Non-Academic Policies and Procedures

A. SOCIAL JUSTICE POLICIES

1. Non-Discrimination and Equal Opportunity
2. Missing Class Due to Illness
3. Students with Disabilities
4. Sexual Harassment

A.1 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The West Virginia University College of Law is an affirmative action/equal opportunity institution. The College does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status in the administration of any of its education programs or activities or with respect to admission and employment.

The College neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status as defined by the applicable laws and regulations.

Implementation of this policy is spelled out in the West Virginia University Student Handbook and in other pertinent University documents.

A.2 MISSING CLASS DUE TO ILLNESS

If you are ill and you must miss class, call or e-mail the professor whose class you will miss, unless the professor has another specific policy about absenteeism. If the illness is extended, contact the Associate Dean for Academic Affairs.

If you are struggling with physical or stress-related problems, please see someone right away! Students can go to the Student Health Service center for a $10-per-visit co-payment for in-office treatments (such as flu shots, cold treatments, etc.). Student Health Services is located in the basement of the Robert C. Byrd Health Sciences Center. For more information, see the “Health Services” subsection under the University Services section in this handbook, see the Student Health Service website (http://well.wvu.edu), or call 304-293-9355.

If you are experiencing family or school stress, the Assistant Dean for Student Affairs, Janet Armistead (Janet.Armistead@mail.wvu.edu) is always available to help you find the best solution.
**A.3 STUDENTS WITH DISABILITIES**

Students with disabilities receive appropriate accommodation on a case-by-case basis. Any student seeking an accommodation must submit proof of disability to the University Office of Accessibility Services (http://accessibilityservices.wvu.edu) (304-293-6700) and obtain from that office a letter setting forth recommended accommodations. That student shall present that letter to the Assistant Registrar for the College of Law, who shall arrange appropriate accommodation. A student seeking accommodation in a given semester must complete this process four weeks before the end of the semester. If the disability arises from an emergency illness or injury, the student shall notify the Associate Dean as soon as the emergency occurs and shall complete the process under the direction of the Associate Dean. No student may receive retroactive accommodation for any disability.

**A.4 SEXUAL HARASSMENT**

The College of Law liaison for sexual harassment for faculty, staff, and students is Janet Long Armistead (Janet.Armistead@mail.wvu.edu), Assistant Dean for Student Affairs. Discussions are in complete confidence, and most problems can be resolved without the involvement of anyone other than the liaison and the persons directly involved. Services are also available to students, staff, and faculty through the liaison’s access to educational materials.

**B. LAW CENTER FACILITIES POLICY AND PROCEDURE**

1. Building Hours
2. Parking
3. Parking on Football Saturdays
4. Safety
5. Student Lounge
6. Vending Machines, Microwave Ovens, and Refrigerator
7. Mailboxes
8. Lockers
10. Tobacco Policy
11. Emergency Phone Numbers
12. Emergency Procedures

**B.1 BUILDING HOURS**

The College of Law building hours coincide with the Law Library hours. Students should not be in the building when the building is officially closed unless they have permission from the Dean’s Office. WVU Public Safety Officers or custodial staff may ask individuals to leave if the building is closed.

Any building problems should be reported to Renee Sulipeck, Administrative Assistant, or, in her absence, Greg Elkins, Associate Dean for Administration and Finance.

**B.2 PARKING**

The paved and gravel parking lots surrounding the Law Center are University permit parking areas only. Contact the Parking Management Office for fees at 304-293-5502 or visit its website (http://transportation.wvu.edu) . These parking permits will be valid August 1 through July 31 annually. Permits must be purchased by the first day of classes from the Parking Management Office located at 1112 Van Voorhis Road, directly across the four-lane highway from Starbucks. Each student must present a valid vehicle registration card to receive a parking permit. Vehicles parked in any of the parking lots (gravel or paved) without a valid area parking permit displayed on the windshield will receive a $20.00 parking ticket. Vehicles parked in the gravel lots may not block the entrances or exits. Vehicles must park facing bumper blocks and follow all traffic/parking signs and regulations.

**B.3 PARKING ON FOOTBALL SATURDAYS**

West Virginia University Parking Management Office regulations state that parking permits are required for all campus parking areas between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday. On home football Saturdays, West Virginia University utilizes most Evansdale Campus parking areas exclusively for football-related parking. At the Law Center, the Continuing Legal Education office purchases the paved lot (Area 42) for attorneys attending CLE seminars at the Law Center on home football Saturdays. The gravel lot (Area 76) is used by WVU for press parking on home football Saturdays. On home football Saturdays, a parking office attendant will be stationed at the bottom of the hill. You will be allowed to park at the Law Center only if you have a Red Lot parking pass. Students who desire to use the library on home football Saturdays may be able to find alternative parking on side streets in the vicinity of the Law Center. The paved Law Center parking lot will be open when the game ends.
This policy affects the entire University, including the Medical Center, and we have no control over it. The University community directly benefits from the purchase of football parking passes. Funds derived from parking fees are used to maintain and improve parking facilities at the University, including the Law Center parking lots.

