

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.

Office of Student Success

The Office of Student Success is committed to supporting students throughout their academic journey by providing comprehensive academic support, advising, career development, and connections to campus resources. The Office of Student Success has locations on the **second floor of the Drain-Jordan Library** and the **second floor of the Wilson Student Union (Career Services)**. Academic advising, tutoring, academic coaching, and student support services are located in the Drain-Jordan Library, while Career Services is located in the Wilson Student Union.

For more information or to request assistance, contact the Office of Student Success at **(304) 720-3888** or visit www.wvstateu.edu/success.

Academic Advising

The Office of Student Success provides academic advising for many undergraduate students and works collaboratively with academic colleges to help students stay on track toward graduation. Academic advisors assist students with course planning, registration, understanding degree requirements, and connecting students with campus resources that promote academic success.

Tutoring Services

Free tutoring is available to all currently enrolled West Virginia State University students. Tutors provide assistance in a variety of subject areas, including writing, mathematics, science, business, and other courses as available.

- **Walk-in Tutoring:** Monday–Thursday, **9:00 a.m. – 6:00 p.m.**
- **Friday:** Tutoring is available **by appointment only**.

Students are encouraged to utilize tutoring early and often to strengthen their understanding of course material and improve academic performance.

Academic Coaching

Academic coaching provides individualized support to help students develop effective study habits, improve time management and organization, strengthen note-taking and test preparation skills, set academic goals, and build confidence for success in college.

Career Services

Career Services, housed within the Office of Student Success, prepares students for career success from their first semester through graduation and beyond. Services include career exploration, resume and cover letter reviews, mock interviews, internship and job search assistance, graduate and professional school preparation, career fairs, employer networking opportunities, and workshops designed to help students develop the professional skills needed for career success. Students are encouraged to begin utilizing Career Services early in their college experience. Careers@wvstateu.edu

Student Advocacy and Support

The Office of Student Success assists students who encounter academic, financial, or personal challenges by connecting them with campus and community resources. Staff provide individualized support, assist students in navigating university processes, and make referrals to appropriate services. The office also coordinates emergency assistance resources for students experiencing unforeseen hardships.

Students are encouraged to contact the Office of Student Success whenever they need assistance. The office is located on the **second floor of the Drain-Jordan Library** and can be reached at **(304) 720-3888**.

WVSU FERPA Statement

West Virginia State University (WVSU) complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) and annually notifies students of their rights. FERPA protects the privacy of student education records, grants students the right to review and request corrections to those records, limits disclosures of personally identifiable information, and provides a formal complaint process for alleged noncompliance.

Key Student Rights Under FERPA

- Access: Inspect and review education records within 45 days of submitting a written request.
- Amendment: Request corrections to records believed to be inaccurate or misleading.
- Privacy & Disclosure: Control disclosure of personally identifiable information, with limited exceptions (e.g., school officials with legitimate educational interests, transfers, or legally required disclosures).
- Complaints: File a complaint with the U.S. Department of Education regarding FERPA compliance issues.

Additional details, forms, and contacts are available on the WVSU FERPA webpage at <https://wvstateu.edu/academics/registrar/ferpa/> or through the Office of the Registrar.

Disability and Accessibility Resources

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

The unit is responsible for facilitating and coordinating the accessibility and inclusion for all individuals with disabilities on our campus. While the University is striving to make all facilities and experiences as accessible as possible, some barriers still exist. When those barriers cannot be removed, DAR leads and coordinates efforts of the university to ensure individuals who experience disability will have equal access and equal opportunity to allow them to participate and benefit from our programs, services and activities.

NEED ACCOMMODATIONS?

For students to establish reasonable accommodations, you are required to initiate the request process through Student Accessibility Resources (SAR). The resources are established through an interactive process between you, your faculty and the staff of SAR. It is important to start this process in a timely manner in order to receive the resources as soon as practically possible.

