

# Student Employment Handbook For Students

On & Off-Campus Positions

## **Table of Contents**

WVU Student Employment Handbook	2
Introduction	2
Student Employment for On & Off-Campus and Graduate Assistantships (excludes F	
Error! Boo	kmark not defined.
Supervisor Resources Error! Boo	okmark not defined.
Processes: Error! Boo	okmark not defined.
Student-Worker Processes & Procedures	
Application and Hiring Process for Student Worker Positions	3
Steps to Complete your Handshake Profile and Upload Required Documents:	3
Steps to Search and Apply for Jobs in Handshake:	3
Steps After Applying for Jobs:	4
Steps After Processing for Payroll:	5
Employment Procedures	5
Payment and Recording Time	
Clocking In and Out	5
On-Campus Student Worker Permissible Work Hours	6
Graduate Assistantships Permissible Work Hours Error! Boo	kmark not defined.
Off-Campus Student Worker Permissible Work Hours	
International Students	
Holidays and University Closures	7
Winter Intersession	7
Summer Session Error! Boo	kmark not defined.
Last Day of Employment	8
Work Day Breaks	8
Workplace Standards	9
Background Checks	10
Other Certifications	10
Employee Rights and Responsibilities	10
<u>Injuries</u>	11
Misuse of Computing and Telecommunications Resources	11
Schedule/Duties	11

Visitors and Phone Use	12
Personal Appearance	12
Personal Conduct	Error! Bookmark not defined.
Use of University Vehicles	12
University Property	12
Work Ethics and Confidentiality Information	12
Sexual Harassment Policy Commitment	12
Complaint Procedures	13
Workplace Violence	13
Solicitation	13
Reporting Child Abuse or Neglect	13
Progressive Discipline	Error! Bookmark not defined.
Terminations and Resignations	Error! Bookmark not defined.

## **WVU Student Employment Handbook for Students**

## Introduction

Title 133 Procedural Rule of the Higher Education Policy Commission Series 8, Personal Administration Section 2.1.5 defines a Student Employee as an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification of the program.

Many students use student employment to offset institutional costs associated with their financial need while in college. Overall, it has been shown that working as a student has an overall positive impact on college experience and success for many students.

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate based on race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University's non-discrimination statement may be directed to the Division of Diversity, Equity, and Inclusion at West Virginia University

Please note, if you are looking for Graduate Assistant positions, more information can be accessed at the following link: Graduate Assistantships | Graduate Education and Life | West Virginia University (wvu.edu). This handbook does not provide any guidance related to Graduate Assistantships.

## **Student-Worker Processes & Procedures**

## **Application and Hiring Process for Student Worker Positions**

Handshake is an online job search database and hiring platform designed to meet the needs of West Virginia University. Students must begin their search for on-campus employment in Handshake.

## Steps to Complete your Handshake Profile and Upload Required Documents:

- Go to Handshake: <u>wvu.joinhandshake.com/login</u> and log in using your WVU username and password.
- Complete your Handshake Profile.
- Upload Your Resume under the Documents tab.
  - For resume templates, go to: <u>careerservices.wvu.edu/students/build-a-resume</u> and/or email <u>careerservices@mail.wvu.edu</u> for a resume review via email.
- Upload any other required documents (Examples: Work Availability, Cover Letter, References)
  - Note: Your Work availability are the days and times that you are available to work each week. Consider your class schedule and make sure to build in enough time before and after classes when determining your availability.
- How to Upload a New Document: Go to <u>support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document</u>
- Use a distinctive Document Name (example: Fall 20xx Work Availability)
- Choose "Other document" as the Document Type for your work availability document

