



# Residence Life GUIDE TO SUCCESSES



FAIRMONT STATE  
UNIVERSITY™  
Office of Residential and  
Student Life

## WELCOME

We are excited that you have made the choice to attend Fairmont State University and live on campus! We are a residential campus that is enhanced by several live and learn communities. It is proven that students who live on campus form lasting relationships and achieve a greater level of sustained learning and academic success. To facilitate this success, all full-time, unmarried, undergraduate students 25 and under are required to live on campus for four consecutive semesters.

This guide is designed to help you understand what is expected of you within the residence halls, but also, so you know what to expect from our team. There are some new policies that will assist in keeping you and our campus community safe.

Our staff will strive to help you through your residence hall experience. We will provide you with the opportunity to attend various programs in person and some virtually. You will be able to meet faculty members and build relationships with other students. We will continue to provide you with an on-campus living experience that fosters relationships and encourages personal growth. It is your turn to take full advantage of the amazing resources that we have to offer.

Living on campus will provide you with many new freedoms and personal choices through which you can meet students not only from West Virginia, but from around the world. It's your turn to develop these friendships and establish a connection to a diverse population on our campus.

It is our hope that through this living experience you will develop the skills necessary to succeed. We are excited that you have chosen to attend our institution. If there is anything you need, feel free to give us a call at 304-367-4216 or contact your RA!

Sincerely,

**Alicia M. Kalka**

Assistant Vice President Enrollment and Student Life

**Jeremiah Kibler**

Associate Director of Housing and Residence Life

Campus Judicial Officer

# Table of Contents

Welcome.....	2
Housing and Residence Life Mission.....	8
Residential Education.....	8
Learning Goals.....	8
Creating Connections.....	8
Exploring Identity.....	8
Developing Communities.....	9
Making Educated Decisions.....	9
Residence Halls and Staff.....	10
Staff Roles.....	11
Residence Hall Directors.....	11
Assistant Resident Directors.....	11
Resident Assistants.....	11
Your Room.....	12
What to Bring.....	12
Other Ideas.....	12
Items Not Permitted.....	13
Housing Application.....	14
Housing Contract.....	14
Application Process.....	14
Deposit.....	14
Learning to Compromise.....	15

Room Changes.....	16
Withdraw or Non-Attendance.....	16
Institutional Breaks.....	16
Academic Year Housing.....	16
Extended Academic Year Housing.....	17
Inventory Inspections.....	17
Maintenance and Room Safety.....	17
Maintenance Requests.....	18
Health and Safety Inspections.....	18
Keys.....	19
Lock-outs.....	19
Rules and Regulations.....	19
The Process.....	20
Student Conduct Hearing.....	21
Housing and Residence Life Student Conduct Appeal Process.....	21
The Final Appeal.....	22
Sanctions.....	22
Policies.....	24
Abuse.....	24
Alcohol Paraphernalia.....	25
Alcohol Possession/Use.....	25
Decoration Policy.....	26
Disruption/Noise.....	26

Disorderly Conduct.....	27
Drug Paraphernalia.....	28
Drug Possession/Use.....	28
Failure to Comply; Uncooperative Behavior.....	29
Fire Safety.....	29
Federal, State, or Local Law Violations.....	30
Harassment.....	30
Littering.....	31
Misuse of Student ID/Keys.....	31
Misuse of University Property.....	32
Pets.....	32
Prohibited Items.....	33
Smoking and Tobacco Use.....	34
Solicitation.....	34
Door-to-Door.....	35
Technology Violations.....	35
Theft.....	36
Unauthorized Presence or Entry.....	36
Visitation.....	37
Weapons.....	38
Drug and Alcohol Amnesty Policy.....	38
Safety.....	39
Department of Public Safety.....	39

DPS Services Provided on Campus.....	39
Parking.....	39
Clery Reporting.....	39
Title I.....	40
Missing Person.....	41
Campus Services.....	41
Residence Hall Programs.....	41
Laundry Facilities.....	42
Postal Services.....	42
Bryant Place.....	43
Morrow Hall.....	43
Pence Hall.....	43
Prichard Hall.....	43
University Terrace.....	43
Falcon Center.....	44
Dining Options.....	44
Student Health Services.....	44
Copying and Printing.....	45
Student ID Cards.....	45
Computer Related Needs.....	46
Connecting to WiFi.....	46
Public Transportation.....	47
Transit Authorities.....	48

Flights.....48

Did you know?.....49

Student Services.....49

Navigate.....50

Get Connected.....51



## Housing and Residence Life Mission

The Office of Housing and Residence Life works to provide an inclusive residential living learning environment with programs, services, and experiences that build comfortable communities where students can live, learn, grow, and inspire.

## Residential Education

Now, it's your turn! We expect residents to come to campus with an open mind and be willing to fully participate as active members of their community. The Office of Housing and Residence Life strives to create a community of learning where our residents can live and grow as neighbors now and in the future. All that we do is intentional and student-focused.

Our educational priority is to help our residents succeed in and out of the classroom. We ask our residents to take action toward positively impacting themselves, others, and the world. In order to guide our residents to succeed and be quality neighbors in their community, we focus on the following four learning goals.

## Learning Goals

### Creating Connections

Creating connections is a foundation that will benefit residents beyond their time at Fairmont State University. These relationships will build a support system to enhance their overall experience. Residents will be able to form and maintain connections for their own personal growth and for integrating into future communities.

Residents will:

- Know the names of their neighbors
- Engage in community activities
- Support peers in the community (learning, caring/looking out for them, celebrating)

### Exploring Identity

Identity exploration is a cyclical process that occurs throughout one's life. By living on campus, residents will explore facets of their identity that impact who they are and how they define and express themselves.



Residents will:

- Articulate who they are
- Explore their individuality
- Place value in themselves
- Exhibit confidence in their actions

## Developing Communities

The development of communities involves respecting others, understanding the goals of the community and taking ownership for the place in which they live. With a foundation in the established Housing and Residence Life and University Student Conduct Code policies and procedures, guidelines will be created to carry out successful roommate and neighbor relationships.

Residents will:

- Assist in the implementation of the guidelines of the community
- Learn effective ways to address community concerns
- Respect others
- Take action for the benefit of their community

## Making Educated Decisions

Residents will develop an understanding that learning is an ongoing process toward educated decision-making. Residents will have the opportunity to learn basic skills that will assist them throughout their life. Facing challenges in a safe and supportive environment will also teach residents how to identify solutions to resolve these challenges.

Residents will:

- Understand the intent behind policies
- Learn how to take care of their personal space
- Be able to identify multiple solutions to a problem
- Exhibit self-care

# Residence Halls and Staff

## Office of Housing and Residence Life

Hours: Monday - Friday from 8:00 A.M. to 4:00 P.M.

Phone: (304) 367-4216

Fax: (304) 333-3693

Email: [reslife@fairmontstate.edu](mailto:reslife@fairmontstate.edu)

The building name: Turley Center Suite 317

## Morrow Hall

RD: (304) 368-7230

RA Duty Phone: (304) 612-2054

## Prichard Hall

RD: (304) 368-7230

7230 RA Duty Phone: (304) 612-7035

## Pence Hall

RD: (304) 368-7230

RA Duty Phone: (304) 612-4738

## Bryant Place

RD: (304) 368-7253

RA Duty Phone I: (304) 694-4984

RA Duty Phone II: (304) 288-9596

## University Terrace

RD: (304) 367-4949

RA Duty Phone: (304) 290-2904

## Staff Roles

Each residence hall is staffed by full-time professional and paraprofessional staff members.

