IEP Mission Statement

The IEP serves the English language learning and cultural needs of our non-native English-speaking students by:

1. Preparing students for the rigors of study in an American academic setting
2. Facilitating global understanding and awareness of cultural diversity
3. Cultivating an atmosphere of service, personal attention, respect, and mutual cooperation
4. Fostering the use of current methodology and mentoring for instructor professional development
5. Incorporating special programs for professional and non-traditional students

The IEP accomplishes this by providing a supportive and secure environment where students of all cultures can participate in classes and activities which advance English proficiency.
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A. Admission Policies and Procedures

I. Enrollment and Registration
- Prospective IEP students must have completed high school and must provide the high school diploma.
- After filling out an application form and submitting the required documents — copy of the first page of their passport and a financial guarantee — applicants will be added to the IEP roster and an I-20 form will be issued.
- Students will be registered for classes once it is confirmed that they have arrived in the country and have taken the placement test.
- Enrollment will be completed after tuition and all mandatory fees are paid for.

II. Immigration Documents
- Most full-time IEP students must have an F1 visa accompanied by an I-20 form. Always keep track of the expiration date on your I-20 in order to avoid problems regarding your immigration status. In order to request I-20 extensions, please sign up at the IEP front desk. For further assistance, contact International Students and Scholars Services – ISSS – at the Purinton House. You can also check their website: https://isss.wvu.edu.
- Full-time students who come via special programs might have a J1 visa, which will be accompanied by a DS-2019 form.
- F2 visa holders and B1 visa holders may take IEP classes as part-time students only (up to four classes).
- Permanent residents (green card holders) and US citizens may take IEP classes full-time or part-time according to their needs and/or availability.

III. Payment and Financial Guarantee
- The Office of Student Accounts is located on the second floor of the Mountaineer Student Hub Center on the Evansdale campus. Students are expected to pay their tuition in full by the end of the first week of classes. If a student does not pay within the first week of classes, a non-refundable 1.5% late fee is applied to the student’s account on the second day of each month. Unpaid late fees will result in your student ID not working for WVU services, such as the PRT, library,
sporting events, etc. If you have not paid, you may not register for the following semester. You may check your MIX account to see if you owe any fees. If you have a scholarship, you are still responsible for late fees.

- Students may also choose a payment plan, which means dividing their tuition into installments. For more information, go to http://studentaccounts.wvu.edu.

- Students who are sponsored by their embassies or other institutions are supposed to present a financial guarantee by the end of the first week of class in order to avoid additional/incorrect charges to their accounts.

- Students who fail to pay their tuition or submit their financial guarantee in time will not be registered for classes. This violates their visa status, which might result in deportation.

IV. Cancellation of Enrollment and Refunds

If a student decides to withdraw from IEP classes, that is, cancel their registration in order not to be an IEP student anymore, they need to follow TWO steps:

- First, they need to see our director in person in order to let her/him know that they are leaving the program.

- Second, they need to go to the Registrar’s Office in order to officially withdraw from classes and avoid incorrect charges to their account. The Registrar’s Office is located on the second floor of the Mountaineer Student Hub Center on the Evansdale campus. For more information, go to https://registrar.wvu.edu/registration/withdrawal-policies.

- IEP students who wish to request a refund should refer to the WVU policy concerning refunds. For more information, go to https://studentaccounts.wvu.edu/refunds.

V. School Calendar

- The IEP has 2 types of semesters: 16 weeks and 12 weeks. The sixteen-week semesters are in the Fall and Spring and the twelve-week semesters are in the Summer. The dates of all sessions are the same dates that are found on your I-20. School begins on that date and ends on that date, and those are the dates
that you should be in Morgantown. Arriving late for classes makes you absent for class. You also will not be excused for leaving class early. If there are personal problems in your life that don’t allow you to be in school all semester, come at another time.

- Students are expected to be in school on the day that their program begins. Regular sessions follow the WVU academic calendar.
- There is no school on national holidays, and school is not required if you have a religious holiday during the school year. Such days are called “days of special concern”. Check the WVU academic calendar at calendar.wvu.edu for a complete list of days off for any specific semester.
- Summer school is one twelve-week session. Students who have applied to or are conditionally admitted to West Virginia University are expected to complete the entire twelve week-session.