## **Steps to Search and Apply for Jobs in Handshake:**

- From your Handshake profile, click "Jobs" in the menu across the top of the page.
- To search for On-Campus Jobs, select "On Campus" as one of your filters. To narrow your search, enter desired keywords.
- To search for Off-Campus Jobs, select "Part-time" as one of your filters. In the location bar, type your campus: "Morgantown, WV" or "Beckley, WV" or "Keyser, WV". To narrow your search, enter desired keywords.
- For Graduate Assistantships, type "Graduate" in the search bar. In the location bar, type your campus: "Morgantown, WV" or "Beckley, WV" or "Keyser, WV". To narrow your search, enter desired keywords.
- Select "Show Results" or hit "Enter" on your keyboard to initiate the search.
- Research and apply for jobs. For video instructions on how to apply for jobs in Handshake, go to: <a href="mailto:support.joinhandshake.com/hc/en-us/articles/219426877-Video-Search-for-Save-and-Apply-to-Jobs-in-Handshake.">support.joinhandshake.com/hc/en-us/articles/219426877-Video-Search-for-Save-and-Apply-to-Jobs-in-Handshake.</a>
- You may want to consider whether you are eligible for Federal Work Study Positions as you move through the application process.

## What is Federal Work-Study?

Federal Work-Study, also referred to as FWS, is one of the major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The federal government pays a percentage of the student's salary; the University or off-campus employer pays the remainder. The primary goal of the Federal Work-Study Program is to provide students with the opportunity to gain valuable work experience and offset some of their educational costs.

The work a student performs must be in the public interest either on-campus or off-campus with Community Partners. Job responsibilities must not promote religious doctrine or involve political lobbying, and the student may not replace or fill a permanent staff position. FWS jobs range from basic service positions to highly technical lab or computer positions. Many students seek a position related to their career objective. Others seek positions that offer skill development. In either case, the FWS Program is intended to provide a balance between the interests of the student and the needs of the hiring department or agency.

## Who Is Eligible for Work-Study?

To be eligible for FWS funds, a student must:

- Be determined eligible and be awarded FWS allocation.
- Complete the application process by filing a Free Application for Federal Student Aid (FAFSA) and meet the March 1 priority filing deadline.
- Complete a FAFSA each year.
- Be a regularly admitted student.
- Be a US citizen, US National, or Permanent US Resident.
- Be enrolled for each semester he/she is employed. Exceptions granted for not enrolled students or students enrolled half-time or less-than half-time when they are working in the summer.
- Maintain Satisfactory Academic Progress (SAP) for financial aid eligibility; for more information, please visit our Satisfactory Academic Progress page at <a href="https://financialaid.wvu.edu/home/maintain/academic-progress">https://financialaid.wvu.edu/home/maintain/academic-progress</a>.
- Not owe a repayment to any Title IV grant program and not be in default on any Title IV loans received at any school.

## **Steps After Applying for Jobs:**

- After applying for positions through Handshake, a supervisor will review prospective applicants. The supervisor may reach out to you directly to set up an in-person or phone interview.
- If you are selected for the position, WVU Shared Services will notify you if additional action is required. If you have already processed for payroll through WVU, the supervisor and department will receive an email with your official start date.
- If you are not processed for payroll, you will receive information from WVU Shared

Services on how to initiate payroll processing.

## **Steps After Processing for Payroll:**

- You and your supervisor will receive an onboarding email from Shared Services that includes the earliest potential date you can start working.
- You MUST receive the onboarding email before you can begin working. At no time should you begin working prior to the start date indicated on the onboarding email from Shared Services
- Once you have received the official onboarding email, work with your supervisor to determine your first day of work and your schedule for the semester. Remember, your first day of work must be on or after the official "Start Date" from the onboarding email.

## **Employment Procedures**

## **Payment and Recording Time**

Student Employees are paid every other Friday. Payment is deposited directly into your bank account. You will be paid 2 weeks in arrears, meaning you generally will not receive your first paycheck until after working at least one month. The University is required by law to make deductions from paychecks for federal and state income taxes, and Social Security.

To view payroll dates, go to the Pay Schedules website at https://payroll.wvu.edu/pay-schedules. You will need to click on the "Pay Period" link for the appropriate year. This will load an Excel sheet that includes pay periods for the selected year.

To track time worked, you can use a time clock near your workplace and swipe using your WVU ID badge or you can log into the WVU Portal at <u>portal.wvu.edu</u> and select Web Clock. Notify your supervisor if you believe there is a problem with your paycheck.

