

O H I O V A L L E Y U N I V E R S I T Y



# STUDENT HANDBOOK

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2021-2022

# OUR MISSION

AT OHIO VALLEY UNIVERSITY, WE  
SEEK TO **TRANSFORM LIVES** IN A  
**CHRIST-CENTERED** ACADEMIC COMMUNITY  
THAT INTEGRATES **HIGHER LEARNING,**  
**BIBLICAL FAITH,** AND **SERVICE TO GOD** AND  
**HUMANITY.**

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## OUR VISION

OHIO VALLEY UNIVERSITY WILL BE  
THE CHRISTIAN INSTITUTION OF  
CHOICE FOR THE NORTHEAST  
REGION OF THE UNITED STATES,  
KNOWN FOR ACADEMIC EXCELLENCE,  
ORGANIZATIONAL AND PERSONAL  
INTEGRITY, AND LIVES THAT ARE  
TRANSFORMED.

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WE **STUDENT-FOCUSED**  
ARE **CHRIST-CENTERED**  
**LIFE-CHANGING**



# TOGETHER, WE ARE OVU.

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Ohio Valley University strives to **focus on its mission** and on the success of her students. In a **faith-based** environment for higher education, biblical education, service to humanity education, 25 countries, 25 nationalities, 27 states, and multiple ethnicities unite. The university is **dedicated to maintaining a solid biblical foundation and focus on Christ** for all of her students. Encouraging, challenging, supporting, teaching, guiding—all should have that common thread of **Christ-like love and respect**.

## ALMA MATER

Ohio Valley midst of vale and hill  
Teaching us daily to do our master's will  
May thy halls be always  
Blessed by God above  
Dear Alma Mater  
We give thee our love.



## NON-DISCRIMINATION STATEMENT

Ohio Valley University admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the university. Ohio Valley University does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational or admissions policies, scholarship and loan programs, or other school-administered programs. If you believe that you have been a victim of discrimination, please contact Human Resources, Ohio Valley University, 1 Campus View Drive, Vienna WV 26105 (humanresources@ovu.edu).

## UNIVERSITY – PARENTAL NOTIFICATION POLICY

FERPA (Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information (PII). The act applies to all educational institutions that receive federal funds. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Congress revised the law in 1998 and further clarified it in 2000, to allow (but not require) institutions to notify parents if students under the age of twenty-one violate campus alcohol or drug policies.

While not disrespecting the FERPA privacy legalities, OHIO VALLEY UNIVERSITY honors her obligations with respect to health and safety and WILL NOTIFY parents or guardians of concerns regarding drug or alcohol abuse/addiction and issues of personal safety.



## **YOU HAVE THE RIGHT:**

1. To receive full information from colleges and universities regarding their admissions and financial aid policies. Prior to applying, you should be fully informed of policies and procedures concerning application fees, deposits, refunds, housing, and financial aid.
2. To defer responding to an offer of admission and/or financial aid until you have heard from all colleges or universities to which you have applied, or until May 1, whichever is first.

## **YOU HAVE THE RESPONSIBILITY:**

1. To be aware of the policies (deadlines, restrictions, etc.) regarding admission and financial aid of colleges and universities of your choice.
2. To complete and submit required materials to colleges and universities to which you are applying.
3. To meet all application deadlines.
4. To follow the college application procedures of your high school.
5. To notify the colleges and universities that have offered you admission of your acceptance or rejection of their offer as soon as you have heard from all to which you have applied, or by May 1, whichever is first.
6. To familiarize yourself with all rules associated with OVU experience
7. To examine this handbook and understand the content as it applies to your OVU experience

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# SECTION ONE

PURPOSE OF  
UNIVERSITY  
REGULATIONS



# SECTION 1: PURPOSE OF UNIVERSITY REGULATIONS

Ohio Valley University is a Christian university which means we offer academic training in an environment that encourages Christian living. It is the hope of Ohio Valley University that as students grow intellectually, they will also mature as Christians, building the foundation of their lives on the Bible and its principles. By providing a setting conducive to these principles, Ohio Valley University allows students the opportunity to develop academically, personally, and spiritually. We are determined to maintain this Christian atmosphere, and the university expects each student to cooperate by maintaining the highest possible standards of honorable conduct.

This Christian commitment means we desire to see growth and transformation in our students' lives. Therefore, we have established policies that enable us to fulfill our mission. Those policies, referred to as University Regulations, enable the University to:

- Cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth;
- Integrate our lives around Christian principles and devotion to Jesus Christ
- Remove whatever may hinder us from our calling as a Christ-centered academic community; and
- Encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to His Word.

The University expects students to represent its mission, purpose, and identity, whether on or off campus, and live respectfully as outlined above. The University reserves the right to address any action, attitude or lifestyle that is inconsistent with that responsibility. The following are examples of actions, attitudes, or lifestyles that are inconsistent with the University's mission, purpose and identity: dishonesty, gambling, tobacco, alcohol and illicit drug use, sexual misconduct, inappropriate language/gestures, improper use of internet, fighting, and violation of federal, state or local ordinances.

Student Life personnel reserve certain rights to aid in the enforcement of University Regulations, including enforcing those regulations while students are enrolled at the University, while students are residing on campus, and/or while students are representing the University in any capacity, whether on or off campus. In addition, the University will cooperate with local authorities should a student be arrested for violating the law and reserves the right to discipline such a student according to University policies.

While discipline often must be stringent, it is the position of this University that a Christ-like attitude toward and in correction should be our guide. Therefore, whenever possible and appropriate, a posture of redemptive or restorative discipline will be the first level of discipline, as well as, the level of remorse a student shows toward their conduct. The primary goal of discipline is for character development and personal growth that we intend will lead to a more Christ-like way of life for each student. Such means of restorative disciplines are: researching a specific topic; an application essay on information gleaned; online videos; counseling sessions, assigned community service duties; restricted movement; and the like. Unless particularly egregious, redemptive/restorative forms will be the first levels of university discipline. However, persistence in rule violations require a harsher form of correction. These may include: suspension from classes, events, extracurricular activities, common areas, from campus, involvement with campus security or law enforcement and even expulsion from the university. We have high expectations for our students and will protect the larger well-being of the campus community.

Ohio Valley University and the Office of Student Life reserve the right to dismiss those who violate the policies and regulations within this Student Handbook at the discretion of the Dean of Student Life.

## DEFINITION OF SUSPENSION

Students who are suspended will not be allowed to represent Ohio Valley University at various events, including performances, intercollegiate athletics, and other competitions, as well as participate in university-sponsored activities during the period of time the student is suspended. Students who are suspended are not expected to vacate their dorm room if they live on campus. Suspended students may still eat in the Dining Hall. Suspended students are not able to attend their classes and must get in contact with their professor(s) to make alternative arrangements for assignments. Students missing class and chapel due to suspension will be counted as absent from class and chapel on those days, and all appropriate Ohio Valley University personnel will be notified of a student's suspension as well as the duration of said suspension.

## DEFINITION OF DISMISSAL AND EXPULSION

Expulsion is the permanent dismissal from the University and the two terms are used interchangeably. A student who has been dismissed/expelled may not be on campus unless specific permission is granted by the Dean of Student Life. If campus housing is used by the disciplined student and the student has been dismissed, the student will be informed by the Office of Student Life to vacate the residence hall immediately. If there are extenuating circumstances, the expelled student is expected to leave as soon as they are able. This situation will be monitored by Campus Security as well as the Office of Student Life.

# SECTION TWO



VISION FOR STUDENT  
LIFE: LIVING  
RESPECTFULLY



## SECTION 2: VISION FOR STUDENT LIFE: LIVING RESPECTFULLY

### THE STUDENT LIFE ARENA

Student Life at OVU is central to and supportive of your entire collegiate career. If you are involved in any way on this campus, your path will lead you often to the Office of Student Life. Here you will find information regarding: housing, meal plans, opportunities for greater involvement in activities on campus, opportunities for spiritual growth, support for personal issues of any kind, guidelines for behavior as in the Student Handbook, assistance and awareness for international students, tutoring support, referrals for health care needs and answers to many other questions you may have.

Thus, you will learn the Office of Student Life will be your one source point where all roads cross --- academic, social, spiritual, medical, cultural, behavioral, etc. The Student Life Department welcomes you to Ohio Valley University and strives to help you on your journey to earn a degree and grow as a person!



### A MESSAGE FROM THE OFFICE OF STUDENT LIFE

Congratulations on your acceptance to Ohio Valley University! Your decision to attend this University will only serve to assist you in all your future endeavors, whatever those may be, and OVU has several options to propel you towards success, with programs ranging from Criminal Justice to Biochemistry to Accounting to Bible and Ministry.

Our University is Student-Focused, meaning Ohio Valley University strives to provide the best experience possible for our students, which is the main objective for the Office of Student Life. The Office of Student Life, in addition to making sure students have an enjoyable experience, serves to assist students in their academic pursuits, extra-curricular activities, and health and well-being – physical and mental. Our University is also Christ-Centered, and the Office of Student Life wants to help form and strengthen students' connections with Christ, and in doing so transform the lives of our students in a positive, long lasting way.

The Office of Student Life works across almost all University departments, and plays a diverse role for the Fighting Scots of OVU; counselor, advisor, older sibling, guardian, and more. We look forward to working with you, mentoring you, and helping you grow and mature.