VI. Placement Testing and Level Change

- On the first day of class, all new students are given a placement test and are asked to write a short essay to determine what level would be best for them to begin their studies. The test, which is an answer sheet only, and the essay are not returned to the students. They may be told the range of their score. The placement test cannot be retaken, so students should arrive in Morgantown in plenty of time and be rested for their first day of school. On the second day of the semester, students are placed in classes with the returning IEP students according to their scores and will begin attending classes.
- Returning part-time students will be required to take the placement test at the beginning of each new semester to verify their placement.
- Teachers will be asked to use the first two days of classes to assess the accuracy of student placement. On agreement of all core class teachers in a given level, teachers may recommend to move students up or down in their level placement by the end of the first week of class. Also, if a student feels that she/he has been misplaced, she/he can request in writing that the placement be reviewed using the form below.
Level Appeal Form

Level appeals by new students may be made within the first week of school. Students must complete this form and submit it to the IEP Director for review. In addition to this document, the student’s initial placement score, writing sample, and oral interview results will be reviewed by the IEP Director and the teachers in the student’s current level. The student will be asked to meet with the IEP Director to discuss the results of the appeal. Decisions made in this meeting are final.

Name: ________________________________________________________________

Student ID#: _________________________________________________________

Email Address: _________________________________________________________

Phone #: _____________________________________________________________

Semester you are requesting the appeal: Fall / Spring / Summer (circle one) Year: _____________

Request to move from: __________________________ Request to move to: __________________________

Reason: _____________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Signature: __________________________________________________ Date: ___________________
VII. Student ID
As a full-time or part-time IEP student, you will receive a WVU student ID. You are responsible for keeping your ID safe. If you lose it, you will be charged a $30 fee in order to get it replaced. Your WVU student ID allows you to take advantage of the following services:

- Student Rec Center – This is the WVU student gym located in the Evansdale campus. It has a swimming pool, a climbing wall, basketball courts, exercise machines, etc. It also offers a wide range of fitness classes and outdoor activities. For more information, go to https://campusrecreation.wvu.edu.
- WVU Libraries – WVU has three main libraries: Downtown, Evansdale, and Health Sciences. They have millions of books that you can check out, electronic databases that you have access to, study rooms that you can use, and a lot more. For more information, go to https://lib.wvu.edu.
- PRT – This is WVU’s Personal Rapid Transit. It has five stations that connect the campuses: Walnut, Beechurst, Engineering, Towers, Health Sciences. It usually runs from Mondays through Saturdays during the Spring and Fall semesters. For more information, go to https://prt.wvu.edu.
- Mountain Line Buses – These are city buses that can take you to different parts of Morgantown, not only WVU campuses. To check out their routes and schedules, go to www.busride.org.
- WVUp All Night – Students can go to the Mountainlair on Fridays and Saturdays in the evening for free food, movies, games, and activities. Check out their schedule of activities on https://www.events.wvu.edu/upallnight.
- Sports Tickets – Students can attend WVU sporting events, such as football, basketball, baseball games, etc., for free. To get your student tickets, go to www.wvugame.com.
- To learn more about your Mountaineer ID Card, go to https://mymountaineercard.wvu.edu.
VIII. MIX Account and Login

All full-time and part-time IEP students are assigned a WVU ID number and a WVU e-mail account that give them access to several online services.

- MIX e-mail – This is your WVU e-mail account, and you should check it regularly. Go to https://portal.wvu.edu.
- eCampus – Your teachers will post some class content on this website, and they might also ask you to submit some assignments through this online portal as well. There will be more detailed information in your class syllabus. You can check the website at https://ecampus.wvu.edu.
- Login – This is the username and password that you are going to need in order to have access to WVU online services, such as your MIX e-mail, your eCampus account, the library databases, wireless Internet connection on campus, etc. For more information, go to https://login.wvu.edu.
- Duo Two-Factor Authentication – This is an additional layer of security that you must activate either on your own personal electronic device or on a display token which can be purchased at the bookstores on campus. If using your own device, you will need to download the free Duo Mobile smart phone app. Check http://twofactor.wvu.edu/ for more information on how to enroll and set up your device.
- If you need extra help regarding MIX, Login, or Duo, ask for help in the IEP Office.

