the tester;
c. having possession of test materials without permission;
d. taking, giving, or receiving test materials prior to tests without permission;
e. having someone else take a test or complete one's assignment;
f. submitting as one's own work, work done by someone else;
g. permitting someone else to submit one's work under that person's name;
h. falsifying research data or other research material;
i. copying, with or without permission, any works, (e.g., essays, short stories, poems, etc.), from a computer hard drive or discs and presenting them as one's own. This is to include internet sources, as well.

Plagiarism as a form of cheating is also unacceptable. Plagiarism is the act of presenting as one's own creation works actually created by others. Plagiarism consists of
a. taking ideas from a source without clearly giving proper reference that identifies the original source of the ideas and distinguishes them from one's own;
b. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference that identifies the original source and distinguishes the paraphrased material from one's own composition
c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as one's own creation.

Completing work with generative AI (ChatGPT and similar large language models) is also cheating in many instances. While some instructors permit specific uses of AI for work assigned in their courses, the use of AI to complete assignments often constitutes academic dishonesty. Students should assume that using AI to complete work is not permitted unless an instructor specifically states otherwise and details the parameters for acceptable AI use. When permitted, students must specifically identify and acknowledge work generated by AI. Dishonest use of AI includes:

a. feeding an AI chatbot questions or prompts from an assignment and submitting the answers as one's own work;
b. asking AI to write a paper or compose other work for a course;
c. using AI to solve problems or equations and submitting the work as one's own;
d. uploading an exam to AI and asking it to complete it;
e. using AI tools to fabricate data or sources;
f. failing to identify AI-generated content within an original work.

Acts of falsification, cheating, plagiarism, and misuse of generative AI, and other forms of academic dishonesty are grounds for failure of a course. The University reserves the right to impose more severe penalties for any of these forms of academic dishonesty. The penalties may include, but are not limited to, suspension from the University, probation, community service, expulsion from the University, or other disciplinary action the reviewers believe to be appropriate.

## Academic Statement on Artificial Intelligence in the Classroom
WVSU acknowledges the transformative role of AI as a learning tool but prohibits its misuse in academic settings. Students must clearly identify its contributions and communicate with their instructors to make sure that particular uses are acceptable for a given assignment. The **WVSU Academic Honesty Policy** emphasizes integrity in academic work and sets boundaries on the use of AI in completing assignments. Students should assume AI is not permitted in coursework unless specified otherwise by the instructor. Students should consult the instructor if they have any questions about what may constitute misuse. Misusing an AI tool to complete assignments or to fabricate data will be treated as academic dishonesty. Depending on the severity of an incident, the misuse of AI can result in sanctions, up to academic suspension. All students are required to view and adhere to the **WVSU Academic Honesty Policy**.