# LIVING RESPECTFULLY

We believe that if each student in the OVU community, as well as all staff and faculty, abide by this principle of “living respectfully” than our life together as the OVU community will be a blessing to all. We expect all students to live respectfully toward God, to each other, toward the University, toward our surrounding community and toward one’s self.

Jesus envisioned those who follow him to be salt and light in the world and that is what we desire for all who are students or employees or visitors on campus to experience. Salt preserves and flavors. Light gives sight and represents what is good, right and true.

## LIVING RESPECTFULLY OF GOD (1 CORINTHIANS 10:31)

We are a Christian university that proudly embraces Jesus Christ as Lord. We want all of our students to be free not only practice their faith in Christ, but to be supported and encouraged to grow in their faith. This respect for God goes beyond private prayers and personal Bible study or Sunday worship attendance. We envision each student’s respect for God to shape how they live in everything they do. We envision students will do the right thing (in the classroom, the residence halls, on the athletic field, in chapel and all over campus and off campus) not primarily because it says so in the student a handbook, but because each student wants to please God. We desire for each student to grow in their desire to love God with all of their heart, soul, mind and strength. We believe if students respect and love God first, then they will be the most excellent students, athletes, room-mates, friend and citizen.

## LIVING RESPECTFULLY OF EACH OTHER (MATTHEW 7:12)

This should go without even needing to be said that every OVU student is expected to be respectful of every other student on campus. Jesus taught that we should treat others the way we want to be treated. We all want be respected and so we should be conscious of being respectful toward others.

This means that all forms of dis-respect to others is unacceptable and inappropriate by our students. Such behavior includes but is not limited to: disregarding quiet hours in the residence halls; being verbally or physically abusive; sexual harassment or assault; damaging property; being rude or harsh and the like.

We strive to have a campus community of mutual respect between students that will lead to a safe and enjoyable experience for each student.

## LIVING RESPECTFULLY OF OVU (PROVERBS 22:1)

Since 1960, thousands of people have sacrificed and invested themselves in this university and campus. We owe it to those who have gone before us, those who call OVU home or work and those who will come after us to take care of the campus. We expect all students to not damage the facilities or grounds, but to respect campus property.

OVU is not just property or things, but it is people. The Staff and Faculty at OVU, as well as volunteers, that come on campus to serve deserve respectful treatment. We expect our students to respectfully address and interact with all staff, faculty and volunteers on campus.

OVU also consists of values and guidelines. While we hope and intend for all students to personally value and embrace what the University does, we realize each student may not, but we expect each student to respect and abide by our values and guidelines. Being an OVU student is a privilege.

## **LIVING RESPECTFULLY OF THE SURROUNDING COMMUNITY (MATTHEW 22:39)**

OVU is not an island unto to itself, but is part of a larger city of Vienna and Parkersburg communities. We want the student body, and all employees for that matter of the university, to be a blessing to our surrounding community. We expect all students to live as good neighbors and law-abiding residents of Vienna and Parkersburg. OVU has worked hard to have a positive impact on our community and we desire each student to make good decisions while off campus that will make them a blessing and not a burden to our local community.

## **EXHIBITING SELF-RESPECT (MATTHEW 22:39)**

We want each student to live with self-respect. This means we want each student to do all they do with pride, confidence and in an honorable way. We have been created in the image of God with a desire to do what is right and live a virtuous life. When we do not live like this we are filled with guilt and shame about ourselves. We know that if students live respectfully with God, with others, with the University and with the surrounding community then their own personal self-respect will be strengthened. The foundation of self-respect is ultimately knowing that one is loved by God and created in God's image.





# SOCIAL MEDIA POLICY

In line with Ohio Valley University's Code of Ethics as well as the University's commitment to Living Respectfully, students enrolled in the University, as well as all those employed by the University, acknowledge that they are representatives of the University and must conduct themselves as such, in everyday life as well as online. It is the expectation of Ohio Valley University that all enrolled students are responsible for content posted on their various social media platforms, and will act accordingly.

Harassment, bullying, discrimination, violation of confidentiality, academic dishonesty, and defamation of any kind will not be tolerated. Social media is a powerful tool that has the ability to significantly impact the lives of those around you in addition to yourself, so students must always be mindful of what they post online. Remember that what you post is out there for the world to see; your family, friends, professors, future employers, and strangers will be able to see what you post, and just because you delete a post does not mean that it is gone forever.

Students found in violation of the Social Media Policy will remove the post/comment...etc found to be in violation of the Social Media Policy. The University recognizes that the severity of the violation plays a role in any corrective action taken. Therefore, the Office of Student Life reserves the right to take corrective action befitting the violation, as determined by the Dean of Student Life. Responses to violating the Social Media Policy include but are not limited to the following recommended courses of action;

- Meeting with the Dean of Student Life
- Community Service
- Suspension
- Expulsion

The Social Media Policy of Ohio Valley University is not intended to restrict or interfere with the legal rights of any student or employee, which includes, but is not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX or other equal opportunity laws, or any whistleblower protection law(s).



# SECTION THREE



CHAPEL & ASSEMBLY  
ATTENDANCE  
GUIDELINES

## SECTION 3: CHAPEL & ASSEMBLY ATTENDANCE GUIDELINES

Chapel and Assembly is scheduled to gather the OVU community on a daily basis to strengthen and support the identity, mission and values of OVU. Additionally, Chapel and Assembly is designed to enhance relationships within the community and to enhance each participant's character development and spiritual formation.

11:00 am to 11:30 am, four days each week, is set apart for announcements, campus unity, and especially for spiritual formation. Prayer, scripture reading, singing, a brief message to remind all in attendance of our goal to be a community of learnings shaped into the likeness of Jesus. Attendance will be taken at the beginning of each Chapel Assembly. Students arriving at 11:10 a.m. or later will not be permitted to enter the chapel and will not be counted as present.

All full-time students – students who are enrolled in 12 or more credit hours – are required to attend Chapel and Assembly and meet the minimum attendance requirement. The minimum attendance requirement is 75% of the scheduled Chapel Assemblies in any given semester. It is the responsibility of the student to make sure that their chapel attendance requirements are met, and that their attendance has been recorded properly. Questions may be emailed to [chapel.attendance@ovu.edu](mailto:chapel.attendance@ovu.edu).

### ATTENDANCE REQUIREMENT REDUCTIONS

All students are expected to meet the above-mentioned requirements. Students with verifiable circumstances may request that their attendance requirements be reduced by the Office of Student Life. You may request a reduction based on one of the following reasons:

- Student teaching obligations
- Full-time in an interdisciplinary studies Track III program and consequently have a class conflict
- Work-related conflict
- Commuting students who do not have classes between 10:00 am and 1:00 pm on two or more days a week.

A request for a reduction based on one of the above reasons must be submitted to the Office of Student Life no later than the Friday of the second week of each semester. The request will be reviewed by the Office of Student Life and the student will be notified of their attendance requirement. Medical, funeral, injury, and similar absences must be cleared through the Student Life Office.

### POTENTIAL ALTERNATIVE ARRANGEMENTS

- Bi-Weekly Reflection
  - The topic(s) of the reflection is to be pre-arranged with the Office of Student Life and arrangements are to be made prior to the end of the second week of the semester. As it is a bi-weekly reflection, and there are four chapel assemblies a week, each reflection is worth two chapel attendances.
  - The reflection can be no less than 1 page, typed, single spaced, in Times New Roman 12pt font.
- Attending a Bible Study or Group Devotional
  - If this is with a coach or professor, the coach/professor must email [chapel.attendance@ovu.edu](mailto:chapel.attendance@ovu.edu) with the names of those students in attendance in order to receive credit. Students must fill out the Chapel Attendance Substitute: Review Form, which is accessible to students on the Forms Page of the website. Forms must be printed and turned in to the Office of Student Life no later than a week after the Bible Study/Group Devotional takes place.



- If this is with a coach or professor, the coach/professor must email [chapel.attendance@ovu.edu](mailto:chapel.attendance@ovu.edu) with the names of those students in attendance in order to receive credit. Students must fill out the Chapel Attendance Substitute: Review Form, which is accessible to students on the Forms Page of the website. Forms must be printed and turned in to the Office of Student Life no later than a week after the Bible Study/Group Devotional takes place.
- If the Bible Study is with a group outside of OVU, students must fill out the Chapel Attendance Substitute: Review Form, which is accessible to students on the Forms Page of the website. Forms must be printed and turned in to the Office of Student Life no later than a week after the Bible Study/Group Devotional takes place.
- This option does not necessarily have to be pre-arranged with Student Life, and can be used to make-up a missed chapel attendance.
- This option makes up for one chapel attendance.
- Attending a Congregation
  - This option makes up for one chapel attendance. Proof in the form of a photo must be submitted to the Office of Student Life no later than a week after attending the service.
  - Acceptable photos to have your attendance count include;
    - A selfie at/inside the church that proves you went on that day (may take a picture with the bulletin board)
    - A selfie with the weekly newsletter
    - Any photo of yourself that proves you went on the date you said you did

## REPERCUSSIONS FOR NOT MEETING THE MINIMUM ATTENDANCE REQUIREMENT

### 1. CHAPEL & ASSEMBLY “WARNING”

If the minimum attendance requirement is not met in any given semester, the student will be placed on Chapel and Assembly Warning. Students on Chapel and Assembly Warning will not have their minimum attendance requirement reduced for any reason the following semester. If a student on Chapel & Assembly Warning meets Chapel & Assembly attendance requirements, he or she will be removed from Warning. If at any point in the semester it becomes clear that a student on warning will not be able to meet the minimum attendance requirement, he or she will immediately be placed on “Chapel & Assembly Probation” and will remain on probation the following semester.