IX. IEP E-mail Listserv

At the beginning of each new semester, an IEP student email listserv will be formed. You will receive all IEP announcements by e-mail every week. You can also stay up to date by listening to announcements in class and looking at the flyers on the bulletin boards around Eiesland Hall. You can also check the following online portals:
B. Academic Code of Conduct

It is your responsibility to attend class, do your homework, study for tests, and help your fellow students and your teachers. No one is allowed to copy someone else’s paper. Copying from another person or source is an act of plagiarism, and you will be asked to sign an Academic Dishonesty form, which will stay with you throughout your college career. If you have problems that are not directly related to your classwork, you will be referred to other units on campus that can better assist you.

I. Attendance

- Be on time for class.
- Regular class attendance is required for students to be successful in their classes. Students are expected to attend all classes. If a student is not in class, he or she is losing opportunities to communicate in English. Absence from class for any reason will give a student one absence for that day in that class. In addition, attendance is part of SEVIS requirements for F1 student visas.
- All IEP students are required to attend class daily and to arrive to class on time. Attendance will be recorded at the beginning of class, and teachers will report student attendance weekly. Student attendance will be monitored weekly, and students who miss an excessive number of classes will be notified of their absences three times throughout the semester approximately every 4 weeks: week 4, midterm, and week 12.
- Students who experience serious illnesses (requiring hospitalization) may have up to two weeks of excused absence. Please call and e-mail the IEP should you have a problem that will lead to missing school. Maternity leave will be an excused absence as well. We will provide a reasonable amount of leave on a
Students with an excused absence are responsible for all missed work.

- Notification of excessive absences will follow a 4-part process of warnings. The numbers of absences are calculated here for a 16-week semester. (Summer absences will be calculated based on a 12-week semester.)

  1st warning in writing delivered by a teacher at 5% (16 classes)
  2nd warning in writing via email by the IEP director at 10% (34 classes)
  3rd and final warning by a student advocate designated by OGA at 15% (50 classes)
  4th notification will result in a required meeting by the OGA immigration office at 20% (67 classes). You may be suspended for the semester and required to depart the U.S.

- If you are not in class for 2 weeks, administration will be notified.

II. Class Preparation

- Always be prepared with all the basic classroom materials needed to participate actively in class, e.g., notebooks, books.
- All IEP students must purchase the textbooks listed in the syllabi for their classes.
- If you buy used textbooks, erase them as completely as possible and do not write in them. Reading someone else’s answers will not help you learn.
- Organize your papers, notes, and syllabi. Keep all of your work filed in case you may have to bring it to show the teacher later. Keep track of your own grade.
- Bring your homework written carefully and clearly on a separate sheet of paper to be turned in.

III. Tests and Homework

- Do not ever miss a test or a quiz.
- If a student is to be absent at the time of a scheduled quiz or test, the student should arrange to take the test before the absence and before the quiz or test is
returned. There are to be no makeup tests or exams after the missed exam without prior arrangements with the teacher.

- If you are going to miss work, ask your teacher for your assignments before you are gone and return them on the day you get back in order to get credit for your assignments.
- Students should keep their notes, returned homework, and tests in an organized fashion so if there is a question at the end of the semester, the student has a record of all completed work to compare with the teacher’s records.
- If you need help, see your teacher during office hours which are listed on the syllabus for each class. All teachers have at least 2 hours of office hours a week. They’re also available by appointment.

IV. No Use of Electronic Devices

- You are to have ALL electronic devices, phones, iPods, etc. completely turned off during class unless needed for participation in a class activity.
- No headphones are allowed, and no calls are to be taken. Students may not use their phones for personal use during class time. Be prepared to have these objects taken away if the rules are not followed. If there is an emergency, ask your family to call the IEP main office at (304) 293-3604.

V. Student Conduct during Class Time

- Do not enter a classroom while someone is speaking. Wait at the door until the person has finished and then enter quietly. Do not leave the room during class for any reason.
- Speak in class as much as you can (even if you are shy at first), but do not speak constantly in class. Give someone else a chance. By being respectful of everyone around you, they will in turn be respectful to you.
- You are expected to follow written and verbal instructions in class. Before you start working, read and try to understand the questions. If you have questions, ask them. There is a good chance that others in the class have the same question.
• Don’t do homework in class. Homework allows you to practice outside of class and to see what you can do without help.

• Do not sleep in class.