Failure to log in correctly or the falsification of time records can result in disciplinary action up to and including termination and repayment of funds for time not worked.

## **Clocking In and Out**

For On-Campus positions, you will clock in and out via computer or assigned time clock. To clock in or out from a computer, go to the WVU Portal at <u>portal.wvu.edu</u> and enter your WVU login credentials (WVU username and password), then click the "Web Clock." When you start a shift, click the green "in" button, and when clocking out use the red "out" button.

You will need to use the <u>WVU Virtual Private Network (VPN)</u> to access the MAP-related services, as well as other secure systems if not connected to the University's network.

## Student Employees Under the Age of 18

If you are under the age of 18, you may work on campus, but you are required to complete

additional documents at the Division of Human Resources - Talent Strategy. The hiring supervisor will initiate these forms on your request.

## **Employment Policies**

#### **On-Campus Student Worker Permissible Work Hours**

On-Campus Student Employees will work with their supervisor to establish a feasible work schedule. Student Employees can work 1 to 28 hours per week, on a semesterly basis, throughout the fall and spring semesters. There are some exceptions where Student Employees can work up to 40 hours per week. Student days off, such as spring break, are days the University is officially closed for a University holiday. Therefore, Student Employees can work full-time during spring break if needed.

It is up to you to determine how many hours per week you feel comfortable working and report that to your supervisor. It is important to consider how much time you will need to dedicate to your studies, and not to allow your work schedule to negatively impact your academic success. Supervisors understand that you are a student first and an employee second and should assist in accommodating your academic schedule. This does not excuse missing work or underperformance of your job duties. If an academic obligation interferes with your work hours, this should be brought to your supervisor immediately, and before the obligation is to occur.

Regardless of the number of hours worked, Student Employees are not considered benefit eligible by the University, and thus are not entitled to the University's benefit offerings, including, but not limited to, health insurance, life insurance, and retirement.

#### Additional Employment -

When a student holds more than one University job at a time, the total hours worked across all assignments cannot exceed the relevant hour limit set by the Provost's Office while enrolled in classes, which is currently set at 28 hours. Total hours worked cannot exceed 40 hours per week during breaks and summer in which the student is not enrolled in classes.

#### **Off-Campus Student Worker Permissible Work Hours**

For off-campus positions, students can hold multiple jobs throughout the year. There is no limit to the number of hours worked each week, but students and employers are discouraged from students working full time during the academic year. The University strongly recommends that students not work more than 28 hours per week.

## One Federal Work-Study Assignment Rule

Students may only be employed in one FWS position at any given time. Students may choose to change positions. However, the student should be discouraged from making more than one position change during the academic year. Student Financial Services

may limit the number of position-changes a student may pursue.

#### **International Students**

Specific restrictions imposed by federal law apply to international Student Employees on F-1 and J-1 visas. They must be continuing students in good standing with the University, and federal regulations have hour limits per week for on-campus work while school is in session. The limit is usually 20 hours per week, but students suffering emergent circumstances that affect their source of support may request approval from WVU's International Students & Scholar's Services ("ISSS") to work additional hours. Approval from ISSS is required before international students may begin working additional hours. International students are permitted to work 40 hours per week on campus during those periods when school is not in session or during the annual break period, regardless of the position type. If you are an international Student Employee on an F-1 or J-1 visa, you must be conscious of how many hours you are working and ensure you are not exceeding your applicable limits. International students can contact the WVU International Students & Scholars Services for questions about student employment at: <a href="https://isss.wvu.edu/">https://isss.wvu.edu/</a>

## **Holidays and University Closures**

Student Employees may be required to work during University holidays (found on the Holiday Schedule website at: <a href="mailto:talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule">talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule</a>) or when the University is closed. Supervisors must make clear in the job posting that the position may include a request to work on University holidays. Student Employees may provide their supervisor with at least two weeks' notice prior to a holiday that the Student Employee is not available to work. University closures include emergency closures such as snow days when classes are canceled and University employees (except for emergency/essential personnel) are told not to report to work.

