

COVID-19 Statement

During this unprecedented pandemic, the immense impact on learners cannot be understated. There has been, is, and will continue to be stress, anxiety, fear, economic uncertainty, and general feelings of unease. You are encouraged to make use of the resources at WVSU for your physical health, mental well-being, and enhanced learning. These services include Counseling, Accessibility Services, Family Care Health Center, and the Office of Retention and Student Success. All offices are equipped to assist you in person or via technological means.

In order to best facilitate your learning and to provide you with a safe environment, please note the following COVID related policies and procedures:

- **Vaccines:** The best way to mitigate the impact of COVID-19 is through vaccinations. Vaccinations are strongly encouraged for all faculty, staff, and students to ensure the health and safety of our campus. Weekly vaccine clinics will be available for students, faculty and staff on campus.
- **COVID Related Class Absences:** Students that test positive should notify their instructors and work with them on a plan for missed classes and course work. They should also contact the Safety Compliance Officer. Efforts to stay current in classroom lectures may be accomplished via a synchronous live stream and/or a time delayed recording at the discretion of the faculty member(s) and availability of cameras in the classroom. In addition to instructor content, remote delivery may include capture of all classroom audio and visual happenings during designated class times, including that of students who may be part of the class, but who are not physically in the classroom. By remaining in the class, you are agreeing to this statement.

If you have specific questions or concerns about this, please contact the faculty member(s) to inquire if livestreaming/recording will be used in the course

- **Class Changes:** In the unexpected event that the University cancels in person classes, the method of delivery of in person courses may change to fully online or hybrid delivery. The nature and number of assignments may also need to be adapted to ensure quality and safety.
- **Face Masks:** Masks are not required but are always highly encouraged in indoor close contact and high traffic areas.
- **Positive COVID Test Results:** If you test positive for COVID-19, you will be required to follow protocols per the Centers for Disease Control and Prevention for an isolation period. Accommodations will be provided by the instructor upon notification from the student of isolations. Students are responsible for completing all missed assignments. Students who test positive or those who have become symptomatic after being exposed must also notify Safety and Chemical Hygiene Officer Joseph Davenport at joseph.davenport@wvstateu.edu (304-204-4060 or 304-590-2727).

Disability and Accessibility Resources

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

The university strives to collaborate with and empower individuals who have disabilities through efforts to eliminate barriers to access and participation within our institution when possible as well as coordinate accessibility, accommodations and related resources that enable equal access to an education, our programs and services and university life.

Students with Physical or Mental Conditions – Access/Accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on a temporary or permanent physical or mental health condition (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), please let me know immediately so that we can privately discuss options. When barriers exist, the Disability and Accessibility Resources unit leads and coordinates efforts of the university to ensure students with these conditions will have effective communication as well as to consider modifications to policies and procedures to allow you to participate and benefit from our programs and services.

- **Effective Communication:** WVSU will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.
- **Modifications to Policies and Procedures:** WVSU will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in WVSU facilities, even where pets and other animals are prohibited.

NEED ACCOMMODATIONS?

To establish reasonable accommodations, you are required to register with Student Accessibility Resources (SAR). Reasonable accommodations are established through an interactive process between you, your faculty and the staff of the Student Accessibility Resources office. It is important to start this process in a timely manner in order to receive accommodations as soon as practically possible. You are welcome to contact the Student Accessibility Resources office to inquire about or initiate the process through any of the following:

- phone/text – 681-533-0850
- email – sar@wvstateu.edu
- in person – 117 Sullivan Hall East
- view information online – <https://wvstateu.edu/sar>

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

ALREADY APPROVED FOR ACCOMMODATIONS?

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

REPORTING DISABILITY RELATED CONCERNS/ISSUES

Send reports of disability access feedback and concerns to Michael Casey at ada@wvstateu.edu, 304-552-5868, or via the online form available on the website at <https://wvstateu.edu/ada>.

Students who experience issues with implementation of approved accommodations should contact Michael Casey at ada@wvstateu.edu, 304-552-5868, or via the online form available on the website at <https://wvstateu.edu/ada>.

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

Counseling and Wellness Services

Counseling and Wellness Services supports students by addressing mental and emotional wellbeing, and provides FREE and confidential short-term individual counseling, crisis intervention, outreach and referral services.

The Collegiate Recovery Community (CRC) provides peer recovery support services, weekly meetings, social activities and lounge space for students in recovery from substance use. The CRC is located at 107 Sullivan Hall, East.

The WVSU Food Pantry provides non-perishable food items and toiletries for students in need of resources.

Counseling and Wellness Services is open Monday-Friday from 8:30 am-5:00 pm. To schedule a counseling appointment or utilize the Food Pantry contact us by:

Email: Kellie Toledo @ toledoke@wvstateu.edu

Phone: (304) 766-3168

In-person: 1st Floor of Sullivan Hall, East

Retention and Student Success (ORSS)

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

- We are also home to the [Academic Advising Center](#) (Wallace 207). Through collaboration with each college we are a one stop shop of advising resources and are eager to assist you. Contact us at (304) 720-3888 or FYAAC@wvstateu.edu.
- We also assist students in applying for Emergency Assistance through both the Yellow Jacket and WVSU Emergency Aid Funds. All students are eligible to apply for the aid through our aid portal at [Emergency Aid Program webpage](#) or by emailing yellowjackethelp@wvstateu.edu.

Excused Absence Policy

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

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

Repetitive or extended absence may interfere with the student's ability to be successful in coursework. With that in mind, students who expect that they may have repetitive absences for an on-going medical issue should consider registering with [Student Accessibility Resources](#) for accommodations.