• There will probably be students from many different countries in your classes. Each culture has its own customs, beliefs, and behaviors, which should be respected. You need to be patient and sensitive to the needs and opinions of other students and interact in a positive, friendly atmosphere.

• You are here to learn about U.S. culture as well as to learn English. You do not have to like our culture, but you should try to understand and respect it. Taking part in IEP trips, events, and activities will help you learn about our culture and language.

VI. Academic Dishonesty

Cheating on a test, copying your homework from a friend, or plagiarizing a paper are all examples of academic dishonesty, which is taken very seriously in the American educational system. If your teachers realize that you have not been honest regarding a given assignment, you will be called to a meeting with the program director and the appropriate paperwork will be filed. If you have questions concerning academic dishonesty, please ask in the IEP main office for help.

VII. TOEFL Testing

The IEP administers the Paper-based ITP TOEFL once a semester in the Fall and Spring. Students are given two weeks to sign up and pay for the test. Students who miss the deadlines are not allowed to take the test. More detailed information about TOEFL registration is posted on the IEP bulletin boards as well as on our website: http://iep.wvu.edu/testing_resources/toefl.
C. Grade Policies

I. Midterm & Final Grades

- At midterm, all grades are reported. Students that receive a D or an F will also receive a comment from each teacher in order to let students know why they have such low grades and what they need to do in order to improve.
- The number of absences will also be recorded.
- Students with failing grades will also meet with the director to develop a study plan to improve their performance and their attendance. Student progress will be monitored again in three weeks in the Fall/Spring semesters with additional interventions if needed.
- At the end of the semester, all students are given their grade reports on Grade Day, which is a designated day for students to get their grades. They meet with their teachers if they need clarification, and meet with the director if they want to appeal.
- In order to be promoted to the next level at the end of the semester, students need to have a final 2.5 or higher GPA in all of their classes. Students who do not demonstrate satisfactory progress by the end of the semester – 2.49 or lower GPA – are required to repeat classes at the same level.

Grading scale for all IEP courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 and lower</td>
</tr>
</tbody>
</table>

II. Records Retention Policy

Students’ records, such as students’ files with personal information forms, immigration documents, financial guarantees, grades, TOEFL scores, etc., are kept in our offices –
in electronic form for five years. Therefore, former students may request their past grades for up to five years. However, students are expected to keep a portfolio with grade reports and other relevant documents for their own records.

III. Student Complaints

- In the case that a student believes that they have been graded or treated unfairly, or that they have concerns that they wish to discuss with their teachers, they are asked to make an appointment at the time of the teacher’s office hours to discuss the situation. If a student feels uncomfortable discussing a matter with their teacher, they may make an appointment with the academic director to talk about any situation, or complete a Student Complaint Form, which is available at the IEP front desk.
- If the student does not feel that the matter has been resolved to their satisfaction, they should make an appointment with the Chair of the Department of World Languages, Literatures, and Linguistics.
- We do not want any student to feel uncomfortable or feel that they have difficulties. Do not hesitate to ask for help anytime you need it.
- You are responsible for your own education. We have teachers, classrooms, computer labs, books, and everything necessary for you to learn English here in the IEP. How you use them is up to you.

D. IEP Co-Curricular Activities

The IEP offers several activities that complement its academic curriculum to help students enhance what they learn in the classroom, as outlined below. Information about these activities is sent to students in their MIX email accounts.

I. Conversation Partner Program

The IEP’s Conversation Partner Program pairs IEP students with American students for one-on-one conversation practice and language and culture exchange. Students will meet with their partner once a week at the time they choose for at least six weeks.

II. Study Hall

The study hall sessions are open to any IEP students who need extra help with their classwork or homework. Students can attend on a voluntary basis, or teachers may also
recommend that a student attend study hall. This is offered in EIE 132 from 12:30 to 1:20 on Mondays and Wednesdays.

III. Writing Lab
The Writing Lab provides an extra service for IEP students and has been designed as a resource to help individual students with their writing. The Writing Lab serves intermediate- and advanced-level students who are developing more complex essays. The Writing Lab offers a place where students can work individually with a writing mentor so that students can find their own answers and develop as writers. Topics covered in Writing Lab workshops include writing processes, research processes, resources, and clear grammatical structures.