## Winter Intersession and Summer Employment

If you are enrolled in Winter Intersession classes, you can not work more than 28 hours per week. If you are not enrolled in Winter Intersession classes, you can work up to 40 hours a week if you will be returning for the spring semester.

If you are enrolled in the upcoming fall semester, you can be a Student Employee in the summer without being enrolled in summer classes. Students enrolled in 6 or more credit hours during the summer must adhere to working no more than the relevant hour limits of at this time 28 hours per week. Students enrolled in less than 6 credit hours may work full-time during the summer.

In the Summer, full-time Student Employees who are not enrolled or are enrolled half time or less (3 credits or less for graduate students, 6 credits or less for undergraduate students in the summer semester only) can work up to 40 hours per week. If a student is enrolled half-time or less this may impact tax withholdings. For more information on IRS Student Employee tax withholding guidelines, see the IRS Student FICA website at <a href="https://www.irs.gov/government-entities/federal-state-local-government/student-fica-">https://www.irs.gov/government-entities/federal-state-local-government/student-fica-</a>

<u>exception</u>. Please note that work-study funding is limited, so there may not be FWS funding available for the summer semester.

## **Last Day of Employment**

The last day of employment during a semester is the last day of finals. Please visit the Academic Calendar website at: <a href="mailto:provost.wvu.edu/academic-calendar">provost.wvu.edu/academic-calendar</a> for the University's current academic calendar. There are some exceptions for winter break and winter intersession. See the Permissible Work Hours and Winter Intersession and Summer Employment sections above for more information.

## **Workday Breaks**

When working a consecutive four-hour period, you should receive a 15-minute break with pay. If you are working a six to eight-hour period, you are entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of the work period and are not cumulative. Your breaks should also be taken at times when your absence will not place an undue burden on the department.

## **Exceeding FWS Award Amounts**

A FWS student cannot earn more than their initial FWS allocation. Supervisors and students are notified of the FWS award offer at the time of hiring.

It is the student's and the supervisor's responsibility to maintain a record of the student's total gross earnings. You must stop working once your eligible full allotment has been earned. Any earnings above your eligible award amount will result in a charge to the employing department/agency. If you have additional eligibility for Federal Work Study funds and if funds are available, the award may be increased. For questions, contact the WVU Hub.

Supervisors must keep a sign in sheet as a backup for timecard records. A timesheet example is available on our Managing an FWS Position page at <a href="https://financialaid.wvu.edu/fws/supervisor/manage">https://financialaid.wvu.edu/fws/supervisor/manage</a>.

To assist supervisors with monitoring hours, we have created an earnings worksheet which can also be found on our Managing an FWS Position page at <a href="https://financialaid.wvu.edu/fws/supervisor/manage">https://financialaid.wvu.edu/fws/supervisor/manage</a>. You may wish to direct your supervisor to this worksheet.

#### Financial Aid Awards and FWS Revisions

A student's work-study allotment may be revised at any time during the academic year to compensate for other types of aid or a change in aid eligibility. Student Financial Services will issue a revised award notification to the student and send a notice to his/her supervisor regarding the change. If current earnings exceed the student's current earnings, any overages are the responsibility of the department/agency.

## **Workplace Standards**

#### Attendance and Timelines

Your role as a Student Employee is important to the successful operation of the University. Therefore, you are expected to arrive and be ready to start work at the time you are assigned by your supervisor. Attendance is very important. With that said, you are a student first, so if you must leave work earlier than the assigned time, you must request the early release and it must be approved by your supervisor in advance.

## **Procedures for Reporting Absences**

If for any reason you are absent for a scheduled shift and there was no proper notice given to your supervisor or place of employment, disciplinary action may be taken. As a Student Employee, it is your responsibility to inform your supervisor of your delay or absence before any scheduled start time. Supervisors have the right to enact and enforce reasonable punishment for not meeting their written guidelines or the written guidelines in this Handbook in terms of lateness and/or absence from work that is not approved before the scheduled shift.