### Residence Directors

Residence Hall Directors (RDs) are full-time, live-in professional staff members who oversee the daily operations of the residence hall. They supervise the Assistant Resident Directors, Resident Assistants, and Desk Monitors. RDs ensure that the residence halls maintain a safe community by upholding residence hall policies and procedures. RDs are trained in crisis management, emergency response, safety and security, student development, and program development. The RD is here to ensure that your residence halls are conducive to academic success.

### Assistant Resident Directors

Assistant Resident Directors (ARDs) are paraprofessional staff members that live in the residence halls. The ARDs are typically returning RAs who have experience in the residence halls. ARDs are seen as a “lead” RA. To our residents, ARDs are seen as another RA that can help you at any time.

### Resident Assistants

Resident Assistants (RAs) are paraprofessional staff members that live in each residence hall. RAs are full-time students and will likely be one of the first people you meet on campus. They are the first contact person for residents who have questions or concerns of any nature in Housing. RAs are aware of a wide range of campus resources that are available to students. They are here to ensure that the residence halls maintain a safe community by upholding residence hall policies and procedures. RAs are trained in crisis management, emergency response, safety and security, student development, and program development. RAs ensure that your residence halls are conducive to academic success.

Getting to know your RA will greatly improve your residence hall experience. If you simply need someone to talk to, stop by and see your RA. Remember: RAs are not parents or police officers; they are students just like you. If you need assistance and no one is available, try calling the duty phone (numbers available on page 10). RAs will promptly report important information to their superiors.

Plan to attend Monthly Community Gatherings with your RA to keep up to date on everything related to the residence halls. These are informal and fun meetings that will give you the opportunity to reach all of the learning goals laid out in the Residential Education Curriculum.

## Your Room

### What to Bring

- Two sets of linens (mattresses are 36" x 80" or "XL Twin"), blankets and pillows
- Bathrobe, shower shoes, shower caddy, towels, and washcloths
- School supplies and a backpack
- Prescribed medications
- Room decorations (see Decoration Policy on page 26)
- Headphones, earbuds, phone chargers
- Surge protectors (not extension cords or multi-outlet adapters)
- Garbage can
- Laundry detergent (liquid or pods only)
- Rainwear and umbrella
- Moving carts/ dolly to make move-in easier
- Extra/reusable masks and gloves

**Special Note:** Those in Bryant Place and University Terrace should bring a plunger, toilet paper, and bathroom cleaning supplies.

### Other Ideas

- Mini refrigerator (maximum size 4.6 cubic feet; must be plugged directly into an outlet)
- Computer / Portable audio devices
- Extra lamp
- Stackable crates
- Keurig or any single cup coffee brewer (without a hotplate)
- Overnight bag
- Clothes hangers
- Cookware, especially in apartments

## Items Not Permitted

For health and safety reasons the following items are not permitted in student rooms. Failure to comply with these restrictions may result in the item being confiscated and will be considered a student conduct matter.

- Security cameras
- Free weights over 20 lbs. (all weights under 20 lbs. must be housed on a mat)
- Electric devices such as hot plates, toasters, ovens, popcorn poppers, air conditioners, electric grills, portable heaters, sandwich makers, crock pots, rice cookers, air fryers etc.
- Alcohol, drugs, alcohol or drug paraphernalia, empty alcohol containers (even for decoration)
- Microwaves (except Micro-Fridges rented through our contact)
- Any open-flame object (e.g., candles or incense, even unlit) and candle warmers with hot plates
- Drums, amplification equipment for stereos, electric guitars, etc.
- Weapons or fireworks
- Gasoline, lighter fluid, charcoal grills, or any combustible, explosive, or flammable material
- Pets of any kind, except for a fish in tank (no more than 10 gallons)
- Supplies used to stack or loft beds
- Bed risers
- Weapons of any sort including but not limited to paintball, BB, or pellet guns
- Wireless routers (unless wireless connectivity is disabled)
- Extension cords or multi-outlet adapters
- Motorbikes, Segways, Hoverboards, e-scooters etc.
- Anything, including but not limited to decorations, attached to light fixtures, fire equipment, etc.
- Anything in the windowsill facing outside the window including items hanging in/n the window.
- Surge protectors, holiday lights, etc. are permitted, but may not be plugged into one another; commonly known as piggy-backed or daisy-chained

**Special Note:** Cookware listed here does not apply to any University Terrace apartment. This list is not comprehensive and is subject to change. Residents may be asked to remove items considered unsafe or disruptive.

# Housing Application

## Housing Contract

The Housing and Residence Life contract is a legally binding agreement between you and the institution. As long as you are enrolled, the contract is in effect until the end of the academic year. Returning your room key to a Residence Director or Resident Assistant and/or moving out does not cancel your housing contract. Your housing contract obligates you to follow all of the rules in this guidebook, the Student Code of Conduct, and any other institutional policies. If a student is held responsible for violating any policies and is removed from campus housing, the student is still responsible for paying room and board fees for the entire academic year. Our institution requires that all students reside on campus for four (4) consecutive semesters. Failure to complete an application does not waive the four (4) consecutive semester requirement. Our institution reserves the right to assign a room for any student who has not met the requirement.

## Housing Age Policy

The Office of Housing and Residence Life does not offer non-traditional housing (students who are married, students with children, etc.). Students over the age of 25 may not reside in the residence halls. Those students over the age of 25 are asked to seek housing off campus.

## Application Process

Students will be able to apply for housing for the upcoming academic year beginning in September or October of 2022. It is important to apply early to ensure you receive your preferred room type. When completing the application, you will be able to apply, select a meal plan, and sign your contract. Until self-selection ends (usually in early spring), you will be able to place yourself in the room you prefer.

**Remember:** accepting or signing the Terms and Conditions of our contract obligates you to the lease.

## Deposit

It is not necessary to pay a second deposit when applying for housing for future academic years unless your deposit has been previously returned. Each student's deposit is rolled over to the next academic year; however, each student will be responsible for any damage charges that are posted on his/her student account. If a

student is not planning to return to the institution, he/she must notify the Office of Housing and Residence Life in writing (prior to November 30th for the spring semester, and prior to May 31st for the fall semester) in order to receive a deposit refund. Without written notification (including in the case of graduates) the deposit will not be released. If the deposit is returned, you will receive the deposit unless you have an outstanding account balance. In those cases, the deposit will go towards the account balance.

To request your deposit back, email the housing office at [reslife@fairmontstate.edu](mailto:reslife@fairmontstate.edu).

## Learning to Compromise

This may be the first time you have had to share a living space with another person. You and your roommate are most likely very different.

Learning how to live with someone who is different than you is one of the best experiences you will be able to take with you throughout life. Chances are, you may have some differences or disagreements throughout the year. It is our hope that you learn how to handle these situations maturely.