### B.4 SAFETY

An emergency telephone is located in the parking lot on the stadium side of the building. Just picking up the receiver will cause the phone to automatically dial and connect you to 911. Notice the evacuation plans posted on the walls of the building. These show exits to use in case of fire or other evacuation emergency. All planned fire alarm tests will be announced. Evacuation of the building at the sound of an alarm is mandatory except for pre-announced planned testing.

### B.5 STUDENT LOUNGE

The student lounge located on the second floor of the Law Center, Room 200, is available for student use during the hours in which the Law Center is open. A television is available in the lounge. The lounge was furnished and decorated with funds provided by West Virginia University and a private donor. No funds exist to repair or replace this furniture should it be damaged. Accordingly, the College of Law urges students to make full use of the lounge in a responsible manner.

### B.6 VENDING MACHINES, MICROWAVE OVENS, AND REFRIGERATOR

Vending machines are available in the student lounge, operated by coin, bill, or Mountaineer Card (your student ID). Please report loss of money resulting from machine malfunction to the receptionist in Room 100. A refrigerator and microwave ovens are available for student use in the kitchen off the student lounge. Students are responsible for cleaning the refrigerator, which is emptied each Friday.

### B.7 MAILBOXES

Student mailboxes are located in the student lounge. The mailboxes are for internal College of Law communications only. Please do not use the College of Law as your mailing address. The College of Law lacks the staff and resources to sort and deliver personal student mail.

### B.8 LOCKERS

Lockers are available in the second floor hallway across from Room 232. Locker preference will be given to third-year and second-year students on a first-come/first-served basis. Third-year and second-year students will be allowed to sign up for their lockers during the summer preceding the academic year until August 31. First-year students must wait until September 1 to begin locker sign-up. If there happens to be a shortage of locker space, first-year students will be asked to share lockers. Please give the receptionist at the main desk your name, class year, and the number of the locker you have chosen.

The College of Law does not provide locks; students must furnish their own. Therefore, it is impossible for the College of Law to retrieve any material from lockers.

The College of Law is not responsible for lost or stolen items. All locks must be removed from lockers held by third-year students by July 1. After this date, locks will be cut off in order to allow the area to be cleaned. Any materials found in the lockers will be stored for a short period of time and may be claimed during the summer. After October 1, the materials become property of the College of Law and will be disposed of appropriately.

If you wish to continue to use the locker from the previous year, you must let the receptionist know before leaving for the summer. Unregistered locks will be cut off.

The locker arrangement is a service provided by the Law School. Abuse of this area will result in the area being closed to students or the establishment of rental charges to meet maintenance costs.

### B.9 BULLETIN BOARDS

**Administrative Office Bulletin Boards.** The glass-enclosed bulletin boards located next to the door of the reception area are for important notices and announcements from the administration.

**Main Lobby Bulletin Boards.** The largest enclosed glass bulletin board is used for posting class assignments and other announcements, such as class cancellations, make-ups, and new assignments. Students are responsible for checking the assignment board daily. The other enclosed glass bulletin board marked “Registrar's Office” is for general information relating to course schedules, examinations, and academic regulations.
Meredith Career Services Center Bulletin Boards. Announcements for overseas educational opportunities, as well as summer and full-time job opportunities, will be posted outside the Meredith Career Services Center. Job opportunities are posted also in the glass-enclosed bulletin board in the hallway opposite the administrative reception area.

Student Lounge Bulletin Boards. There are multiple bulletin boards in the student lounge designated for student organization and general use, as well as a board designated for each Law School class. Do not post material on the doors, windows, or walls of the Law School. It is a violation of University regulations, and notices posted on glass and doors will be removed.

B.10 TOBACCO POLICY

The College of Law abides by the West Virginia University Tobacco Free Campus Policy, which prohibits tobacco use on campus. (Smoking is prohibited in all areas of the Law Center.) For additional information, please refer to the West Virginia University Board of Governors Policy 57 (http://bog.wvu.edu/r/download/132148) (Tobacco Free Campus).