## **Progressive Discipline**

As a Student Employee, you are expected to follow and comply with all workplace rules and University policies as well as perform your job duties up to a certain level of performance and expectation. You should familiarize yourself with workplace rules and University policies. It is also strongly recommended you seek input from your supervisor as to the expectations for carrying out our job duties.

When a Student Employee is not meeting expected and previously communicated performance standards, supervisors will implement a process called progressive discipline. Progressive discipline is meant to put a Student Employee on notice that there is a performance problem or that an opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee to correct the problem. These efforts can range from verbal conversations and written warnings to termination. The goal of progressive discipline is not to punish the Student Employee, but rather to improve employee performance and assist employees in overcoming workplace difficulties. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization. Common issues requiring performance management and disciplinary action include, but are not limited to, unexcused tardiness, inappropriate behavior, sleeping, absenteeism, or failure to properly perform assigned duties and tasks.

## **Terminations and Resignations**

If, at any time, you decide to resign from your position, you are expected to notify your supervisor in writing at least two weeks in advance. An email that provides your last date of employment is sufficient. Student Employees are expected to work throughout their two-week notice unless waived by their immediate supervisor. Supervisors also have the right

to terminate Student Employees. Grounds for termination are provided above in the "Progressive Discipline" section.

## **Drug-Free Workplace**

All employees of West Virginia University, including faculty classified and non-classified staff, administrators, and Student Employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. Seq.)

For more information, go to the WVU Drug-Free Schools and Communities Act Booklet available on the WELLWVU website at <a href="https://well.wvu.edu">https://well.wvu.edu</a>.

## **Tobacco Policy**

Tobacco or other similar products such as vaping devices, are prohibited on all campuses and/or West Virginia University grounds. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by West Virginia University. Tobacco use is prohibited on all WVU campuses.

#### **Prohibitions**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Reporting to work under the influence of a controlled substance is also prohibited.

## **Notice to Employees Regarding Conviction or Charges**

In the event you are convicted on drug or alcohol-related charges, you must notify your supervisor no later than five days after the conviction. This is the policy regardless of whether the charge is the result of an incident that took place inside or outside the workplace.

## **Background Checks**

Background checks may be required by various on-campus departments before final employment.

#### Other Certifications

Other job certifications and training may be required specifically for your job. They may include (but are not limited to): Food Handling, Cash Handling, Lifeguard, First Aid, CPR, HIPAA, and FERPA.

## Student Employee Rights and Responsibilities

Student Employees are required to behave in a civil, professional manner, to treat others with respect; to comply with state and federal laws and regulations related to individual

rights, business operations, health and safety, conflict of interest; and to comply with University regulations, rules, and policies and procedures. All Student Employees are entitled to be treated with respect and dignity by supervisors and other employees.

## **Injuries**

Every Student Employee is covered during working hours by Worker's Compensation for work-related injury/illness. It is imperative that the employee immediately report any job-related accident or illness to his/her supervisor. If a Student Employee is injured while on the job, the student and supervisor should contact WVU Human Resources at 304-293-5700. If you do not seek medical treatment, you cannot file a Worker's Compensation claim. All injuries, no matter how trivial, should be reported immediately. Questions regarding Worker's Compensation should be directed to WVU Human Resources.

## Misuse of Computing and Telecommunications Resources

You will be instructed as to the appropriate use of the following:

- WVU campus network
- WVU telecommunications and telephone systems
- University-owned microcomputers and printers.
- University-owned software.
- E-mail
- Computer or communications equipment, data, or programs owned, leased, or otherwise provided by WVU are authorized for administrative and academic purposes.

The following is specifically prohibited:

- Disruption or interference with the normal use of computers or communicationsrelated equipment, data, or programs of individuals, or the University
- Unethical, unauthorized, illegal, or other improper use of this equipment, data, or programs.
- Attempts to breach security in any manner.
- Use of a computer account or network access for other than the purpose for which assigned.
- Unauthorized copying or unauthorized use of computer software.

The WVU campus e-mail system is a service provided to faculty, staff, and students for official University business only; it is not to be used for personal gain, political, religious, or special interest purposes. It is strongly recommended you review the University's Acceptable Use Policy.