This is why we ask all roommates to complete a Roommate Success Plan at the beginning of the year. Your RA will be in touch soon to give you more information about the Roommate Success Plan. The Roommate Success Plan will give you and your roommate(s) the opportunity to discuss potential issues before they come up. It will discuss things like:

- Sleep time vs active time
- Guests
- Use of personal belongings
- And much, much more!

Even with the Roommate Success Plan, there will still likely be issues. Remember, many times people are completely unaware they are bothering you. Communication is key to correcting these concerns. If you and your roommate attempt to communicate, but are still having difficulty, we encourage you to get your RA involved. The RA will sit down with you, mediate the conversation with reference to the roommate contract, and talk with you about ways to communicate more effectively. Our goal is for you to have a positive housing experience.

If your roommate is acting in ways that you think are unsafe and putting you at risk, we recommend talking with your roommate about why safety measures are important to



all members of our community. As before, if you are unable to resolve the situation, please reach out to your Resident Assistant. They will help you mediate the conversation.

## Room Changes

If you have followed all of the steps outlined in Learning to Compromise, and you still want to move, speak to your Residence Director about seeking a room change. They will assist you in communicating with the Office of Residential and Student Life about your request. Our office will initiate the room change. Room changes are not approved during the room freeze period. Room freezes are usually during the first two weeks of the Fall and Spring semesters. The freeze allows the Office of Housing and Residence Life time to ensure all residents who have reserved a room have checked into rooms. We do not approve room changes based on race, age, disability, veteran status, religion, sexual orientation, or national origin.

## Withdraw or Non-Attendance

Residents who withdraw from classes during the semester are required to vacate the residence hall within 24 hours after the withdrawal is completed. Also, any resident who stops attending classes may have his/her residence hall contract canceled and will be given notice to vacate the residence hall. All residents must check out properly with a Residence Hall staff member or be assessed a fee of \$75 for improper check out.

## Institutional Breaks

### Academic Year Housing

All residents in academic year housing are required to leave campus during designated institutional breaks (i.e., Thanksgiving Break, Winter Break, and Spring Break). Before residents leave for break, they should unplug all electrical appliances (excluding refrigerators), close and lock all windows, store valuables or remove valuables from the residence halls, remove all perishables from the room, empty trash, and lock the room door. Please note, refrigerators will be checked during break room check periods to avoid rotting or spoiling food.

You must vacate your room according to the dates and times included in the institutions' break schedule. Please consult your RA for more information. If you are unable to vacate the residence halls due to some extenuating circumstance, please notify the Office of Housing and Residence Life at least two weeks prior to the

designated institutional break period (i.e., Thanksgiving Break, Winter Break, and Spring Break).

## Extended Academic Year Housing

Residents in extended academic year housing are permitted to reside in their rooms during the designated institutional vacation periods (i.e., Winter Break, Spring Break, Summer Break). If you are interested in an extended academic year application, please contact our office at 304-367-4216.

## Inspections and Maintenance

### Inventory Inspections

The Inventory Inspection is one of the most important tasks that each resident will complete upon checking into the residence hall. The inspection is completed through the housing application. Each piece of inventory will be assigned a condition as noted by our staff. It is your responsibility to complete your own inspection of the inventory upon moving in. This inspection is used as part of the damage assessment process completed after each student moves out.

### Maintenance and Room Safety

Although this is your home away from home today, in the years following, this room will be someone else's new home. For this reason, please remember that you will be billed for damages, lost or stolen property, or additional service costs caused while you are in the room. All damages to university owned property must be reported promptly either to a staff member or via a maintenance request. You will be responsible for damage to or within your room and for damage or missing furniture, IT equipment, etc. based on the current cost of labor, materials and/or replacement cost of the item(s). If two or more residents occupy the same room and individual responsibility for damage or loss cannot be ascertained, charges will be divided and assessed equally among the residents of the room. Any charge from damage or loss must be paid in accordance with the established billing schedule. If a student is identified as purposefully damaging or removing university property, the student may be charged with vandalism or theft, under the crimes code of West Virginia, and may also face Residence Life and/or University student conduct charges.

We understand that accidents may happen. It is your responsibility to report any damage or loss immediately. Please follow the directions below to complete a

maintenance request. All major damages should also be reported immediately to your RA.

## Maintenance Requests

If something should break, submit a maintenance request following these instructions:

1. Go to your housing application.
1. Click "Room Maintenance" in the top banner.
1. Click "My Jobs"
1. Click "New Jobs"
1. Complete the maintenance requests using the prompts

In the maintenance request, be very detailed in describing the issue. For example, "my door doesn't work" is not specific enough. Clarify if the door doesn't lock, does not unlock, does not close, scrapes the floor, does not latch properly, etc. For example, write, "My door does not close all the way." In this instance, the carpenter, rather than the locksmith, would be sent specifically to examine the maintenance request. Not being detailed regarding the maintenance concern will delay the repair.

You will be able to follow this maintenance request's status by logging back into your housing application. Depending on the priority of the work being requested, the maintenance staff will address your concerns. Security, safety, plumbing, and electrical issues are assigned the highest priority. For example, repairing a towel bar will be considered a lower priority item, than to a smoking electrical outlet. Please note that you do not have to be present for the maintenance staff to enter your room and check or repair the issue.

Maintenance will leave a tag on your room's door informing you of the maintenance performed. The tag will also include a QR code that you can scan to fill out a survey about your experience with maintenance.

## Health and Safety Inspections

Housing and Residence Life staff will conduct regular health and safety room inspections in our residence halls. These are required in all residence halls. These checks are conducted to increase safety within our residence halls by timely identification and removal of prohibited items. At this time, the staff will also address any policy violations and maintenance concerns within the student rooms.

The staff will conduct a noninvasive scan of the room. We do not open refrigerators (with the exception of break periods to check for perishable and spoiled food) or closets. We will ask the resident to move items blocking outlets or AC units. Our staff may ask for the resident to open refrigerators, closets, or drawers if we have reasonable suspicion of policy violations or major maintenance concerns.

During inspection time at all institutional breaks (Winter Break and Spring Break), inspections are conducted by the Housing and Residence Life staff in every residence hall.

## Keys

Keys are the property of the Office of Housing and Residence Life and may not be loaned or duplicated. Lending or duplicating a room key is a policy violation (misuse of Student ID/Keys) and will be referred for a student conduct hearing.

Anyone who do not return his/her room key at the time of checkout or lose a room key, will be assessed a fee of \$150 or re-core the lock. Mailbox keys that are not returned or are lost are charged a fee of \$25.

If a resident believes that his/her key is missing or stolen, he/she should report this immediately to a Resident Assistant or Residence Director.

## Lock-outs

Residents are permitted to have two (2) lock-out requests per year. A lock-out consists of a resident being locked-out of his/her room. A staff member will assist the resident with obtaining entry back into his/her living area. On the second lock-out, the resident will receive a warning letter via email. On the third lock-out, the resident will receive a \$15.00 fee charged to his/her student account.

For each following lock-out, the student will receive a scaled (+\$10) charge to his/her student account using the scale as follows: \$15, \$25, \$35, etc.