B.11 EMERGENCY PHONE NUMBERS

All Emergencies from Campus Telephone (including fire). . . . . . . . . . . . . . . 9-911
All Emergencies from Off-Campus Telephone. . . . . . . . . . . . . 911
University Security (non-emergency). . . . . . . . . . . . . 293-3136
State Police (non-emergency). . . . . . . . . . . . . . . . . . . . . . . . . . .285-3200
Local Hospitals

1. Ruby Memorial Hospital Emergency Room. . . . . . . . . . . . . . . . . . . . .598-4171
2. Monongalia General Hospital Emergency Room. . . . . . . . . . . . . . . . . . .598-1460
3. Morgantown EMS. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .296-1190

B.12 EMERGENCY PROCEDURES

We ask that all members of the College of Law community be aware of the procedures you should follow if there is an emergency in the building. Please take the time to read the attached procedures. There are instructions for general building evacuation (in the event of a fire) and for special circumstances: shelter-in-place emergency (in the event of earthquake, tornado, or high winds), active human threat in the building, and hazardous materials released in the building.

Please be sure to sign up for the WVU Alert notice at the WVU website (http://emergency.wvu.edu). WVU Alert will only notify that an emergency is happening and its location. You can check other sources for more detailed information such as the WVU website (http://www.wvu.edu) or local radio stations (WVAQ at FM 101.9; WCLG at FM 100.1; U92 at FM 92 and WAJR at AM 1440). Notices will also be posted on MIX, Twitter, and E-News (for faculty and staff).

Emergency Assembly Areas

All Students: Assemble at the gravel parking lot facing the football stadium regardless of where you were immediately prior to evacuation.

First Floor Offices Including Bookstore: Assemble at the gravel parking lot to the right of the flag pole if your office or primary workspace is on the first floor.

Second Floor and Ground Floor Offices Including Library and Clinics: Assemble at the paved parking lot closest to the loading dock area if your office or primary workspace is on the ground or second floors.

General Evacuation Procedures—If you hear the fire alarm or are instructed to leave the building:

1. Immediately obey evacuation alarms and orders. Tell others to evacuate.
2. No one may remain inside a building when an evacuation is in progress.
3. Classes in session must evacuate.
4. Close doors as rooms are vacated.
5. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
6. Note location of trapped and injured victims and notify point persons.

7. Walk calmly but quickly to the nearest emergency exit.

8. Use stairways only. **Do not use elevators.**

9. Keep to the right side of corridors and stairwells as you exit.

10. Proceed directly to your designated Emergency Assembly Area(s). Stay away from the immediate area near the building you evacuated. *(See Above For Emergency Assembly Areas)*

11. Remain in Emergency Assembly Area(s) until Roll Call is taken and instructions are given.

12. Do not reenter the building until authorized fire, police, or administrative personnel give the “All Clear” instruction that you may return to the building.

**Special Circumstances Procedures and Locations:**

1. **In the event of a natural hazard (earthquake, tornado, high winds)**
   
   A. Always seek shelter away from glass windows, panels, and dividers.
   
   B. **SHELTER IN PLACE** in the Library. The Library Staff has a first aid kit and will assist in providing directions for Shelter In Place. For earthquakes, the second floor is the safest. For tornados and high winds, the Ground and First Floors are the safest.
   
   C. Since the only entrance to the library is on the second floor and there may not be time to get there, seek shelter against any of the building’s interior walls. Be prepared to kneel facing a wall and cover your head.
   
   D. If you are unable to get to an interior wall, seek shelter under a desk or in a doorway.
   
   E. Any occupant who encounters a physically disabled individual should assist that person if possible. Any occupant who encounters a student, employee, or visitor should direct that person to take appropriate actions.
   
   F. After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.).

2. **In the event of a human threat (intruder, active shooter)**
   
   A. Leave the area/building if you can do so safely.
   
   B. If you cannot leave the area/building, seek shelter in any available room or office on any floor. Turn out the lights, lock the door, and keep quiet. Hide under or behind a desk or in a corner.
   
   C. Any occupant who encounters a physically disabled individual should assist that person if possible.
   
   D. After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.).
   
   E. Report any suspicious activity if you can do so without jeopardizing your safety. Call 911 if possible.

3. **In the event of a hazardous materials incident**
   
   A. Exit the building by the nearest exit and proceed upwind to allow the wind to carry the hazards away from you. Once 300 feet away from the building, assemble into groups and remain upwind.
   
   B. Do not use the elevators as they may pump air into or out of the building.
   
   C. Any occupant who encounters a physically disabled individual should assist that person if possible. Any occupant who encounters a student, employee, or visitor should direct that person to take appropriate actions.
   
   D. After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.).