#### **Schedules and Duties**

If you are employed by an office, it is especially important for you to learn the general office procedures and to become an expert in your specific assignment.

Once you are hired, it is your responsibility to perform well on assignments and tasks that you are assigned according to the schedule given to you by your supervisor. Do not expect to study while you are scheduled for work unless you are allowed to do so by your supervisor.

#### **Visitors and Phone Use**

You should inform friends and relatives that during the hours you are scheduled to work you can not have social visitors. Unofficial phone use should be strictly limited to necessary use and emergency use only. Personal calls should be limited to break time.

## **Personal Appearance**

Your supervisor has the authority to require specific personal appearance regulations to dress and personal hygiene. You are always expected to present a neat and clean appearance when scheduled to work.

#### **Use of Vehicles**

Student Employees required to operate a University vehicle must possess a valid driver's license, have a good driving record, and must be authorized by the immediate supervisor and take the state driver's training. Please note, Student Employees are prohibited from using their own personal vehicle while on the clock.

## **University Property**

University programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space, are to be used in conducting authorized business of the University. Use of such for personal benefit or gain may be grounds for disciplinary action.

Student Employees are responsible for securing the University building, office, room, equipment, and other keys assigned to them for work-related reasons. When employment ends, students are expected to return any keys they may have been issued.

## **Work Ethics and Confidentiality Information**

While at work, you may learn confidential information about business, other students, parents of students, or other university personnel. This information is strictly confidential and should not be discussed or disclosed to others. Failure to maintain confidentiality of this information may lead to discipline up to and including termination. Your supervisor may ask you to sign a confidentiality agreement.

## **Sexual Harassment Policy Commitment**

West Virginia University is committed to providing its faculty, staff, and students with a

work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, is a violation of University policy and expressly prohibited. All Faculty, students, and staff of the University are expected to acquaint themselves with this policy. Located here: <a href="mailto:policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule">policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule</a>

## **Complaint Procedures**

Any applicant for employment, current, or former employee or student (herein referred to as complainant) at WVU may file a discrimination complaint with the Division of Diversity, Equity, and Inclusion at West Virginia University at (304) 293-5496. For more information, go to: <a href="mailto:diversity.wvu.edu/equity-assurance/policies-and-procedures">diversity.wvu.edu/equity-assurance/policies-and-procedures</a>

## **Workplace Violence**

West Virginia University is committed to preventing workplace violence and maintaining a safe work environment. To provide a safe and healthy work environment for its employees, customers, students and visitors the University expects employees to follow rules of conduct that will protect the interests and safety of all employees and the university.

#### **Solicitation**

Solicitation and the selling of products or articles on University property, owned or leased, are prohibited; except, by organizations and groups directly affiliated with and recognized by West Virginia University, and authorized by written approval of the intuition's president/designee.

## **Reporting Child Abuse or Neglect**

West Virginia Board of Governance Rule 1.7- Rule on Child Protection, West Virginia University is committed to protecting children on University premises or involved in University-sponsored programs at all geographic locations. The University works to provide guidance on reporting requirements for Child Abuse or Neglect; providing guidelines for appropriate supervision of children and ensuring the University complies with all federal and state laws and regulations regarding the employment of children.

If any Member of the University Community observes or has a reasonable cause to suspect that any type of Child Abuse or Neglect, including but not limited to physical or sexual abuse, he or she must immediately report the circumstances to the Title IX Coordinator at:

Title IX Coordinator
Division of Diversity, Equity, and Inclusion
Equity Assurance Office

1085 Van Voorhis Road Suite 250 | P.O. Box 6202 Morgantown, WV 26506-6202

Phone: 304-293-5600 | Fax: 304-293-8279

Email: titleIX@mail.wvu.edu

For more information, visit the University's website for policies regarding children on campus at: <a href="mailto:diversity.wvu.edu/equity-assurance/children-on-campus">diversity.wvu.edu/equity-assurance/children-on-campus</a>.