The first step of the process is for you to submit the Request for Access form available at – <https://bit.ly/WVSU-Accommodations>. After completing the interactive process and if approved for accommodations, you will receive a Course Accessibility Implementation Plan. You will want to make arrangements with your faculty as soon as possible to discuss your accommodations so that the resources may be implemented in a timely fashion.

ALREADY APPROVED FOR ACCOMMODATIONS?

Once you request a renewal of previously approved accommodations for the current semester, ensure you communicate your approved accommodations to your faculty in a timely fashion to ensure they are implemented effectively.

HOW TO REPORT DISABILITY RELATED CONCERNS/ISSUES

The following should be reported to the ADA Coordinator/504 Compliance Officer whenever they occur:

- You observe or experience any disability access issues or concerns such as physical barriers in a building or barriers to participation in a program.
- You experience issues with implementation of approved accommodations.
- You experience disability discrimination including, but not limited to disability-related harassment, interference or retaliation and want to file an informal or formal grievance.

The report can be submitted by email to ada@wvstateu.edu, by phone at (304) 766-3083, or via the online forms available on the website at wvstateu.edu/ada.

DAR CONTACT INFORMATION

Michael Casey, MS, CRC, ADACC, LCAS - Director of Disability Resources & ADA Coordinator/504 Compliance Officer

Office – 117 Sullivan Hall East

Phone: (304) 766-3083

Text: (681) 533-0850

Email: ada@wvstateu.edu

Website: <https://wvstateu.edu/disability>

Address: 117 Sullivan East, PO Box 1000, Institute, WV 25112

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.

Carolyn Stuart

Civil Rights & Title IX Coordinator

217 Ferrell Hall | 304-204-4018 | carolyn.stuart@wvstateu.edu | PO Box 1000 | Institute, WV 25112

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

West Virginia State University (WVSU) Syllabus Emergency Guide

Emergency Notification Systems

- **WVSU Siren:** A continuous **three-to-five-minute high-tone siren** indicates an immediate need to shelter.
- **WVSU WARN System:** Text and email alerts provided to those who opt-in via the WVSU **MYSTATE** link. A secondary notification system called Kanawha Alert, provides emergency notification and other useful information pertinent to Kanawha County.
- **Testing:** Sirens are tested the **fourth Wednesday of every month at noon**; no action is required during tests.
- **Terms:** Shelter in Place vs Lockdown.
 - **Both terms indicate to remain at your current location;** however, a **LOCKDOWN** relates to securing your space to prevent enter due to a threat of harm from a person(s) with a deadly weapon(s) and a **SHELTER IN PLACE** relates to either a hazardous material or inclement weather event.

Shelter-In-Place (Hazardous Materials/Environmental)

- **Immediate Action:** It is recommended to move to the nearest designated **Assembly Area** or stay inside your current building. WVSU Emergency Action Plan recommends everyone to Shelter In Place, but you are not required to and may leave at your own risk. If you chose to enter the WVSU Shelter area, you agree not to leave and follow all university directives.

- **Secure the Room:** Close and **lock all windows** for a superior seal against contaminants; seal gaps under doors with wet towels or tape and plastic.
- **Ventilation:** Turn off individual room air conditioners and exhaust fans.
- **Safety Restriction: Do not use elevators,** as they can pull outside air into the building.
- **Stay Informed:** Remain in the assembly area until an "**All Clear**" is issued by a university personnel or official WARN alert.
- **Shelter in Place location will be placed on a campus wide list containing each building as related to students.**

Active Shooter (Armed Subject)

- **Run (If Safe):** If there is an accessible escape path, attempt to flee the building and move as far from the scene as possible.
- **Hide (If Escape is Impossible):**
 - Turn off lights and **lock all windows and doors.**
 - Get on the floor and stay **out of the line of fire.**
 - Silence cell phones and remain quiet.
- **Fight (Last Resort):** Attempting to overcome a subject with force should only be initiated in extreme circumstances.
- **Authorized Instructions:** Do not change your status or open doors until instructed by an **authorized, known voice.**
- **Campus Self Defense Act:** If you are exercising the Campus Self Defense Act, ensure you know and strictly comply with the regulations. Immediately obey all directives from law enforcement officers on the scene and inform the officer of your status, as soon as practical. Keep in mind you may be detained until your status is verified or the situation is contained.