### 2. CHAPEL & ASSEMBLY “PROBATION”

If the student does not meet the minimum attendance requirement while on Chapel and Assembly Warning, the student will be placed on Chapel & Assembly Probation the next semester. Students on Chapel and Assembly Probation will not be allowed to participate in university-sponsored activities, including student organizations and intramurals, and may not hold an elective campus office. In addition, a student on Chapel & Assembly Probation will not be allowed to represent Ohio Valley University at various events, including performances, intercollegiate athletics, and other competitions. This policy will be strictly enforced by the Dean of Student Life. If a student on Chapel & Assembly Probation meets Chapel & Assembly attendance requirements, he or she will be removed from Probation.

### 3. CHAPEL & ASSEMBLY “SUSPENSION”

If a student on Chapel & Assembly Probation fails to meet the minimum attendance requirements, he or she will be suspended from the University for one semester; the notification of suspension will occur during the week that follows the last day of finals.

### APPEALS PROCESS

A student who is placed on Chapel & Assembly Probation or Suspension is granted the right of an appeal. The student must first write a formal written appeal to the Dean of Student Life explaining the reasons for the appeal. This formal written appeal must be submitted prior to the first day of classes of the semester during which the student will be on probation or suspension. The Chapel & Assembly Attendance Committee will meet to review the appeal and may request a personal interview with the student. The student appealing has the right to meet with the committee, but he or she may rely only on the written appeal. The student may not bring legal counsel or other advisors to the appeal hearing.

### CHAPEL AND ASSEMBLY ETIQUETTE

Students are asked to respect the Chapel & Assembly environment. The following etiquette requirements apply to every student who attends Chapel & Assembly.

- Cell phone use is prohibited during Chapel & Assembly. Students who are observed to be using a cellphone during Chapel and Assembly will be asked to leave and will not receive Chapel credit that day. Students may not use headphones in Chapel & Assembly.
- Use of laptops, tablets or other handheld electronic devices are prohibited during Chapel & Assembly. Students who are observed to be using any of these technologies during Chapel & Assembly will be asked to leave and will not receive Chapel credit that day.
- The University Personal Appearance (Dress Code) Policy is enforced in Chapel & Assembly.
- All students are asked to remove hats, caps and hoodies during Chapel & Assembly. This applies to male and female students. Students will be asked to remove hats, hoodies and caps before entering Roberts Chapel. Students who are already in Chapel will be asked to remove the hat, hoodie or cap. A student who refuses to do so will be asked to leave and will not receive Chapel credit that day.
- Dress and Attire
  - Students are expected to adhere to the dress code and appearance policy and refrain from wearing clothing to chapel that is prohibited by policy. This includes: clothing that is revealing and/or features offensive slogans, language, or advertisements; revealing clothing including but are not limited to midriffs or halters, mesh or netted shirts, tube tops, and short shorts. Additionally, students should be aware that leggings, jeggings, and other tight fitting spandex-type bottoms are not to be worn as pants without accessorizing them with another article of clothing long enough to cover the posterior.

Any member of the University faculty or staff may verbally warn a student of their violation of this policy and that student may be asked to change into something more appropriate. Students are expected to change and return to Chapel.

All violations of the University's Personal Appearance policy will be reported to the Office of Student Life. The Dean of Student Life will enforce the University dress code and Personal Appearance policy. Violations of the Personal Appearance policy will result in the following disciplinary responses:

- 1st Offense = Verbal Warning
- 2nd Offense = Written Warning
- 3rd Offense = Meet with Dean of Students + \$25 fine
- 4th Offense: Meet with Dean of Students + \$50 fine
- 5th (and subsequent) Offenses = At discretion of the Dean

#### Disruptive Behavior

Students are also asked to refrain from any behavior that disrupts the attention of those around them. This includes excessive talking or other distractions. A student who disregards this policy will be asked to leave and will not receive Chapel credit for that day.

## TARDY POLICY

A student who arrives at 11:10 a.m. or later will not be permitted to enter the chapel and will not be counted as present.



# SECTION FOUR



UNIVERSITY  
REGULATIONS RELATED  
TO ALCOHOL, DRUGS, &  
OUR STANCE ON  
INTIMATE RELATIONSHIP



## SECTION FOUR: UNIVERSITY REGULATIONS RELATED TO ALCOHOL, DRUGS, & OUR STANCE ON INTIMATE RELATIONSHIP

Violations of the policies in this sections, pertaining to alcohol, and drug use will result in progressive fines along with the following disciplinary responses, and offenses will accumulate over the period in which a student is enrolled in the University:

- 1st Offense = Minimum of 2-day suspension + Individualized Action Plan + \$50 fine
- 2nd Offense = Minimum of 5-day suspension + Mandatory Counseling + Individualized Action Plan + \$75 fine
- 3rd Offense = Dismissal for the remainder of the semester + \$100 fine (student must re-apply in order to enroll in a subsequent semester).

Any further violations will result in permanent expulsion from the University. If a student remains offense-free for two consecutive semesters following a second offense, one offense will be removed from their accumulated total.

### ALCOHOL-FREE COMMUNITY

Ohio Valley University strongly discourages the use of alcohol. We believe alcohol use negatively impacts the experience of college students and jeopardizes the safety of all OVU students. Therefore, the University prohibits students from using alcohol within existing legal parameters and enforces its policy to the full extent that the law allows.

Ohio Valley University is an alcohol-free community, which means that members of the community should not possess or consume alcoholic beverages while on campus or while taking part in any University-affiliated activities. Additionally, members of the OVU community should not be on campus or at University-affiliated activities while under the influence of alcohol. Finally, members of the OVU community should not host, attend, or in any way assist or promote a gathering that includes underage drinking or drunkenness.

A person may be deemed to be under the influence of alcohol if he/she exhibits any of the conditions and degrees of intoxication associated with alcohol use, including but not limited to the following: alcohol on the breath; impaired physical capacity; offensive, disruptive, hazardous, destructive, and/or vulgar conduct during or following the consumption of alcoholic beverages; and deprivation of the clearness of mind and self-control that one would otherwise possess.

If a student is suspected of using alcohol, he/she may be required to submit to sobriety testing. Refusal to submit to sobriety testing will be considered an admission of alcohol use. Similarly, possession of empty alcohol containers will be considered strong evidence of alcohol use, and disciplinary action may be taken as outlined in this section.

If any form of alcohol is found in possession of the student, then all alcohol will be confiscated and disposed of properly by OVU Campus Security and/or those appointed by OVU Dean of Students. Also pictures will be taken of the alcohol in its original (found) position as best as possible by OVU Campus Security and/or those appointed by OVU Dean of Students.

In West Virginia, it is illegal for persons under 21 years of age to purchase, sell, or drink alcohol. Ohio Valley University may inform local authorities about underage alcohol purchasers, sellers, and/or consumers.

The University also may take action against students who commit other criminal offenses related to alcohol regardless of where those offenses were committed. Alcohol criminal offenses include, but are not limited to: driving under the influence of alcohol, providing alcohol to minors, and public intoxication.

## **DRUG-FREE COMMUNITY**

The Ohio Valley University community is drug-free, which means that members of the community should not use, purchase, or possess illegal drugs, or abuse over-the-counter or prescription drugs, whether on or off campus.

Students must have a valid, current prescription for any prescribed medications. Students suspected of illicit drug use may be required to submit to drug testing. Refusal to submit to drug testing will be considered an admission of drug use. Similarly, possession of drug paraphernalia will be considered strong evidence of drug use, and disciplinary action may be taken as outlined in this section.

Any drugs or drug paraphernalia found will be confiscated by Campus Security or designated Student Life personnel and not returned. Such items may be given to the proper authorities for disposal. Hookahs are considered paraphernalia and not allowed in rooms or apartments. If there is suspicion of the presence of illegal drugs, Campus Security and Student Life personnel are authorized to enter the room or apartment to further assess the situation.

Residents are responsible for the actions of their guests. If a guest violates the alcohol and drug/drug paraphernalia policy, the resident may be subject to disciplinary actions outlined in this section. If a resident or guest is suspected to be under the influence of any substance that may pose risk of harm to self or others, residents and/or guests may be evaluated by medical professionals to determine whether transport to a local emergency room is necessary. Parents/guardians will be notified according to our parental notification policy.

Students who need drug counseling, treatment, rehabilitation, or information concerning the health risks associated with drug use may talk with the Office of Student Life.

## **IMPROPER VISITATION IN THE RESIDENCE HALLS**

The Ohio Valley University residence halls are separated into male and female living spaces. Students and/or visitors should never enter the residence halls of the opposite sex without specific prior permission of Student Life personnel. Students and/or visitors should not attempt to gain access through windows of rooms housing students of the opposite sex.