## Rules and Regulations

The residential student conduct process is designed to be educational and encourage responsible behaviors. It is expected that residents do not allow themselves to be present for situations that may potentially disrupt the larger residential community. If

you are present for policy violations or violations occur in your assigned room, you will typically be held responsible for the violations, and appropriate behavioral plans will be imposed. It is expected that students will immediately separate themselves from policy violations, and report violations to appropriate staff members. If information supports that students are aware of a policy violation(s) and fail to report the incident and immediately separate themselves from the situation, students will most likely be found responsible for the alleged policy violation(s) and the minimum behavioral plans outlined in this section will be imposed.

The three (3) categories of violations are as follows:

1. Minor offenses which are not usually grounds for removal from the residence halls unless the violations are in conjunction with major offenses or is a repetitive behavior
2. Major offenses which are grounds for removal from the residence halls.
3. Extraneous offenses which may bypass a Residence Director (RD) in Lieu of the Campus Judicial Officer (CJO).

## The Process

When a student has a conduct incident, receives a Campus Judicial Referral, and/or receives a Magistrate Citation, he/she is first scheduled to attend a Student Conduct Hearing conducted by a conduct officer.

During the hearing, the conduct officer reviews the police reports, informational reports, and/or witness statements, and talks directly to the alleged offending person. At the conclusion of this conduct hearing, the student will plead responsible or not responsible for the violation.

1. If the student pleads responsible, behavioral sanctions could be imposed, including, but not limited to an educational training program or required community service hours.
2. If the student pleads not responsible to the alleged violation, the conduct officer would take the information the student presented into consideration and make a final determination of responsibility.

If a student conduct violation is considered to be a major policy violation (robbery, drug distribution, sexual assault, stalking, theft, harassment, arson, physical assault, etc.) the student will be referred to the CJO for potential disciplinary suspension. Disciplinary suspension would remove the alleged offender from classes and ban him/her from campus.

## Student Conduct Hearing

When a policy violation has occurred, students have the right to a student conduct hearing. Hearing notices will be sent to the *student's active email* (the email on file with the Office of Housing and Residence Life) with at least 48 business hours' notice.

During this hearing, the student has the opportunity to present the case regarding the alleged policy violation(s). The conduct officer will conduct the hearing. During the hearing, all relevant information, witnesses, and evidence should be presented to the conduct officer. If you choose not to attend your meeting, a decision will be made in your absence. The technical rules of evidence applicable to civil and criminal cases shall not apply. The conduct officer has the right to limit the number of witnesses. All student conduct decisions are based on a preponderance of the evidence, i.e., the allegations more likely than not occurred as charged. *Residents are responsible for any violation that occurs in his/her room, even if they are not participating in the violation.*

**NOTE:** In certain circumstances, a student may be removed from the residence halls before a student conduct hearing has been held or following the hearing where removal is imposed, and an appeal is pending. An interim removal from the residence halls may be imposed to ensure the health, safety, or well-being of members of the residential community or to preserve property.

## Housing and Residence Life Student Conduct Appeal Process

Students are entitled to request an appeal for each incident; however, requests should not be submitted just because you do not agree with the decisions of the conduct officer. Requests for an appeal must be made in writing within five (5) business days of the outcome letter. An appeal is limited to a review of the proceedings before the conduct officer and any evidence that first became available after the student conduct meeting.

Grounds for an appeal are:

1. New information or evidence is available that supports a change in the current decision which was not present at the time of the original hearing.
2. The judicial process was biased.
3. The sanction was too severe for the violation.

## Appellate Reviewer

Original Hearing Officer	Appellate Reviewer
Residence Director	Associate Director of Residence Life
Associate Director	Assistant Vice President Enrollment and Student Life
Executive Director of Residential and Student Life	Vice President of Student Success

The appellate officer will review the request for an appeal and determine if grounds exist. You will not be at risk of more consequences simply by exercising your right to an appellate review. While an appeal is pending, student conduct sanctions are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residence hall community or to preserve property. A student's request for an appeal will generally be granted if at least one of the following conditions is met:

1. New information that was unavailable at the student conduct meeting can be presented that would change the outcome of the case.
2. Established procedures were not followed and these errors affected the outcome of the case.
3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Reviewer may:

- Uphold or modify the original decision
- Uphold or modify the student conduct sanctions
- Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

## The Final Appeal

If you desire, you may continue to appeal the case up the Appellate Reviewer list. The appellate reviews may result in any of the above outcomes. A final appeal may be made to the Vice President of Student Success. The Vice President's decision will be final and binding.

## Sanctions

1. **Notice of Policy:** Given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. It is not imposed for a specific length of time, but further misconduct may lead to other consequences.



2. **Online Reflection Exercise:** An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Failure to complete this sanction will result in a fine of \$100.
3. **Community Service:** Mandated service assignments. Failure to complete this sanction will result in a fine of \$20 per hour of service not completed.
4. **Creative Sanction:** An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Students may be required to research a specific topic, design and/or present community awareness programs, hall presentations, bulletin boards, or make restitution for damages through restorative work. The hearing officer will review assignments to determine if the student has successfully met the educational goals of the assignment. Failure to complete this sanction will result in a fine of \$150.
5. **Residence Hall Probation:** A resident is not considered in good standing within the residence halls. Any further violations may result in additional consequences. Residence hall probation will be imposed, minimally, until the end of the academic year.
6. **Residence Hall Deferred Suspension:** Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all institution-supervised residence halls. Deferred suspension will be imposed, minimally, until the end of the academic year.
7. **Residence Hall Reassignment:** A mandatory change of room assignment within institution-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious action including residence hall removal.
8. **Residence Hall Contract Termination and Removal:** Removal from the campus residence hall community for conduct which is a *serious* violation of residence hall rules and regulations. Removal may also result from less serious, but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. Separation may range from the remainder of a given semester (regardless of the days remaining) to permanent removal. The housing contract states, "Failure to abide by the residence hall policies and procedures may result in contract termination, removal from the residence hall, and forfeiture of all residence hall and dining fees for the remainder of the academic year." Residents who are removed from campus housing may or may not be permitted from returning in subsequent years.
9. **Residence Hall Ban:** Total separation from any or all residence halls. This includes all property surrounding the residence hall, all porches, all steps, etc. A

banned student will not be eligible to reside, visit, or otherwise participate in activities in the residential facilities.

- 10. **Parental Notification:** Notification of a policy violation, student conduct meeting outcome (i.e., finding of responsibility), sanctions, etc., to a parent, guardian, or other designated contact in compliance with the Family Educational Rights and Privacy Act (FERPA).

## Other Sanctions

- **Discretionary Sanctions:** Other sanctions may be imposed to achieve specific educational outcomes.
- **Referral:** A consequence which may require coordination with the counseling center (alcohol and drug referrals, online educational activities, assessment, and individual or group sessions), Campus Judicial Officer, or other appropriate offices or university resources.

Referral	Fine
Alcohol Education	\$150
Alcohol Counseling	\$300
Anger Management	\$150
Drug Education	\$150
Drug Counseling	\$300
Mandated Counseling	\$300

- **Restitution:** Compensation for loss, damage, etc., which may include monetary or property replacement.
- **Suspension of Privileges:** A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, computer/network access, etc.

Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from the institution(s) at the time the sanction is due (i.e., the student withdraws from the institution(s) or campus housing prior to the sanction deadline).

## Policies

### Abuse

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person, including oneself.

First Offense	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>
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## Alcohol Paraphernalia

This includes, but is not limited to, alcohol containers even when used as decoration, pong tables, shot glasses, public posters containing alcohol endorsements (i.e., your room door), and empty alcohol boxes.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Alcohol Education</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Alcohol Counseling</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Alcohol Possession/Use

Use, possession, presence, manufacturing or distribution of alcoholic beverages or public intoxication is prohibited in the residence halls and on campus. Students are not permitted to come back to the residence halls visibly intoxicated.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Alcohol Education</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Alcohol Counseling</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Decoration Policy

Please keep the following policies in mind when decorating your room.

1. Residents will be responsible for any damages that are caused by decorations. Residents will be billed accordingly.
2. Curtains and drapes are permitted but cannot be mounted to the wall or ceiling. Curtains and drapes may be placed on a tension rod (not provided).
3. There are to be no stickers, flags, or other items displayed in the windows.
4. Sticky tack, tape, command strips or command hooks may be used to decorate but if they are removed improperly, a damage charge may be assessed.
5. No nails or screws are to be used to mount decorations. Our office recommends that residents use thumbtacks to decorate, but please be mindful about how many items are being hung.
6. Alcohol paraphernalia may not be used as a form of decoration (i.e., empty bottles, shot glasses, etc.).
7. No wall or door may be decorated with more than 20% coverage.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Disruption/Noise

Behavior that unreasonably obstructs, disrupts, or interferes with another persons' free exercise of academic or residential activity is not permitted. This includes conduct that is loud, indecent or disorderly, or behaviors that may be construed as a nuisance and thereby disrupts the residential community. Stereos and other listening devices with speakers are not permitted in the windows. We may require devices to be removed

from rooms if they become a disturbance. The Quiet Hours policy below must be followed while in the residence halls or in the vicinity. Twenty-four (24) hours a day residents should be respectful of others and maintain a reasonable noise level as determined by housing staff.

### Quiet Hours

Sunday through Thursday	8 P.M. to 8 A.M.
Friday through Saturday	11 P.M. to 11 A.M.

During these times, noise should not be heard outside of a resident's room including voices, laughter, music, etc. During finals week and the prior weekend, 24-hour quiet hours may be imposed to provide residents with an atmosphere conducive to preparing for exams.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/Written Warning</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service or Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Disorderly Conduct

Conduct which is disorderly, lewd, or indecent; breach of peace.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> </ul>

	<ul style="list-style-type: none"> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Drug Paraphernalia

Students may not possess any type of drug paraphernalia. This may include, but is not limited to any of the following: rolling papers, baggies, scales, grinders, bong, home-made bong, etc.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Drug Education</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Drug Counseling</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Drug Possession/Use

Use, possession, in presence, manufacturing, or distribution of any drug is strictly prohibited. Students may not enter the residential facilities in an intoxicated manner or smelling of any drug.

Those who are found to have violations related to the manufacture, delivery, possession with intent to manufacture or deliver a controlled substance or other violations that would be considered a felony offense will be subject to further sanctions.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> </ul>
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	<ul style="list-style-type: none"> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> <li>• Drug Education</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Behavior</li> <li>• Drug Counseling</li> </ul>

## Failure to Comply; Uncooperative Behavior

Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify to these persons when requested to do so.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Fire Safety

Actions which cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or any explosive device, tampering with fire safety equipment or intentionally failing to evacuate the residence halls during a fire alarm.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> </ul>
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	<ul style="list-style-type: none"> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Federal, State, or Local Law Violations

A violation of any federal, state, or local law will also be considered a policy violation.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Harassment

Repeated, unwelcome verbal, written, physical, or any other conduct that disrupts or interferes with a student's right to a healthy environment is prohibited.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Littering

Residents may not dispose of trash, food, etc. anywhere other than designated areas or "spit" on personal or public property. This includes disposing of personal trash in areas or receptacles not intended for such use. This may also include not removing trash from a room during a break period, excessive trash in a room, or odors created by not maintaining a hygienic environment.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation /Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• 5 hrs. Community Service OR creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Misuse of Student ID/Keys

Unauthorized possession, duplication, use, or misuse of keys to any university premises or unauthorized entry to or use of university premises with a key or student ID. Keys are the property of the Office of Housing and Residence Life and may not be loaned or duplicated. Student IDs are the institutions' property and may not be loaned.

First Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
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Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Misuse of University Property

Residents may not misuse or remove property or furniture. This includes possessing common area furniture from lounges or lobbies, signs, etc. in student rooms. This also includes, but is not limited to, taking items, possessing items in one's room, or misusing university property of any kind.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Pets

Pets are not permitted except for fish (limited to one, ten-gallon tank per room). Failure to maintain a safe and secure environment for the community and fish is prohibited. Any pets found in the residence halls will be removed from the residence halls immediately.

Emotional support animals and service animals are not pets. These animals are permitted after only receiving approval from the Office of Accessibility Services (237 Hardway Hall) and The Office of Housing and Residence Life. Without proper approval, the animal will be considered a pet and will be removed in accordance with this policy.

To learn more about registering your animal as an emotional support animal; [Esa Registration - Official ESA® - https://fairmontstate.accommodate.symplicity.com/public\\_accommodation/](https://fairmontstate.accommodate.symplicity.com/public_accommodation/)

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Prohibited Items

Decorating a room with prohibited items or storing prohibited items in a room is considered a violation. A list of prohibited items can be found on page 13. This list is not comprehensive.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> </ul>

	<ul style="list-style-type: none"> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Smoking and Tobacco Use

Tobacco related products include the following: cigarettes, e-cigs, chewing tobacco, dip, pipes, cigars, cigarillos, hookah, water pipe smoking, snus, and snuff. The use of any tobacco related products is prohibited in the residence halls. Use of tobacco related products must be done away from campus.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• Online Reflection Exercise</li> <li>• Creative Sanction (2 pg.)</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Solicitation

Because the entire residential facility is considered home to our students, we ask those seeking to promote their program or event to consider the non-residential, public options available on the campus in order to reach all students.

Please note, commercial and non-housing affiliated advertising and delivery of flyers is prohibited and can result in student conduct sanctions or the Department of Public Safety being contacted.

## Door to Door Canvassing

No solicitation for a commercial service or product will be allowed at any time. Housing residents and housing staff may engage in door-to-door canvassing in their respective residence halls, consistent with normal residence life interactions.

For inquiries about scheduling access for canvassing in the residence halls, please contact the Office of Housing and Residence Life at 304-367-4216.

First Offence	<ul style="list-style-type: none"><li>• Notice of Policy Violation/ Written Warning</li><li>• Online Reflection Exercise</li></ul>
Second Offence	<ul style="list-style-type: none"><li>• Residence Hall Probation</li><li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li><li>• Online Reflection Exercise</li></ul>
Third Offence	<ul style="list-style-type: none"><li>• Residence Hall Deferred Suspension</li><li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li><li>• Online Reflection Exercise</li></ul>
Fourth Offence	<ul style="list-style-type: none"><li>• Residence Hall Removal</li></ul>

## Technology Violations

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computing facilities to improperly interfere with normal operations of the University computing system.
5. Use of personal routers. (Personal routers are prohibited because it will interfere with the overall campus network.)
6. Any violation of the University Computer Abuse Policy.