Fire Emergency

- **Alert:** Immediately activate the nearest **fire alarm pull box.**
- **Evacuate:** Leave via the nearest marked exit; **do not use elevators.**
- **Containment:** Close doors behind you as you exit to isolate the fire, but **do not lock them.**
- **If Trapped:** Stay near the floor where air is more breathable. Place an article of clothing outside a window as a marker for rescuers.
- **PEV Fire Safety:** To prevent lithium-ion fires, **Personal Electric Vehicles** (e-scooters, e-bikes) and their detached batteries are **strictly prohibited** inside any University building.

Severe Weather (Tornado/High Winds)

- **Move to Safety:** Proceed to the **lowest level of the building** or an interior hallway.
- **Avoid Hazards:** Stay away from glass windows, doors, and heavy equipment.
- **Position:** Sit on the floor, put your head in your lap, and **cover your head with your arms**.

Medical Emergency

- **Call for Help Immediately:** Dial 911 (or 9-911 from a campus phone), then contact WVSU Police Department at 304-766-3353 (or 9-3353 from a campus phone). Remain on the line until the dispatcher instructs you to hang up.
- **Provide Critical Information:** Clearly state your exact location (building, floor, and room number) and describe the victim's condition, including their age, gender, and whether they are conscious or breathing.
- **Avoid Moving the Victim:** Unless the person is in immediate danger of further injury from hazards like fire or smoke, do not move them.
- **Wait for Trained Responders:** Only allow individuals who are currently trained and certified in first aid or CPR to provide medical treatment.
- **Use Blue Light Boxes:** If a phone is unavailable, press the button on any campus **Blue Light call box** and an officer will respond to that location.
- First Aid Kit, AED, Bleed kit, Naloxone kit locations will be placed on campus wide list for each building as related to each student.

Assistance for Persons with Disabilities

- **Unreachable Areas:** If you cannot reach a designated assembly area, **wait for assistance inside the building by the nearest stairwell**.
- **Support:** Building coordinators or peers should assist in safe movement and account for all individuals upon reaching safety.
- **Emergency Transport:** In real emergencies, Public Safety Officers utilize specialized carriers to assist with transport.

Emergency Number

- **Emergency Services:** 911 (On-Campus: 9-911)

Non-Emergency Number

- **WVSU Police Department:** 304-766-3353 (On-Campus: Ext. 9-3353)
- **University Maintenance:** (304) 766-3181 (On-Campus: Ext. 9-3181) (To report safety hazards or damage).

WEST STATE UNIVERSITY
SHELTER IN PLACE LOCATIONS
STUDENT FOCUSED (Updated 8/3/26)

- Capitol Street: Basement
- Cole Complex: Rooms 105 and 308
- Davis FA: Room 103
- Dawson Hall: Individual rooms Turn HVAC off
- Drain-Jordan Library: 2nd floor research room
- Ferguson ROTC: Room 111
- Ferrell Hall: 2nd floor auditorium
- Fleming: Caldwell Court – 2nd floor
- Hamblin Hall: Ground floor auditorium G-001
- IREB: 1st floor auditorium
- Keith Hall- Individual rooms, Turn HVAC off
- Poca Valley Athletic Complex: 2nd floor conference room
- Sullivan Hall: Individual rooms Turn HVAC off
- Transitional Housing: Shelter in homes – Turn HVAC off
- Walker: Fleming hall, Caldwell court – 2nd floor
- Wallace Hall: 1st floor auditorium rm. 122
- Wilson Union: Room 134 and 135

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**.

Storm water management

West Virginia State University is committed to maintaining a clean and healthy environment. In accordance with Municipal Separate Storm Sewer System (MS4) permit requirements, all employees and students are reminded to keep litter, oil, and chemicals out of storm drains. Please report any illicit discharges to Mr. Joseph Davenport via email at joseph.davenport@wvstateu.edu or by phone at (304) 204-4060.