## **STANCE ON INTIMATE RELATIONSHIPS**

Ohio Valley University affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. This view of sexuality and marriage is rooted in the Genesis account of creation and is consistently maintained throughout the Bible. Consistent with our desire to teach and model a biblical approach to sex, we seek to help students who face all types of sexual temptation, encourage single students to live chaste, celibate lives, and encourage married students to be faithful to their marriage and to their spouse. Sexual relations of any kind outside the confines of marriage are inconsistent with the teaching of Scripture. Therefore, all members of the University are expected to avoid such conduct themselves and to refrain from encouraging it in others.

Students may not live with or stay in a hotel room with a non-related peer of the opposite gender, even if the relationship is not sexual. Spending the night with a member(s) of the opposite gender, and/or being in any state of undress with members of the opposite gender are also actionable offenses.

## **PUBLIC DISPLAYS OF AFFECTION**

Any member of OVU's faculty and staff may report acts of PDA to the Office of Student Life at their discretion. Once an act of PDA has been reported, the Office of Student Life will investigate the situation, take and implement appropriate measures with the student(s) reported to ensure the situation does not occur again. The following are recommended consequences for acts of reported PDA, but the punishment for violating this policy is left to the discretion of the Dean of Student Life.

- 1st Offense – Discussion with the Dean and a written warning which is placed in the student's file
- 2nd Offense - \$50 Fine and a discussion with the Dean
- 3rd Offense - \$100 Fine and a discussion with the Dean
- 4th Offense (and subsequent offenses) – At the discretion of the Dean

## **PERSONAL APPEARANCE**

Members of the University community should avoid clothing that is revealing and/or features offensive slogans, language, or advertisements. Examples of revealing clothing include but are not limited to: midriffs or halters, mesh or netted shirts, tube tops, and short shorts. Additionally, students should be aware that leggings, jeggings, and other tight fitting spandex-type bottoms are not to be worn as pants without accessorizing them with another article of clothing long enough to cover the posterior. Examples of offensive slogans, language or advertisements include but are not limited to: curse words, sexually suggestive language or gestures, racist language and references to alcohol or drugs. Any member of the University faculty or staff may verbally warn a student of their violation of this policy and that student may be asked to change into something more appropriate. All violations of the University's Personal Appearance policy will be reported to the Office of Student Life. The Dean of Student Life will enforce the University dress code and Personal Appearance policy.

## **TOBACCO-FREE COMMUNITY**

The Ohio Valley University community is tobacco-free, which means that members of the community should not possess or use tobacco products on campus or at any University-sponsored event. This includes cigarettes, E-cigarettes, JUULs, hookahs, smokeless tobacco products, and all vaping devices.

Students who need information concerning the health risks associated with tobacco use may talk with the Office of Student Life.

Violations of the Tobacco-Free Community policy will result in the following disciplinary responses:

As stated earlier, redemptive/restorative efforts will be the first line of discipline, if applicable.

- 1st Offense = Written warning prohibited items will be confiscated
- 2nd Offense = \$25 fine
- 3rd Offense = \$50 fine + Meet with Dean of Student Life
- 4th (and subsequent) Offenses = At discretion of the Dean

# SECTION FIVE



UNIVERSITY  
REGULATIONS RELATED  
TO ASSAULT, PERSONAL  
PROPERTY, AND  
WEAPONS/EXPLOSIVES



## SECTION FIVE: UNIVERSITY REGULATIONS RELATED TO ASSAULT, PERSONAL PROPERTY, AND WEAPONS/EXPLOSIVES

Violations of the following policies in this section will result in a variety of disciplinary responses, including, but not limited to, suspension or immediate dismissal. The level of seriousness in this section may mandate the involvement of local law enforcement.

The Ohio Valley University community believes that each individual should be treated respectfully and in a manner consistent with the teachings of Jesus Christ. Consequently, members of the community should not subject fellow community members to any form of discrimination, humiliation, harassment, or intimidation, including physical, mental, verbal, or sexual humiliation, harassment or intimidation.

### SEXUAL ASSAULT AND RELATED OFFENSES

The Ohio Valley University community believes that each person is created in the image of God and should be respected and treated with dignity. The University respects and encourages the dignity and professionalism of its employees and students and is firmly committed to maintaining a learning and working environment that is free from any form of discrimination, harassment, and sexual misconduct. Harassment in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation. In keeping with this commitment, the university will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals supplying services at the university. **Harassment that interferes with an individual's work, or academic performance, or that creates an intimidating, hostile, or offensive working environment, will not be tolerated.** All members of the university community are expected to follow and enforce the university's policy against harassment.

### DISCRIMINATION

Unlawful discrimination occurs when an individual is treated less favorably with respect to the administration of the University's educational programs and activities, admissions, financial aid, or on campus housing, based upon that individual's membership in a class protected by applicable law. Discrimination in any form based on gender, race, color, age, national origin, disability, religion, or any other characteristic protected by state or federal laws is prohibited.

### HARASSMENT

Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, that its effect, whether or not intended, impairs a person's ability to participate in the University's educational programs and activities or their living environments. This includes threatening or bullying behaviors.

### SEXUAL VIOLENCE AND HARASSMENT

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, or use of drugs or alcohol; or because of an intellectual or other disability.

Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

## DOMESTIC VIOLENCE

Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family laws of the jurisdiction

## DATING VIOLENCE

Violence committed to a person

- Who is or has been in a social relationship of a romantic nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - Length of relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship

## STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress

Violations of the Sexual Assault & Related Offenses Policy will result in a variety of disciplinary responses including, but not limited to a fine, suspension or immediate dismissal. Due to the criminal nature of sexual violence, domestic violence and dating violence, appropriate authorities will be notified when allegations of sexual assault arise.

## REPORT INCIDENCES TO: TITLE IX COORDINATOR

- Title IX Coordinator; Stephen Kenney... 304.865.6140 [stephen.kenney@ovu.edu](mailto:stephen.kenney@ovu.edu)
- Campus Security... 304.865.6258

## RESPECT FOR PROPERTY AND THEFT

Members of the Ohio Valley University community should demonstrate proper respect for the personal space and property of others.

Entering the personal space (i.e., residence hall room, car) of another person without his/her permission is a violation of this policy and will result in the following disciplinary responses:

- 1st Offense = Minimum of 1-day suspension + Individualized Action Plan
- 2nd Offense = Minimum of 3-day suspension + Individualized Action Plan

Additionally, theft, taking of University or personal property, is a violation of this policy and stolen items must be returned or restitution made in addition to the following disciplinary responses:

- 1st Offense = Minimum of 5-day suspension + Individualized Action Plan
- 2nd Offense = Dismissal for the remainder of the semester (Student must re-apply to enroll in subsequent semesters)

## DESTRUCTION OF PROPERTY AND VANDALISM

Members of the OVU community should not vandalize, destroy, or deface University property or the property of another OVU community member.

In addition to paying to replace and repair damaged property (restoration to whole), violations of the Destruction of Property and Vandalism policy will result in the following disciplinary responses:

As stated earlier, redemptive/restorative efforts will be the first line of discipline, if applicable.

- 1st Offense = Minimum 2-day suspension + Individualized Action Plan + \$25 fine
- 2nd Offense = Minimum of 5-day suspension + Individualized Action Plan + \$50 fine
- 3rd Offense = Suspension for remainder of semester + \$50 fine
- (Student must re-apply for enrollment in subsequent semesters)

## EXPLOSIVES AND WEAPONS

To ensure the safety of the Ohio Valley University community, its members should not possess or detonate any type of commercial or homemade explosives on campus. Additionally, its members should not possess guns (including, but not limited to: airsoft, paintball and BB guns), archery equipment, knives [with the exception of a small pocket knife with a blade no longer than 3 inches], or other weapons on campus. Resident students should seek alternative, off-campus arrangements to store such equipment, including that used for hunting purposes. Finally, Ohio Valley University community members should not display any weapon in a threatening manner.

Violations of the Explosives & Weapons policy will result in the following disciplinary responses:

As stated earlier, redemptive/restorative efforts will be the first line of discipline, if applicable.

- 1st Offense = Minimum 5-day suspension + Individualized Action Plan + \$100 fine
- 2nd Offense = Dismissal for remainder of semester + \$150 (student must re-apply for subsequent semesters)

# SECTION SIX



GUIDELINES FOR  
RESIDENCE HALLS &  
CAMPUS LIFE



# SECTION 6: GUIDELINES FOR RESIDENCE HALLS & CAMPUS LIFE

## RESIDENCY REQUIREMENTS

Living on campus is one of the best ways to experience all that college life has to offer. OVU encourages all students to live in campus housing. If you are an unmarried full-time student, you will be required to live in campus housing unless:

- You have earned at least 60 credit hours, or
- You are 21 years of age or older, or
- You live at home (within 60 miles of campus) with your parents in the primary family residence, or
- You have lived 2 years in an OVU housing, or
- You are a single parent with dependents in residence.

Students who do not live on campus are required to have off campus address and phone number on file with the OVU Business Office to avoid housing related charges. Additionally, students who are not required to live on campus should treat this privilege with extreme care and make personal choices that will be consistent with the University's identity, mission and purpose.