E. IEP Facilities

I. Computer Lab
The IEP has one computer lab at the following location:

- Eiesland 134

Students can go to the computer lab in order to do online research, type and print out assignments, do supplemental listening and speaking exercises, etc. The lab has a proctor who will help you with whatever you need. The lab hours will be posted.

II. IEP Library
All IEP students have access to the IEP library on the second floor of Eiesland Hall. There they can check out books, magazines, dictionaries, etc., in case they need/want some extra practice. For more information, e-mail Kristen Williams: kristen.williams@mail.wvu.edu, or see her in person in 202 Eiesland.

III. Student Lounge
The IEP Student Lounge is open to all IEP students who would like to relax before or after class. This is a comfortable place where you can have a chat with your
classmates, eat lunch, and watch movies. It is equipped with TV, microwave, sofa and table. It is located on the second floor of Eiesland Hall, across from the IEP office desk.

F. IEP Extracurricular Activities

I. Social & Recreational Activities

- The IEP offers several kinds of activities every semester. Students can attend English Table, Ice-cream Party, Bake-off (in the spring), Conversation Breakfast, Prom (in the Spring), Halloween Party and Thanksgiving Luncheon (in the Fall), among other great activities free of charge. A few days before each activity, flyers will be posted on the second floor of Eiesland Hall and announcements will be made in class and in MIX email announcements.
- Some activities in the IEP require travel. For that reason, we need to know who plans to attend each trip or activity. Sign-up sheets for activities are posted outside the lounge. Students are encouraged to take part in as many activities as they can.
- Some trips are free of charge. However, some trips require payment in advance (via eCommerce on line). If students miss a trip which they’ve signed up for, their money will not be refunded. Transportation and hotel reservation fees will still apply.
- If you are interested in an activity, please let your teachers know. We may be able to arrange to take a trip. There are also things going on in Morgantown all the time. You can go to sporting events like basketball and football games any time by using your WVU ID. There are movies in the Mountainlair, and you can work out and swim at the Rec Center. There are many theater productions and concerts as well. Get online and research opportunities to get together with friends in Morgantown. You can use your WVU ID for free or discounted admission.

II. Safety Procedure during the Activities

- Students are expected to behave in a respectful manner during all school activities. Inappropriate behavior such as drinking alcohol, smoking, bringing along an outsider, etc. will not be tolerated during IEP activities on or off-campus.
• Only IEP students and staff go on trips. Students may not have non-students come to their hotel rooms. Every room will be checked at 11 p.m. to ensure that students are safe at that time.

• Please be at the bus stop on time for any trip departure. The bus will not wait for latecomers, and chaperones need to be able to keep track of all participants without affecting the trip schedule or jeopardizing everybody else’s safety.

• Students should have emergency contact information readily available at all times.

G. Student Health Care Service

I. Student Health Insurance
All IEP students must have health insurance. All students who do not have an approved student health insurance waiver on file for the academic year will be automatically enrolled in the Aetna student health insurance plan, which will be charged to their student account. For more information, please contact the Student Insurance Office at sio@mail.wvu.edu or call 304.293.6815.

II. Student Health

• Student Health is located in the Health and Education Building on the Evansdale Campus.

• Call (304) 285-7200 to make an appointment for primary care, women’s health, physicals, and allergy injections. No appointments are necessary for minor illnesses and injuries.

• You must take your student ID and insurance card with you and pay a co-pay if you have insurance.

• Student Health will treat fevers, coughs/colds, minor burns, minor fractures, and more. However, they will not treat severe bleeding, head injury, trauma, loss of consciousness, etc.

• Regular hours are Monday-Friday, 7:45 AM- 8:00 PM, and Saturday, 9:45 AM-4:00 PM.
• Go to https://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialty-clinics/student-health/ for more information.

III. After Hours Care

• If you are unable to go to Student Health, we recommend that you go to WVU Urgent Care – Suncrest. It is a walk-in clinic, and you do not need to make an appointment. They are open every day, except Thanksgiving and Christmas, from 7:45 AM-8:00 PM. You will need to take your insurance card with you and pay a co-pay. For more information, go to https://wvumedicine.org/ruby-memorial-hospital/services/urgent-care/.

• If you have a life-threatening emergency, please call 911 or go directly to the Emergency Department at Ruby Memorial Hospital at 1 Medical Center Drive.