Please view the link to learn about technology violations;

[https://www.fairmontstate.edu/fsunow/sites/default/files/publications-pdf/studenthandbook\\_09-10.pdf](https://www.fairmontstate.edu/fsunow/sites/default/files/publications-pdf/studenthandbook_09-10.pdf)

First Offense	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• Online Reflection Exercise</li> </ul>
Second Offense	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• Loss of Network Access, 1 week</li> <li>• Online Reflection Exercise</li> </ul>
Third Offense	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• Loss of Network Access, 4 weeks</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offense	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Theft

Attempted or actual theft of and/or damage to property will result in a student conduct meeting and notification of law enforcement.

First Offense	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>
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## Unauthorized Presence or Entry

For security reasons, residents must enter each building (during non-emergency periods) through the main entrances. Emergency exit doors are secured and only intended for use during an emergency. Door propping, tampering, and/or intentionally "setting off" such an alarm door will be considered a violation and breach of security. Non-approved use of emergency doors is also considered a violation. Revisions to security procedures may be implemented if it is deemed essential for the safety and security of our residents. This policy may include entry into a room or restroom. This includes trespassers.

First Offense	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Second Offense	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 10 hrs. Community Service OR Creative Sanction</li> </ul>
Third Offense	<ul style="list-style-type: none"> <li>• Residence Hall Removal</li> </ul>

## Visitation

In order to provide safe and secure residence halls, visitors are required to register their presence with an approved photo ID after 8:00 P.M. on any given day. Visitation is a privilege, not a right. Housing and Residence Life reserves the right to refuse, restrict, and/or revoke visitation privileges. Possible grounds to deny someone visitation privileges are below:

- The guest does not have proper photo ID.
- The guest is a minor (under 18 years of age) and the host has not received the approval of the Resident Assistant with a note from parent/guardian.
- The guest is suspected to be under the influence of alcohol or other drugs or the guest was involved in a violation of another residence hall policy.
- The guest attempted previously to enter the residence hall without authorization or has previously violated the visitation policy.
- The roommate of the host or hostess is opposed to having the guest in his/her room.

First Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Warning</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Warning</li> <li>• Online Reflection Exercise</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Notice of Policy Violation/ Written Warning</li> <li>• 5 hrs. Community Service OR Creative Sanction (2 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fourth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Probation</li> <li>• 10 hrs. Community Service OR Creative Sanction (5 pg.)</li> <li>• Online Reflection Exercise</li> </ul>
Fifth Offence	<ul style="list-style-type: none"> <li>• Residence Hall Deferred Suspension</li> <li>• 15 hrs. Community Service OR Creative Sanction (10 pg.)</li> <li>• Online Reflection Exercise</li> </ul>



## Weapons

Possession, storage, use, or manufacturing of weapons is strictly prohibited. These items include, but are not limited to, knives, bows, arrows, ammunition, guns, BB guns, Slingshots, nunchakus, stun-guns, paintball guns, launching devices such as potato guns, or any items modified or adapted so that they may be used as a weapon.

First Offense

- Residence Hall Removal

## Drug and Alcohol Amnesty Policy

Student health and safety are of primary concern at Fairmont State University. In the event of significant intoxication as a result of alcohol or drug related symptoms, we encourage individuals to seek medical assistance for themselves or for their fellow students.

If medical assistance is sought, we will not pursue conduct related charges for violations against the intoxicated student or all student(s) actively involved in assisting the intoxicated student.

*Actively assisting an intoxicated student requires that an individual:*

1. Call the Department of Public Safety (304-367-4157) or 911.
2. If the individual seeks out an individual qualified to assess the student's condition such as an RA (Resident Assistant) or any Residence Life professional.
3. Monitor the intoxicated student's condition while professional medical services arrive.

*Student(s) will not be considered covered by the Amnesty Policy if:*

1. Student(s) wait until campus police or emergency medical assistance arrive prior to seeking assistance.
2. Action is taken by campus police or other law enforcement personnel
3. There are violations of the Student Code of Conduct other than the alcohol/drug policy
4. Possession of drugs/controlled substance with the intent to distribute

# Safety

## Department of Public Safety

The Department of Public Safety (DPS or Campus Police) was created to maintain law and order on the campus by working to prevent crime and apprehending violators when crimes do occur. In addition to law enforcement and parking control, the department is also responsible for emergency management preparedness efforts. The department is staffed with full and part time sworn and non-sworn police officers. All sworn police personnel are certified by the State of West Virginia as law enforcement officers and exercise full arrest powers. Uniformed officers provide patrol protection throughout the campus including residence halls, parking lots and other facilities. Officers on duty maintain continuous two-way radio communication with City Police who are quick to respond to requests for assistance. For emergencies, please note that you may use any of the emergency call boxes stationed around campus (yellow in color with blue light on top).

## DPS Services Provided on Campus

1. Unlocking and jump-starting vehicles
2. Security escorts
3. Traffic enforcement
4. Locking and unlocking of buildings
5. Event security
6. Security patrols throughout the campus

## Parking

Every student who parks a vehicle on campus is responsible for securing and displaying a valid parking pass. In order for the parking pass to be valid, your vehicle must be registered with the Department of Public Safety. Students who fail to do so will be ticketed. Should a parking pass be lost or stolen, it will be the responsibility of the student to purchase a replacement pass. Additional parking permits can be purchased from the Department of Public Safety.

## Clery Reporting

Fairmont State University is committed to assisting all members of the community in providing for their own safety and security. The annual security and fire safety report is available on the DPS website at:

<https://www.fairmontstate.edu/campuspolice/jeanne-clery-act>

If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the Department of Public Safety in Pence Hall or you can request that a copy be mailed to you by calling 304-367-4157. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, university police law enforcement authority, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security on campus. They also contain information about fire statistics in residence halls and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the institution and on public property within, or immediately adjacent to and accessible from the campus.

## Title IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Moreover, litigation in the 40+ years since Title IX became a law has served to expand the concept of "sex" to include sexual orientation as well as gender identity and affliction.

Title IX has been most recognized for creating more opportunities for women in sports over the past 40 years, but its impact and scope are actually far greater, reaching into every concerned program of academics. But the intent and outcome of Title IX are also more than just a good idea or suggestion, and those educational institutions that receive federal funds of any kind are charged to comply with Title IX or face serious consequences. It is very important that all of us who are enrolled at, who are employed by, or who act on behalf of our institution be aware of the requirements and implications of Title IX compliance in regard to students and employees - not only for the betterment of our students and programs and our workforce, but also to ensure the protection of our institution.

If you are a student who believes you have been subjected to (1) sexual harassment by institutional faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report misconduct or file a formal complaint with the Title IX coordinator. Complaints must be submitted in writing no more than 300 days after the incident(s) in question. For good cause and at the coordinator's discretion, written requirement or the 300-day time limitation may be waived. The entire complaint procedure and

complaint form can be found on the Title IX web pages at [www.fairmontstate.edu/titleix](http://www.fairmontstate.edu/titleix) .