Any questions or concerns relating to residency should be directed to [housing@ovu.edu](mailto:housing@ovu.edu).

## VIOLATION OF RESIDENCY

Ohio Valley University and the Office of Student Life recognize that, on a rare occasion, there are extenuating circumstances which would cause a student who does not meet the off-campus living requirements to live outside of Smith or Ramps Halls. If the Office of Student Life has been informed of these extenuating circumstances, and has received proof of said circumstances, the student may be granted permission to live off-campus. This decision is at the discretion of the Dean of Student Life and the Office of Student Life personnel.

However, students found to be in violation of the above Residency Requirements without prior permission granted by the Office of Student Life, will be made to pay the cost of student housing as determined by the Office of Financial Aid. For the Fall 2021 semester, the cost of a private room in the North Campus dorms is \$2,575. This cost will be added to the student's bill with the Business Office. In addition to being charged for the cost of room and board, students violating the Residency Requirements can face being dismissed from Ohio Valley University.

## DORM OPENING/CLOSING DATES

Please note the following schedule for opening and closing of residence halls for the 2021-2022 academic year and make your travel plans accordingly.

Fall Semester;

- Freshman and Transfer Students – August 18, 2021
- Returning Students – August 21, 2021
- Thanksgiving Break (dorms remain open for this break) – November 22-26
- Dorms are closed for Winter Break – December 15, 2021

Spring Semester;

- Residence Halls open – January 15
- Spring Break (dorms remain open during this break) – March 14-18
- Residence Halls close for Summer – May 13

When the Residence Halls are closed (dates are listed above), residents are required to make other housing arrangements during those times. Students who are actively participating in University-sponsored activities/programs may be granted permission by Student Life Personnel to remain on campus. Supervision during these times must be provided by a University employee from the activity/program.

## CHECK-IN PROCEDURES

- Residents must complete a Room Condition Report as part of the check-in process each time they check into a room. The resident and a Resident Assistant /Supervisor will review the report and inspect the condition of the room.
- Room changes must be requested in writing, stating the reasons, approved by the dormitory supervisor, and will only be considered after the second week of the semester. If students change rooms without permission, they will forfeit their entire room deposit of \$150.
- Any resident who chooses to move into an empty room after the semester starts, will automatically be charged for a private room.

## KEYS

- Every resident is required to obtain a room key. A partially refundable key deposit of \$35.00 will be charged. Lost keys should be reported immediately to the dormitory supervisor, and will result in forfeiture of deposit. \$50.00 will be charged each time a new key is issued.
- Only dorm supervisors and RAs should be asked to unlock a student's dorm room in the event that a student's key is unavailable. Security will not open doors.
- Each student is permitted one door unlock free of charge. There will be a \$5 fee for each additional unlock.

## CHECK-OUT PROCEDURES

- When checking out, all wall posters, pictures, tape, Plasti-tak, etc. must be removed
- Rooms must be thoroughly cleaned prior to check-out. Damage will be considered the students' responsibility.
- Room keys must be returned directly to the Resident Assistant/Supervisor in order to receive the partial refund.
- Residents must also sign and complete a Room Condition Report. If the room needs cleaning or damage repair, there are fines associated with the damage done to the room. See the Index of Residence Life Fees/Fines for more information. If a refund is due to you, it will be returned following the completion of your final semester in the dormitory, processed through the Business Office.
- If a resident fails to complete the check-out process, all of the room deposit will be forfeited.
- If a resident fails to return the room key upon check-out, he/she will be charged a fine of \$50.00.
- Any furniture belonging to the residents left in the room at the end of the semester will result in a \$150.00 fine.

## PERSONAL APPEARANCE

The Personal Appearance (dress code) policy is enforced in the Residence Halls, especially in the commons area. Members of the University community should avoid clothing that is revealing and/or features offensive slogans, language, or advertisements. Examples of revealing clothing include but are not limited to: midriffs or halters, mesh or netted shirts, tube tops, and short shorts. Additionally, students should be aware that leggings, jeggings, and other tight fitting spandex-type bottoms are not to be worn as pants without accessorizing them with another article of clothing long enough to cover the posterior. Examples of offensive slogans, language or advertisements include but are not limited to: curse words, sexually suggestive language or gestures, and references to alcohol or drugs. Any member of the University faculty or staff may verbally warn a student of their violation of this policy and that student may be asked to change into something more appropriate.

Violations of the Personal Appearance policy will result in the following disciplinary responses:

- 1st Offense = Verbal Warning
- 2nd Offense = Written Warning
- 3rd Offense = Meet with Dean of Students + \$25 fine
- 4th Offense: Meet with Dean of Students + \$50 fine
- 5th (and subsequent) Offenses = At discretion of the Dean

## CLEANLINESS, DAMAGE AND WORK ORDERS

Living in campus housing is a privilege, which carries certain responsibilities. One of those responsibilities is to maintain a clean and damage-free environment that all students can enjoy.

A \$150.00 room deposit will be charged to each resident's account as part of the initial semester registration. Residents are responsible for any damage that may occur in their rooms. Damage should be reported immediately to the Dormitory Supervisor or Resident Assistant. Residents must also report any damage that occurs to the residence hall baths, laundries, hallways, etc. Those responsible will be billed for the cost of the repair. Any damage may reduce the amount of refund from the deposit.

Residents are encouraged to keep living and common areas neat and clean at all times. Residents are responsible for supplying their own cleaning supplies and vacuums. Student Life personnel will make an inspection of your room twice a month. Residents must thoroughly clean living areas prior to inspection. If a resident fails a cleanliness inspection, he or she will be fined \$25.00. Residents with habitual room cleanliness violations will be required to meet with the Dean of Student Life. In the event that a Work Order becomes necessary involving your dorm room or shared spaces, submit a work order at [www.forms.ovu.edu](http://www.forms.ovu.edu).

Due to the pandemic of 2020, students are expected to take extra pre-cautions to wash their hands, practice social distancing when others or themselves are sick, as well as seek out medical treatment when not well. Students are expected to abide by university policies for quarantine if a contagious virus is contracted that could spread to other members of the OVU community.

Please see the Index of Residence Life Fines and Fees for more information.

## CURFEW

The University has an evening curfew for all residents at Ohio Valley University.

- Sunday – Thursday: Midnight
- Friday and Saturday: 1AM

During curfew, students must be in the assigned areas of their residence halls. Nightly room checks will be made in every room. It is the responsibility of the student to be visually seen by a Resident Assistant. After being seen by a Resident Assistant and counted as present for curfew, students may return to the Commons area (not leave the dorms) with unrestricted access. Each student is allowed a total of 15 “late minutes” each semester.

If a student aids another student in violating curfew, that student will be disciplined in the same manner as the student violating curfew.

Any violation of the curfew policy will result in the following disciplinary responses:

- 1st Offense = Written Warning
- 2nd Offense = \$25 Fine
- 3rd Offense = \$50 Fine + Meet with Dean of Student Life (Student's responsibility to schedule)
- 4th Offense = \$75 Fine + Minimum 1-day suspension 5th Offense = \$100 Fine + Minimum 3-day suspension
- 6th Offense = \$100 Fine + 5-day suspension + Individualized Action Plan

While knowledge is considered intrinsically valuable, worth having in its own right, the Ohio Valley University community also recognizes that knowledge is best retained when applied; therefore, instructors stress application of knowledge and provide appropriate experiences both inside and outside the classroom. Internships, practicums, observations, and student teaching are examples of opportunities to apply knowledge. Mastery of Core Knowledge in the Disciplines: While education must transcend mastery of facts or theory, Ohio Valley University instructors recognize that students must attain a basic foundation of information in the disciplines represented in the core curriculum and in the than, but certainly includes, a knowledge of the basic ideas, information, and skills that enable one to be an informed, competent participant in the world community.\*Any offense beyond 6th may result in suspension for the remainder of the semester (student must re-apply for subsequent semesters).

\*\*If students who have curfew leave the residence halls after curfew, or engage in behavior that is deemed to be an attempt to deceive residence hall personnel (i.e. stuffing beds or intentionally avoiding cameras) they will not receive a written warning but will automatically go to 2nd Offense.

## SIGN OUT

For the 2021-2022 academic year, physical sign-out sheets have been updated, and are now virtual. The sign-out JOT form can be found at [www.ovu.edu/signout](http://www.ovu.edu/signout). Signage for this URL is also posted in the Commons.



Resident students who plan to be off campus overnight must sign-out by curfew, must go to the destination indicated on the sign-out form, may not sign-out to the homes of single students of the opposite sex, and must leave the residence halls before curfew on the night of their scheduled departure. Sunday through Thursday, students are permitted to sign-out only to their parent's home. If students remain in the residence hall past curfew, or return prior to date indicated, the sign-out will no longer be valid. Anytime a student wishes to stay at a local hotel with visiting parents, he/she must have pre- authorization from the Office of Student Life. Student Life personnel reserve the right to investigate the accuracy of the information submitted on the website.

It is the student's responsibility to sign-out for overnight University sponsored trips, such as traveling with a sports team or other University-related event.