Retention and Student Success

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

For more information on ORSS, visit www.wvstateu.edu/success. ORSS is located in Wallace Hall 207. These are some of the services ORSS provides:

1. Learning Enrichment Center for Writing

- The Learning Enrichment Center for Writing is located in Wallace Hall, Room 216. Tutors are available to help you with your writing assignments for any course.
- Walk-in Hours: Monday – Wednesday, 10:00am-5:00pm
- For one-on-one tutoring, please contact the Academic Support Specialist at 304-766-3041. You can also schedule through ACHIEVE.

2. Learning Enrichment Center for Science, Business, and Mathematics

- The Learning Enrichment Center for Science, Business, and Mathematics is located in 117 Wallace Hall. Tutors are available to help in math, science and many math-based business courses.
 - Walk-in Hours: Monday – Friday, 10:00am-5:00pm
 - For one-on-one tutoring, please contact the Academic Support Specialist at 304-766-3041. You can also schedule through ACHIEVE.
3. [TutorMe](#)
- FREE, 24/7 online tutoring and writing review service for all West Virginia State University students. Through live, interactive and engaging tutoring sessions students are provided convenient, effective learning experiences from highly qualified and knowledgeable tutors at their convenience!
 - To login, use [TutorMe.com](#).
 - Check your WV State email for the Welcome Email from TutorMe. This email will include your login credentials.
4. ACHIEVE
- ACHIEVE is a tool for easy communication between students and faculty. Your instructors use ACHIEVE to provide feedback to you about your progress in their courses. Throughout the term, you may receive emails about your progress and academic performance in the form of alerts or flags. These emails are meant to help you be more successful in your courses, so be sure to follow all recommendations included in the emails you receive. Instructors may also use ACHIEVE to recognize and celebrate your academic achievements by sending you kudos or compliments.
 - To access ACHIEVE, simply log into *MyState* and click on ACHIEVE under the *Student* tab. If you need assistance with ACHIEVE, please email questions to ACHIEVE@wvstateu.edu.
 - Username: first half of your WVSU email (everything before the @ symbol)
 - Password: the same password as your MyState
5. [Academic Advising Center](#)
- The Academic Advising Center (AAC) supports West Virginia State University's mission to advance knowledge through access, opportunity and impactful service. Our academic advisors equip students at West Virginia State University to meet the economic and social needs of the state, region and nation by preparing them with the skills, strategies and resources to succeed in higher education and beyond. The Academic Advising Center supports the work of college advisors to establish strong advising relationships and empower students to take ownership of their educational success through the provision of academic resources and individualized services that promote agency, self-efficacy, and personal growth.

Library Support

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

WVSU Policy on Plagiarism

Plagiarism is a form of cheating; it is using someone else's words or ideas as if they were your own. If you are borrowing words or ideas from a published source, you must indicate the source in some way, usually a brief reference to the author or title. If you use the exact words of the source, you must put these words in quotation marks and also mention the source. Copying an article from an encyclopedia or a page from a book and submitting it as your own work is obviously plagiarism, but so is using a sentence or paragraph from a published source, even if you have changed it slightly or rewritten it—unless you identify the source. The special techniques for referring to published sources, called documentation, are taught in English 102, among other courses.

However, the source does not have to be published or written for the offense to be labeled plagiarism. It is also possible to plagiarize in an oral presentation as well as written work. Copying another student's work is sometimes called plagiarism. This form of cheating is subject to the same penalties as copying from published sources.

Penalties Associated with Plagiarism

If a student is discovered to have plagiarized the material for an essay or research paper, the student is subject to penalties similar to those for any form of cheating. These penalties will be imposed at the discretion of the instructor, who will take care to produce the evidence of plagiarism and see that the penalty is in proportion to the offense.

- Any instance of plagiarism discovered in the student's work may result in a lower grade on the assignment.
- If substantial portions of a document are plagiarized, that is, copied from one or more published sources, then a grade of F for that assignment would be appropriate.
- If substantial portions of a research paper are plagiarized, then a grade of F would be

appropriate. Since the research paper is often the most important assignment in a course, a failing grade caused by plagiarism may also result in failure of the course.

Academic Honesty Statement

From Policy Bulletin #57, the West Virginia Board of Directors of the State College System, Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges 7.05

c. Procedures related to academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.). Charges of academic dishonesty on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the department level by the chairperson, faculty member, and student involved. A written admission of guilt at this level may be resolved with a maximum penalty of F in the course.

If the student denies guilt, or the department chairperson feels the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to a presidentially designed academic officer with the rank of dean or equivalent. The case may be resolved at this level, or if thought warranted by the designated academic officer or requested by the student, the case shall be forwarded to be heard by an academic appeals committee.

The academic appeals committee shall present to the accused student and the person making the accusation written notification of the charges, which shall include at least:

- I. A statement that a hearing will be held before an academic appeals committee, together with the notice of the date, time, and place of the hearing. A recommendation by an academic appeals committee for imposition of sanctions in a case of academic dishonesty is final.
- II. A clear statement of the facts and evidence to be presented in support of the charges made.

The academic appeals committee may also recommend that the imposition of sanctions be held in abeyance where appropriate.

WVSU Sexual Harassment Policy (Title IX)

West Virginia State University's (University; WVSU) Policy #14 Unlawful Discrimination and Harassment, Sexual Harassment, Grievance Procedures, Child Abuse and Neglect Reporting Relationships and Title IX (TIX) prohibits discrimination and harassment on the basis of sex in any University programs and/or activities. Any student who is impacted by sexual misconduct which includes: dating violence, domestic violence, gender-based harassment, gender, discrimination, pregnancy discrimination, sexual assault, sexual exploitation, sexual harassment, stalking, or retaliation who wants to file a report or access resources or support should contact the University's Title IX Coordinator (TIXC) at:

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