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence, or other sexual misconduct by another student, you may report such conduct and file a complaint under Title IX with the Title IX Coordinator for adjudication by the Student Conduct Office, which addresses complaints of student sexual misconduct.

## Missing Person

If someone has reason to believe that a student is missing, he/she should immediately notify the Department of Public Safety at 304-367-4157. DPS will generate a missing person report and initiate an investigation.

After investing the missing person report, should DPS determine that the student is missing and has been missing for 24 hours, then within 24 hours the following notifications will be made:

1. DPS will notify the Fairmont City Police Department or the agency that has jurisdiction in the area that the student is missing, regardless whether the student has confidential contact, is above the age of 18, or is an emancipated minor;
2. If the missing student is under the age of 18 and is not an emancipated individual, the institution will notify the student's parents or Legal Guardian immediately after DPS has determined that the student has been missing for more than 24 hours as well as their confidential contact.

The institution will maintain registered confidential contact information provided by students in a confidential manner and it will only be available to authorized campus officials or law enforcement and it may not be disclosed outside of a missing person investigation. Officials or law enforcement and it may not be disclosed outside of a missing person investigation.

## Campus Services

### Residence Hall Programs

In each of the residence halls, activities and events are hosted by the RA staff. These programs are designed to meet the needs and interests of our residents as well as help

the residents reach the learning goals set out for the residence halls. These activities are held weekly in the buildings.

Participating in these activities is a great way to explore identity, create connections, and develop community. In order to stay in-the-know regarding upcoming activities in the residence halls, connect with us on social media, regularly check the [Student Life Campus Calendar](#) and keep an eye out for flyers and announcements.

## Laundry Facilities

Each residence hall has at least one central facility. Each facility is outfitted with washing machines and dryers. Residents may utilize the washers and dryers at no additional cost but should be mindful of the number of other students in the laundry room before entering. No laundry room should exceed an occupancy of two (2). Liquid detergent or detergent pods are required for the machines in our residence halls. The use of powder detergent will cause issues with the machines. These facilities are not open to non-residents. Any non-resident (and host) caught using these facilities will be referred to the student conduct process and banned from the halls. Students should stay with their laundry, when possible, this ensures timely usage of the machines, and ensures belongings do not get taken by other students.

## Postal Services

Mail is delivered to and sorted inside of the residence halls Monday-Friday. Packages can be picked up by seeing an RA between 4:00PM and 12:00AM at the designated area. Please make sure you bring a copy of the email notification you received from Housing and Residence Life stating that your package has arrived. Due to our delivery system, you may not receive your mail or package when you receive a "delivery notification" from your carrier. Please allow an additional three business days.

When sending a package to the residence halls, it is very important to utilize the exact mailing address. Residents and families are encouraged to purchase a tracking code for important letters and packages. This will aid staff in tracking down any lost or stolen items. When sending a letter or package, please include the entire zip code, which is building specific.

Mailing addresses can be found below:

### **Bryant Place**

Student Name  
Bryant Place Mailbox #  
1120 Bryant Street  
Fairmont, WV  
26554-1521

### **Morrow Hall**

Student Name  
Morrow Hall Mailbox #  
100 Falconcrest Lane  
Fairmont, WV  
26554-2486

### **Pence Hall**

Student Name  
Pence Hall Mailbox #  
700 Falconcrest Lane  
Fairmont, WV  
26554-2488

### **Prichard Hall**

Student Name  
Prichard Hall Mailbox #  
300 Falconcrest Lane  
Fairmont, WV  
26554-2487

### **University Terrace**

Student Name  
20 Squibb Wilson Blvd.  
Apt. (Building Room #)  
Fairmont, WV  
26554-6343

## Falcon Center

The Falcon Center, centrally located on campus, provides an environment where students and employees can comfortably interact with one another while enjoying a variety of fitness and wellness programs, eating areas, and study lounges. The Falcon Center is comprised of the campus bookstore, health center, copy center, dining hall, computer labs, a food court, aquatics area, indoor track, gymnasiums, and weight room.

## Dining Options

Dining options are available to students. Details and hours may be located online by selecting 'Dining Services' from the 'Campus Life' homepage menu.

All residents living in the residence halls are required to select a meal plan (which is accessed with your student ID card) and are prompted to do so when applying for housing. Apartment residents may opt to secure a plan, but it is not required. A description of each plan is available online by selecting 'Housing and Residence Life' from the 'Campus Life' homepage menu.

Dining Services will provide special accommodations to any student who has a food allergy/ dietary restriction. The student must contact Dining Services directly to make arrangements. If the cafeteria hours do not work with your class or extracurricular hours, please contact the office below and the dining hall staff will have a box ready for you to pick up at a time that works better with your schedule.

Please remember, students are not able to eat in the dining hall unless they purchase food from the dining hall. If you are eating with friends who have outside food, please use the tables near the elevator or in the seating area on the second floor.

Dining Service Office Manager: 304-367-4119

Office located within Dining Hall, 3rd Floor Falcon Center (ask directions from Dining Hall cashiers).

## Falcon Wellness and Mental Health Services

Falcon Wellness and Mental Health Services work to remove or modify health related barriers to learning and to promote optimal levels of physical and mental wellness. All

services including counseling services, crisis care, and more are at no cost to students. Falcon Wellness and Mental Health Services is located on the 3rd Floor of the Falcon Center.

For more information on how to use Student Health Services and what services are provided, please visit the website:

[www.fairmontstate.edu/studentaffairs/health-service](http://www.fairmontstate.edu/studentaffairs/health-service)

You may also consider other local health care providers in the City of Fairmont including the MVA Clinic and WVU Medicine if Falcon Wellness and Mental Health Services happen to be closed when you begin to feel sick.

## Copying and Printing

While logged-in on any of the printer-equipped campus computer labs, students can print to the connected network printer. Print charges are then assessed to and payable from the student's account (in the FELIX system).

## Student ID Cards

A student's ID card is his/her official institutional identification. It is required for many functions around campus, including those listed below. A fee of \$20 exists for the replacement of lost, damaged, or stolen cards.

- Book and/or other media check-outs from the library
- Recreation/fitness amenity access\*
- Admittance into certain campus activities and athletic events
- Meal plan access in Dining Hall (3rd Floor Falcon Center)
- Flex Dollars, which can be used in the dining hall and at campus food locations
- Pre-Paid ID Dollars (Falcon Dollars) \*\*

\*Access dependent on class registration/fee assessment (students enrolled in at least one on-campus class – online classes excluded – may access noted amenities by swiping card; students enrolled in off-campus and/or online classes only may opt to secure a membership at a cost). See main desk, 1st Floor Falcon Center near elevator for details and to swipe into the fitness/recreation areas.

\*\*ID Cards can be loaded with Pre-Paid Falcon Dollars (different from meal plan Flex Dollars), which are funds issued to your card to use for various services/products around campus (such as campus



food locations, Pepsi vending machines, etc.). To load money onto your card, please contact the Student Services Center or log onto your ID Card Web Portal.