Violations of the sign-out policy will result in the following disciplinary responses:

- 1st Offense = Written Warning
- 2nd Offense = \$25 Fine
- 3rd Offense = \$50 Fine + Meet with Dean of Student Life (Student is responsible to schedule)
- 4th Offense = \$75 Fine and may result in a 1-day suspension
- 5th Offense = \$100 Fine and may result in a 3-day suspension
- 6th Offense = \$100 Fine and may result in a 5-day suspension + Individualized Action Plan

## QUIET HOURS

Quiet hours are designed to provide an environment that is conducive to rest and study.

Official quiet hours in the residence halls begin at 11:00 PM on weeknights and midnight on the weekends and continue until 8:00 AM the next day. During these hours, there should be no noisy activity in the rooms, halls, lobbies or lounges, or audible noise from televisions, stereos or radios outside the rooms. You are encouraged to use headphones for private listening.

Violations of the Quiet Hours policy may result in the following disciplinary responses:

- 1st Offense = Written Warning
- 2nd Offense = \$25 Fine
- 3rd Offense = \$50 Fine
- 4th Offense = \$50 fine + Meet with Dean of Student Life

## SAFETY AND SECURITY

Every student should make efforts to ensure his or her personal safety and also contribute to the safety and security of the campus. Students should keep their rooms locked at all times. The University is NOT responsible for lost, stolen, or damaged property. Students are encouraged to purchase personal property insurance that covers such loss. Report any lost or stolen items to the Dormitory Supervisor immediately.

Students or visitors will not be permitted access to your room without your permission.

Commuters are not permitted to be in the Commons, Rampy Hall, or Smith Hall after curfew. Residents will be charged \$25 per night for each overnight guest. Overnight guests abide by the same curfew restrictions as residents, when applicable.

Students should not remove window screens, may not use windows for entry or exit, and may not assist others in doing so.

Violations of Safety & Security policy will result in the following disciplinary responses:

- 1st Offense = \$50 Fine
- 2nd Offense = \$75 Fine
- 3rd Offense = \$100 Fine + Meet with Dean of Student Life

Finally, students are asked to be aware of the fire extinguishers, fire/smoke alarms, and door closures that are installed in various locations on campus including the residence halls. Periodic fire drills will be conducted in each residence hall, and students are expected to participate and obey all guidelines set up for each drill. Tampering with fire extinguishers or other safety equipment (including emergency lighting and signs) shall result in a \$200 fine from the university per offense and additional sanctions as required by state law. Misusing and/or damage of fire extinguishers will result in a \$100 fine plus the cost to repair/replace the extinguisher.

## PROHIBITED ITEMS AND ACTIVITIES

### PROHIBITED ITEMS:

- Pets – unauthorized animals in the dorms will result in a \$200 fine plus carpet and other applicable cleaning costs if necessary
- Candles, incense/incense burners, candle warmers and plug-ins – open flames in the residence hall will result in a \$25 fine, and \$50 fines for each additional offense
- Appliances that present a fire hazard such as hot plates, skillets, toasters, grills, deep fryers, slow cookers and toaster ovens
- Darts and Dartboards
- Paintball guns and all similar and associated products; paintball pellets, air-soft guns, etc.
- Wall hangings that are revealing, suggestive, contain bad language, advertise alcohol or illegal substances, or are racially offensive to individuals or groups
- Street or road signs or any other type of public property
- Power tools, and tools with sharp edges
- Extension cords must be directly plugged into an outlet or a power surge protected strip and must not be connected to each other
- E-cigarettes, vaping apparatus, lighters, fire igniters, etc.

### PROHIBITED ACTIVITIES:

- Food is not to be sold in the residence halls.
- No soliciting will be permitted in the dormitories.
- Water battles, rowdy or potentially harmful or destructive activities.
- Outdoor sports equipment may not be used indoors.
- Overnight babysitting.
- Inappropriate Public Displays of Affection (PDA)
- Profanity, vulgar/offensive language, and disrespect for authority are not permitted at any time.

Violations of the Prohibited Items & Activities Policy will result in the following disciplinary responses unless otherwise specified:

- 1st Offense = Written Warning & prohibited items will be confiscated
- 2nd Offense = \$25 Fine
- 3rd Offense = \$50 fine + Meet with Dean of Student Life

## FURNISHINGS IN THE RESIDENCE HALLS

- Dormitory rooms are adequately and appropriately furnished with a bed, dresser, desk, and closet. Students may organize your room furnishings as they prefer, but are prohibited from removing such items from the room. A \$50 fine may be applicable if students remove furnishings from rooms without prior permission. The fine is at the discretion of the Dean of Student Life.
- Cable jacks are available in each room. Students need to provide their own cable-ready televisions and co-axial cables.
- Each residence hall also has two lounges, and a large commons area is placed between the residence halls to encourage student activities.
- Rooms are 17' 10" by 11' 9". Windows measure 48" wide by 63" high. Blinds are built into the windows.

## INDEX OF RESIDENCE LIFE FINES AND FEES

The list provided is not exhaustive, but lists the most common fines and fees associated with Residence Life. Other violations are also punishable by monetary fines, student sanctions, or discretionary assignments as the Dean of Students office deems necessary.

All Residence Life fines/fees and disciplinary fines may be paid online at the student's account or the Business Office. The student's account will be charged once the fine is issued, unless otherwise specified during the disciplinary process, in which case the student will need to pay the fine out of pocket rather than the fine being charged to their account. Students have one week from the date the fine is issued to appeal a fine.

<b>Violation, cleaning fees, repair fees, replacement fees</b>	<b>Fine/Cost</b>
<b>Curfew Violation (warning from Residence Hall director first, then fined by Director of Residence Life)</b>	<b>\$25 plus an additional \$25 for each subsequent offense</b>
<b>Improper 'check-in' or 'check-out'</b>	<b>\$100</b>

If students change rooms without permission, they will forfeit their entire room deposit	\$150
Intentionally setting off fire alarm or panic button	\$200
Misuse or damage of fire extinguishers	\$100 plus damages/repair to equipment or building
Removing furnishings from designated rooms	\$50
Unexcused absence from mandatory hall meeting	\$25
Quiet hour violations – including loud car music	\$25 (at second offense; see the Quiet Hours policy for more details)
Failure to sign in/out	\$25 (at second offense; see the Sign In/Out policy for more details)

<b>Violation</b>	<b>Fine/Cost</b>
Violation of open flames in residence hall	\$25 for the 1 <sup>st</sup> offense; \$50 for each subsequent offense
Failed room cleanliness inspection	\$25
Failure to return dorm room key	\$50
Presence of an unauthorized pet/animal	\$200 plus carpet and other applicable cleaning costs if necessary

<b>Cleaning Violations</b>	<b>Fine/Fee/Cost</b>
Failure to clean the room and/or remove furniture/personal items not provided by the University that the student moves <a href="#">in to</a> the room after check-out	\$150 via voiding the refund for the Dorm Deposit(all furniture/items not thrown away will be confiscated by Campus Operations)

Removal of graffiti	\$10 - \$75 or more as deemed necessary for removal/repair by maintenance dept.
Removal of stains on the walls/floors	\$75
Removal of trash, stickers, etc.	\$50
Trash/items left on porches or in front of residence hall/room doors as well as improper disposal of trash, which should always be disposed of in the designated trash area	\$25 per incident

## EMOTIONAL SUPPORT ANIMAL POLICY

Ohio Valley University recognizes the importance of mental health and acknowledges the legitimacy of Service Animals. Service Animals, as defined by Title II and Title III of the ADA, are any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. If the dog's mere presence provides comfort, it is not a service animal under the ADA.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal.

For health and safety reasons, animals (including fish) are prohibited in residence halls. Having unauthorized animals in the residence halls will result in a \$200 plus carpet and other applicable cleaning costs if necessary.

If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.



## HANDLER'S RESPONSIBILITIES

The handler is responsible for the care and supervision of his or her service animal. If a service animal behaves in an unacceptable way and the person with a disability does not control the animal, a business or other entity does not have to allow the animal onto its premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable behavior for a service animal. A business has the right to deny access to a dog that disrupts their business. For example, a service dog that barks repeatedly and disrupts another patron's enjoyment of a movie could be asked to leave the theater. Businesses, public programs, and transportation providers may exclude a service animal when the animal's behavior poses a direct threat to the health or safety of others. If a service animal is growling at other shoppers at a grocery store, the handler may be asked to remove the animal.

The ADA requires the animal to be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal's safe, effective performance of work or tasks, the service animal must be under the handler's control by some other means, such as voice control.

- The animal must be housebroken.
- The ADA does not require covered entities to provide for the care or supervision of a service animal, including cleaning up after the animal.
- The animal should be vaccinated in accordance with state and local laws.
- An entity may also assess the type, size, and weight of a miniature horse in determining whether or not the horse will be allowed access to the facility.

## REQUESTING A SERVICE ANIMAL BE ALLOWED IN THE DORMS

If the dog you are requesting meets the ADA requirements for a service animal - they are trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability - it is the legal obligation of Ohio Valley University to allow a student to bring their Service Animal. (If the dog's mere presence provides comfort, it is not a service animal under the ADA. But if the dog is trained to perform a task related to a person's disability, it is a service animal under the ADA.)

Inform the Office of Student Life that you will be living in the dorms and are requesting your service animal accompany you.