• There is also a 24-hour emergency phone number from the Office of Global Affairs. Call (304) 293-9456.

IV. Carruth Center for Psychological Psychiatric Services

• The Carruth Center is located in the Health and Education Building on the Evansdale Campus. The hours are Monday-Friday, 8:15 AM-4:45 PM. Call (304) 293-4431 to make an appointment.

• If you are having trouble with school or studying, adjusting to WVU and being away from home, having problems with your mood, not fitting in, grieving a loss, sexual assault, or substance abuse, this is the place where you can get help.

• If you or a friend are in immediate need of assistance, please call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or the University Police Department at (304) 293-COPS (2677). Go to https://carruth.wvu.edu/ for more information.

• WVU Care Team is available to provide support to distressed students and to address related behaviors and concerns. For questions, please contact CARETeam@mail.wvu.edu
H. Housing
There are several housing options in Morgantown, which include on-campus dorms, on-campus apartments, and off-campus housing. Students need to make those housing arrangements on their own.

- On-campus dorms and apartments – These include apartments that are managed by WVU. For more information, go to https://housing.wvu.edu/.
- Off-campus housing – These are apartments and houses that are owned by several companies or individuals throughout Morgantown. They are not located on campus and they are not managed by WVU. For more information, go to http://campuslife.wvu.edu/student-advocacy/off-campus-housing

I. Academic Advising
The IEP offers a number of academic advising seminars throughout the year. During these sessions, university personnel are present in order to make sure that IEP students understand the procedures for university applications and admissions. Students are given multiple opportunities to ask questions and get individualized assistance with their paperwork.

J. WVU Admissions
If you are applying to undergraduate school, there are two ways to be admitted into WVU:

- Passing the IEP’s highest level (Level 4) with a 3.0 or higher GPA.
- Passing a standardized test with a minimum score of:
  - ITP TOEFL – 500
  - iBT TOEFL – 61
  - IELTS – 6.0

If you are applying to graduate school, you must pass a standardized test with a minimum score of:
• ITP TOEFL – 550 (some departments might require a higher score)
• iBT TOEFL – 79 (some departments might require a higher score)
• IELTS – 6.5

Students are responsible for checking the required admissions scores for their future departments. Besides your English proficiency requirement, you need to make sure you have all the documentation needed for university admission ahead of time. For an Admissions checklist, go to http://admissions.wvu.edu/how-to-apply/international-students#anchor-intlreqs.

K. WVU Policies

Since the IEP is part of West Virginia University, IEP students are expected to follow the same rules followed by undergraduate and graduate WVU students. Please refer to the WVU policies listed below.

I. Academic Integrity Statement

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, instructors will enforce rigorous standards of academic integrity in all aspects and assignments of their courses. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University Academic Standards Policy (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification).

Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see your instructor before the assignment is due to discuss the matter.
“All users of WVU technology and Data Resources must adhere to the Acceptable Use of Data and Technology Resources Standard, which states that unauthorized access or use of copyrighted materials is unacceptable

All WVU students must adhere to WVU Board of Governors Policy 31 - Student Conduct Code, which states that use of computing facilities and resources in violation of copyright laws is considered abuse of computer time. Violation or non-compliance of these standards and/or policies will be addressed in accordance with established university disciplinary policies and procedures.”

II. Intellectual Property

“All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other materials provided to students for this course are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Campus Student Code. For more information, please see Intellectual Property: Sale of Course Materials Prohibited at https://studentconduct.wvu.edu/policies-and-procedures.”

III. Inclusivity Statement

“The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (304-293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu.”

IV. FERPA

“Students at West Virginia University and its divisional campuses (“WVU” or “University”) benefit from the Family Educational Rights and Privacy Act of 1974. This
Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at http://ferpa.wvu.edu.

V. Title IX

“West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by West Virginia University.” For more information, go to http://titleix.wvu.edu/what-is-title-ix.

VI. Tobacco Free Campus

“Beginning July 1, 2013, use of tobacco products, in any form, by a member of the University community located on or visiting the WVU campus is prohibited. Members of the University community shall be required to comply with this prohibition on the use of tobacco products.” For more information on how to quit smoking, go to https://well.wvu.edu/resources/lifestyle/quitting-smoking.

Revised 3/2019 by: Hyun Jung Yang

Revised 8/2019 by: S. Braidi