For more details, access the ID Card site and FAQ link at:

<https://www.fairmontstate.edu/falconcenter/campus-card-services-id-card-faqs>

## Computer Related Needs

The Information Technology Help Desk, located on the first floor of the library, is the students' single point of contact for issues with the Internet, online tools such as Blackboard, and more. Please visit the Information Technology Commons website to obtain help and for further information:

<https://www.fairmontstate.edu/it/tech-commons>

### Connecting to WiFi:

The Fairmont State residence halls have a new wireless system this year. Every suite will have a wireless device mounted in one of the rooms. You can plug into the "LAN" ports on the bottom if you need a wired connection. Please don't put any furniture right against these devices as it may cause them to overheat and can block signal to the other rooms in your suite. You can connect to the new wireless networks as follows:

#### Fairmont\_State:

Connect to this network just like you would to the student wireless network everywhere else on campus. Enter your Fairmont State account username, followed by @students and your account password. Change the connection settings to match the following:

EAP method: PEAP

Phase 2 authentication: MSCHAPV2

We recommend that you use the Fairmont\_State network option if possible because it is more secure. This network will work best for cell phones, tablets, and laptops.

#### Res\_Hall:

As an added feature to our recent upgrade of Student Housing wireless, we can now offer every housing student their own private network. This closely simulates what students would have at home. This connection enables students to use a gaming system or a Chromecast, Roku, Firestick, amazon echo, or most other smart devices that need to be able to talk to other devices on the network.

We have developed self-service Onboarding capabilities to allow our housing residents to quickly create their “private network” by generating their own PPSK (password) for all of their wireless devices.

(Note, the Res\_Hall wireless network is only available in the residence halls. For the rest of the campus, please connect to the "Student" wireless network using your UCA@students and password.)

The process to Onboard is listed below:

1. Connect to the “Student\_Onboarding” wireless network.
2. At the ExtremeCloud IQ Secure Internet Portal, log in with your Fairmont State UCA and Password. Students need students\UCA, such as students\jdoe. Please ensure that this is a backslash, generally located over the "enter" key.
3. You should receive a “Login Successful” screen listing your Private Pre-shared Key (password) for Res\_Hall. Note: WRITE DOWN THIS PASSWORD! You cannot re-enter the “Student\_Onboarding” portal and recreate this if you forget it.
4. Close this wireless connection and join the “Res\_Hall” wireless network.
5. Enter the password from step 2. Username is not required.
6. Forget the Student\_Onboarding network so you don’t automatically connect to it in the future.

Every credential is good for one year. In this year's time, you cannot generate an additional password.

## Public Transportation

Fairmont, WV, located in beautiful Marion County, is proud to offer basic public transportation to students and citizens alike. The Fairmont-Marion County Transit Authority helps to connect students with the local community, while the Mountain Line Transit Authority links to Fairmont at dedicated times in order to help students make further-reaching connections (such as Morgantown, WV, as well as the international airport and Greyhound Bus Station located approximately an hour and half north of Fairmont, in Pittsburgh, PA).

## Transit Authorities

Public transportation locally is offered by:

Fairmont-Marion County Transit Authority (FMCTA)

- Web: [www.fmcta.com](http://www.fmcta.com)
- Main Office: 400 Quincy Street (Downtown Fairmont)
- Phone Number: 304-366-8177

Further reaching transportation is provided by:

Mountain Line Transit Authority; The Grey Line

- Web: [www.busrider.org](http://www.busrider.org)
- Main Office: 420 Dupont Rd, Morgantown
- Phone Number: 304-296-3680
- Travels twice daily to:
  - Morgantown
  - Fairmont
  - Clarksburg
  - Mylan
  - Waynesburg
  - Pittsburgh Airport
  - Pittsburgh Greyhound Station

Baron Bus Lines: The I-RIDE 79 Bus Service for WV

- Web: [www.baronsbus.com/ii-ride-79-service](http://www.baronsbus.com/ii-ride-79-service)
- Main Office: 12800 Brookpark Rd, Cleveland, OH
- Phone: 888-378-3823
- Travels to:
  - Charleston
  - Clendenin
  - Flatwoods
  - Weston
  - Clarksburg
  - Fairmont
  - Morgantown

## Flights

Commonly used airports include:

- Pittsburgh International Airport (PIT) in Pittsburgh, PA
- North Central West Virginia Airport (CKB) in Bridgeport, WV
- Morgantown Municipal Airport (MGW) in Morgantown, WV

## Did you know?

1. The FMCTA offers courtesy stops. This means that no matter where you are located (on campus or off) along a route, you can simply wave your hand at the approaching bus, and it will stop for you. Drop-offs are handled this same way. Simply indicate to the bus driver when you board where you would like to be dropped off.
2. You may ride with FMCTA for FREE by showing the driver your student ID card.
3. The FMCTA Transfer Station (located in downtown Fairmont) on the corner of Jefferson and Monroe Streets serves as a "hub" for FMCTA transit. Many connections can be made here, and it is possible to reach the location on foot from campus, setting aside adequate time for the walk.
4. There are two dedicated FMCTA stops on campus near the parking garage on Bryant Street and near University Terrace. That said, you may catch the bus (or be dropped off ANYWHERE on campus, as long as you're on an outer sidewalk on one of the following surrounding areas:
  1. Locust Avenue
  2. Bryant Street
  3. Squibb Wilson Boulevard

At 10 minutes past every hour (7a.m. to 5p.m.), the FMCTA bus referred to as the "Edgemont Loop" arrives on campus. This route is a great one and includes stops on Country Club Road, as well as Fairmont Ave, where many businesses and restaurants are located.

## Student Services

- Current students in need of the following types of services\* should visit Hardway Hall. Enrollment and Registrar services (major changes, applying for graduation, changing/canceling enrollment, bill payment, etc.)
- Financial Aid and scholarships
- Student employment
- Advising for students without declared majors
- Counseling Services, Falcon Center
- Accessibility Services (including special accommodation such as alternative testing formats and environment, note-taking support, sign language interpretation, and much more), Hardway Hall
- Career Development

Some other offices that may be helpful are:

- Residential and Student Life, Turley 317
  - Housing and Residence Life

- Student Activities
- Greek Life
- Student Organizations
- Intramural Sports and Recreation
- Veterans Services, Hardway Hall 201
- Title IX, Hardway Hall 208A
- Student Conduct Office

\*This list of services is in no way exhaustive but is intended to help guide students to the appropriate point of intake when it comes to some of their most common needs.

## Navigate

Beginning in the Fall 2022 semester, Fairmont State University will be utilizing an app called Navigate to assist students in obtaining the information necessary to meet their college goals. The app can be downloaded from the Google Play and Apple App Store or accessed online at <https://fairmontstate.campus.eab.com>.

On Navigate you can schedule appointments with your advisors, view your class schedule, check your To-Do list, discover on-campus events, identify fellow students that are interested in becoming Study Buddies, and much more!

# Connect With Housing and Residence Life



**CONTACT US!**

[reslife@fairmontstate.edu](mailto:reslife@fairmontstate.edu)

**304-367-4216**



@fairmontstatereslife



@fairmontreslife



**FAIRMONT STATE  
UNIVERSITY™**

Office of Residential and  
Student Life

**If there is an emergency, call campus police. 304-367-4357**



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