You are able to inform the Office of Student Life by emailing [housing@ovu.edu](mailto:housing@ovu.edu) and need to include proof that your service animal has been trained as well as documentation of your disability and how it impacts you.

Ohio Valley University may deny the requested accommodation under specified circumstances. If we believe that the requested accommodation poses an undue financial and administrative burden or a fundamental alteration to the nature of Ohio Valley University's operations, we will schedule a meeting at a mutually convenient time to discuss possible alternative accommodations that would not impose such a burden or result in a fundamental alteration. If agreement on an alternative accommodation is not reached, we will send you a letter providing Ohio University's decision on your requested accommodation and a detailed explanation of our reasons for a denial or decision to grant an alternative accommodation.

No assistance animal may be kept in Ohio Valley University-owned housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

Ohio Valley University, in consultation with the resident, and other parties, as appropriate, may consider the criteria below in determining whether the presence of the animal is reasonable in the making of housing assignments for individuals with assistance animals:

- Whether the animal poses or has posed in the past a direct threat to the individual or others;
- Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (e.g. serious allergies);
- Whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment; and
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.



# SECTION SEVEN

GUIDELINES FOR  
ACADEMIC SUCCESS

## ACADEMIC INTEGRITY POLICY

Because Ohio Valley University expects students to follow the highest standards of honorable conduct in all areas of life, it is essential that students maintain high standards of academic integrity. Cheating, plagiarizing (whether intentionally misrepresenting another's work as one's own or failing to follow appropriate requirements of documentation), and helping others cheat or plagiarize are all violations of these standards, as is falsifying records such as those kept for field experience, practical, internships, and similar programs. Students who engage in these behaviors in a course in which they are enrolled will face appropriate consequences, which could include failing the assignment in question, failing the course, being placed on restricted status (i.e., the student will not be allowed to participate in on-campus activities, including intramurals, and may not represent Ohio Valley University in public events, including athletic competitions, performances, and presentations), or being suspended or dismissed from Ohio Valley University. Students who engage in these behaviors when they are unrelated to a course in which they are enrolled will also face appropriate consequences, which could include being placed on restricted status or being suspended or dismissed from Ohio Valley University.

If a student believes that he or she is being falsely accused of academic dishonesty, or if the student believes the consequences of an incident of academic dishonesty are unjust, the student may ask that the situation be reviewed.

To ask for a review, the student should give to the provost written notice of the appeal and the reasons for it within three business days of being informed of the consequences of the alleged incident. (If the provost is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are ordinarily assigned to the provost.) Within three business days of receiving notice of the appeal, the provost will form an ad hoc Academic Integrity Appeal Committee consisting of three faculty members, one junior or senior student, and one administrator. (The faculty member and the student may refuse any two of the initial appointees; however, the replacement appointees must be accepted.) Within one week of their appointment, the Academic Integrity Appeal Committee will meet with the parties concerned to hear testimony from the student, instructor, and any other appropriate witnesses. (It is permissible for the meeting to occur over the telephone or through other electronic means.) Both the student and the instructor may call witnesses; however, neither the student nor the instructor may bring legal counsel or other advisors to the Committee's hearings. All hearings will be taped for the record.

Within one business day of the conclusion of the meeting, the Academic Integrity Appeal Committee will officially communicate its decision to the student, instructor, and provost. The committee's decision is final; since both the student and the instructor have had full opportunity to testify before the committee, neither the student nor the instructor may appeal the decision unless it can be demonstrated to the president that the committee failed to follow proper procedures.

A student making an appeal during a semester should continue to attend all class sessions and complete any required assignments while the appeal is underway.

## ACADEMIC PRINCIPLES

The following principles represent the philosophy of education at Ohio Valley University. These principles represent ideals derived from our Christian and American heritages and from sound educational research and practice.

### A CHRISTIAN WORLDVIEW

The recognition of God as the Creator of the world and the source of ultimate truth underlies Ohio Valley University's very reason for existence. This recognition directs the creation of the curriculum, the selection of faculty, the methods of instruction, and the development of the entire campus environment. The Christian worldview—as it relates to all the academic disciplines—is explored, discussed, and presented for consideration. However, as students are recruited from a variety of diverse backgrounds, an interchanging of ideas is encouraged and the basic tenets of academic freedom are upheld.

### RESPONSIBILITY

The objective of the campus community is to identify and develop students' levels of personal, academic, and civic responsibility. As high expectations are necessary for quality performance, all students are expected to work to the best of their own abilities, to contribute to the quality of life on campus and in the neighboring communities, and to achieve their highest potential in scholarship. Increased levels of accountability translate into greater measures of personal and vocational success.

### CREATIVE AND CRITICAL THINKING SKILLS

Thinking creatively and critically serves both as a foundation of the learning experience and as a goal. Ohio Valley University is committed to the educational values of the liberal arts and sciences, a broad-based preparation that develops wholeness in human life as well as vocational flexibility. Since ideas are discovered and learning takes place within the process of writing, Ohio Valley University is committed to writing throughout the disciplines. Writing tasks may be used to learn course content, to demonstrate progress or mastery, and to explore areas where disciplines overlap.

### APPLICATION OF KNOWLEDGE

While knowledge is considered intrinsically valuable, and worth having in its own right, the Ohio Valley University community also recognizes that knowledge is best retained when applied; therefore, instructors stress the application of knowledge and provide appropriate experiences both inside and outside the classroom. Internships, practicums, observations, and student teaching are examples of opportunities to apply knowledge. Mastery of Core Knowledge in the Disciplines: While education must transcend mastery of facts or theory, Ohio Valley University instructors recognize that students must attain a basic foundation of information in the disciplines represented in the core curriculum and that includes a knowledge of the basic ideas, information, and skills that enable one to be an informed, competent participant in the world community.



## MENTORING

The close relationships that develop between Ohio Valley University staff and students are integral to the educational environment. Faculty members are available to students in many roles outside the classroom, whether advising, sponsoring activities, coaching sports, participating in worship activities, or simply sharing in discussions of current events. Students perceive themselves to be valuable members of a community of learners. Through the mentoring relationships, students are provided with models of professionals who have accomplished much, but who remain lifelong learners.

## LIFELONG LEARNING

The rapid changes brought about through the information revolution are a significant reality of the twenty-first century. The marketplace will demand ever increasing training and retraining. Academic institutions can best serve their constituents and the marketplace by teaching students how to learn efficiently and by instilling in the students a love for lifelong learning. Students need a desire to seek knowledge, and they need to know how to attain it.

# SECTION EIGHT



UNIVERSITY VEHICLE AND  
PARKING POLICY

Ohio Valley University community members are encouraged to bring vehicles to campus. To ensure the safety and security of all community members, all vehicles operated on campus must be registered with the Campus Security office within 72 hours of arrival on campus. This policy applies to both North and South Campuses. Registration is free, however, failure to register a vehicle will result in a \$50 fine, not to exceed one fine per calendar week.

In order for a vehicle to be registered, it must be insured and operable. No vehicle can be registered that cannot be driven at the time of registration and all vehicles requiring repair cannot sit anywhere on campus for more than 14 business days. At that point, the vehicle will be towed to the student's address of choice off campus at the student's expense.

Any change in the vehicle ownership or status, including the use of a borrowed, unregistered vehicle, should be reported to Campus Security within two business days. Community members should be aware that unreported changes may result in ticketing and that the ticket remains valid after the changes have been reported.

How to register:

- Visit Campus Security, located in Stott's Administration Building, Room 45 to fill out the proper paper work. (Be sure to provide proof of up to date insurance.) It may be necessary to call (304) 865-6258 to reach the on-duty guard. New students will be registered during the first week on campus.
- A parking permit will be issued by Campus Security for the registered vehicle. Students may only have one personally owned vehicle registered on campus. If the student drives multiple vehicles belonging to their parents, separate permits will be issued for each vehicle. Permits will be available for pickup depending on the status of the driver. Due to the transient nature of security guards, regular office hours are difficult to predict. Please contact Campus Security at (304)865-6258 with questions about how to receive a permit.

## GENERAL INFORMATION

The speed limit on all campus property is 25 mph.

All parking regulations apply 24 hours a day, 7 days a week. Bookstore customer parking is enforced Monday through Friday 9 am to 5 pm.

Parking is defined in WV Code §17C-1-54 and that definition will be used on OVU's campus; "Park", when prohibited, means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading and unloading.

Student permits must be placed on the rear windshield of the vehicle on the driver's side. Placing the permit in any other location will result in a ticket for improper display of permit, resulting in a \$25 fine. If a vehicle requires an exception, please contact Campus Security to register the exception and avoid being ticketed.

Prior permission must be granted by Campus Operations to make automobile repairs or park disabled vehicles on campus. Abandoned vehicles will be towed at the owner's expense.

## PARKING ON CAMPUS

Visitor parking is reserved exclusively for campus guests. OVU provides ample parking for employees and students.

A loading zone is located adjacent to the handicap accessible parking in Lot “A” near the main entrance of Stott’s Administration Building. Handicap accessible spaces are not to be used for loading or running errands on campus.

Parking lots “D” and “I” are reserved for employees only and students who park there will be ticketed. Employees that park in this lot without a properly displayed permit may also be ticketed.

There are several “reserved” and “no parking” areas on campus designated by signage. “No Parking” areas include all fire lanes, grassy areas, or sidewalks. There is no parking above the dorm supervisor space in the driveway for Garman, Church, and Clark Halls with the exception of a one-hour grace period for unloading.

If community members fail to abide by the vehicle and parking policy, they should expect to be ticketed. Persistent violations may result in disciplinary action by the University, wheel locking, or towing at the owner’s expense.

## OFFENSES AND FINES

All student ticket violations will be charged to the student’s account 72 business hours after the violation and must be paid in the Business Office, Room 119. Students may protest their ticket within 48 business hours by calling (304) 865-6015 and making an appointment with the security supervisor. Unpaid fines may restrict students from receiving grades, final transcripts, or diplomas.

Failure to register a vehicle will result in a \$50 fine, not to exceed one fine per calendar week.

Vehicles may be ticketed for any of the following at a rate of \$25 per occurrence:

- Parking in designated space
- Parked in “No Parking” area
- Parked in loading zone over 1 hour
- Parked on grass/sidewalk
- Permit: Not properly displayed or missing
- Driving across grass/sidewalk
- Speeding
- Failure to obey traffic signs
- Littering
- Placing a permit on an unregistered vehicle
- Reckless acts in a vehicle

Vehicles may be ticketed for any for any of the following at a rate of \$100 per occurrence:

- Use of handicap accessible parking without a state issued permit
- Unattended vehicle in driving/fire lane (Exception: South Campus loading – 1 hour)

# SECTION NINE



IDS AND COMMUTERS



# SECTION 9: IDS AND COMMUTERS

## ID CARDS

Ohio Valley University community members are issued identification (ID) cards, which are required for many services on campus including: dining hall services, residence hall entry, and library services. Community members should carry their ID cards at all times while on campus. For security purposes, students should not allow other students or any individual to use their ID cards.

A \$10 fee will be billed to a student's account to replace lost ID cards.

## COMMUTERS

All University Regulations apply to commuting students.

Commuting students may share housing with relatives, spouses or other single people of the same-gender. Unmarried, mixed-gender cohabitation is not permitted.

Additionally, because living off campus is a privilege, commuters are required to submit the following information regarding their living arrangements to Student Life:

- Physical Address
- Telephone Number
- Roommates and others living in the household (if any)
- Roommates relationship to OVU -- if any

This information must be provided before the end of the second week of classes and must be updated each semester and/or when a change occurs. Commuters must abide by the regulations governing off campus housing, and violations of these policies may result in being dropped from classes.

# SECTION TEN



DIRECTORY OF OVU

## SECTION 11: DIRECTORY

### IMPORTANT PHONE NUMBERS ON CAMPUS

Admissions Office	(304) 865-6200
Advancement Office	(304) 865-6161
Athletic Office	(304) 865-6049
Athletic Trainer	(304) 865-6212
Book Store	(304) 865-6601
Business Office	(304) 865-6086/6078
Dining Hall	(304) 865-6076
Financial Aid	(304) 865-6206
Housing	(304) 865-6207
International Student Help	(304) 865-6112/6113
Library	(304) 865-6089
Maintenance	(304) 865-6010/6000
Operator/Help Desk	(304) 865-6034
Registrar	(304) 865-6258
Security	(304) 865-6206
Student Life Office	(304) 865-6114
Tech Help	(304) 865-6118
The Well	(304) 865-6140
Title IX	(304) 865-6118
Tutoring Assistance	

# SECTION ELEVEN



FORMS TO REVIEW AND  
RETURN TO STUDENT LIFE

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## SECTION 12: FORMS TO REVIEW AND RETURN TO STUDENT LIFE

The forms within this section need to be turned in to the Office of Student Life no later than Friday of the first week of classes.

ACKNOWLEDGEMENT OF UNDERSTANDING;

ACADEMIC INTEGRITY

CODE OF ETHICS

EMERGENCY CONTACT

STUDENT HANDBOOK ACKNOWLEDGEMENT

PHOTO RELEASE



# ACKNOWLEDGEMENT OF UNDERSTANDING

Student Handbook Acknowledgement form

I \_\_\_\_\_ (please...print) certify that I have read and understand the policies in the Student Handbook, as well as the regulations and repercussions outlined within. I agree to follow the policies and meet the expectations of Ohio Valley University and understand the repercussions for violating the policies outlined in the Student Handbook.

I acknowledge that I am 18 years of age or older and agree to the above \_\_\_\_\_ (please mark here).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

By signing above, you certify that you have read and understand the Academic Integrity Policy.

# ACADEMIC INTEGRITY

Academic integrity policy – acknowledgement of understanding

Cheating, plagiarizing (whether intentionally misrepresenting another's work as one's own or failing to follow appropriate requirements of documentation), and helping others cheat or plagiarize are all violations of the standards of OVU, as is falsifying records such as those kept for field experience, practicum, internships, and similar programs.

Students who engage in these behaviors in a course in which they are enrolled will face appropriate consequences, which could include failing the assignment in question, failing the course, being placed on restricted status (i.e., the student will not be allowed to participate in on-campus activities, including intramurals, and may not represent Ohio Valley University in public events, including athletic competitions, performances, and presentations), or being suspended or dismissed from Ohio Valley University.

Students who engage in these behaviors when they are unrelated to a course in which they are enrolled will also face appropriate consequences, which could include being placed on restricted status or being suspended or dismissed from Ohio Valley University.

If a student believes that he or she is being falsely accused of academic dishonesty, or if the student believes the consequences of an incident of academic dishonesty are unjust, the student may ask that the situation be reviewed. To ask for a review, the student should give to the vice president for academic affairs written notice of the appeal and the reasons for it within three business days of being informed of the consequences of the alleged incident. (If the vice president for academic affairs is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are ordinarily assigned to the vice president for academic affairs.)

A student making an appeal during a semester should continue to attend all class sessions and complete any required assignments while the appeal is underway.

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SIGNATURE

---

DATE

By signing above, you certify that you have read and understand the Academic Integrity Policy.

# CODE OF ETHICS

- EXCELLENCE  
We expect each member of the OVU community to give their best effort in all they do. From the classroom, to athletic competition, to faith development, in serving others and in abiding by all campus regulations.
- HONESTY  
We expect each member of the OVU community to be truthful and sincere in all they do. From the classroom, to athletic competition, to faith development, in relating to others, in abiding by all campus regulations and with God.
- RESPECT  
We expect each member of the OVU community to respect God, themselves, others within and outside the OVU community. We expect each person to treat others as they would want to be treated.
- COMPASSION  
We expect each member of the OVU community to put themselves in another's shoes to understand the challenges that others face and be willing to do what they can to ease another's burden when possible, as well as forgiving others shortcomings.
- As members of the Ohio Valley University community, we represent this University on and off campus, at home and abroad. Therefore, those a part of the OVU community – students, faculty, staff, etc – understand that we are held to the standards set forth above in the Code of Ethics at all times.

I, \_\_\_\_\_, as a member of the OVU community, agree to pursue to live in excellence in all I do, be honest at all times, be respectful at all times, and strive to be a compassionate at all times.

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SIGNATURE

---

DATE

The Student Handbook can be accessed on OVU's website on the Student Life Homepage <https://www.ovu.edu/studentlife>.  
This form must be returned to the Office of Student Life no later than Friday of the first week of classes.



## EMERGENCY CONTACT FORM

### OVU Student Life

1 Campus View Drive, Vienna, WV 26105-8000  
304.865.6084 | [www.ovu.edu/studentlife](http://www.ovu.edu/studentlife)

#### PERSONAL INFORMATION

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name (last, first, middle initial): \_\_\_\_\_ Sex: ☐ Male ☐ Female

Address (Street or PO Box): \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Marital Status: ☐ Single ☐ Married ☐ Other

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_ Country of Birth: \_\_\_\_\_ Class you are entering: FR SO JR SR Re-admit

#### EMERGENCY CONTACT

Name of next to kin to be notified in case of emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_ ) \_\_\_\_\_

If parent or guardian out of US list local US emergency contact name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Physician Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

#### CONFIRMATION

I certify that the information provided on this form is true and complete to the best of my knowledge. I realize that the information given is confidential and for the use of OVU Student Life.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# PHOTO RELEASE FORM

I \_\_\_\_\_ (please print) grant permission to Ohio Valley University and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release Ohio Valley University and its legal representatives for all claims and liability relating to said images. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

I acknowledge that I am 18 years of age or older and agree to the above terms of this Release \_\_\_\_\_ (please mark here).

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

By signing above, you certify that you have read and understand the Photo Release Policy.

# STUDENT HANDBOOK ACKNOWLEDGEMENT

I \_\_\_\_\_ (please...print) certify that I have read and understand the policies in the Student Handbook, as well as the regulations and repercussions outlined within. I agree to follow the policies and meet the expectations of Ohio Valley University and understand the repercussions for violating the policies outlined in the Student Handbook.

I acknowledge that I am 18 years of age or older and agree to the above \_\_\_\_\_ (please mark here).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The Student Handbook can be accessed on OVU's website on the Student Life Homepage <https://www.ovu.edu/studentlife>.  
This form must be returned to the Office of Student Life no later than Friday of the first week of classes.



1 CAMPUS VIEW DRIVE  
VIENNA, WV 26105  
(304) 865-6000

