Responsibility of Students to Read Handbook

The University reserves the right to make changes to the Student Handbook including the Student Code of Conduct and Ethics at any time.

This PDF version of the Student Handbook is considered official and can be located on the Wittenberg website at http://www.wittenberg.edu/administration/student_development/handbook.html. All students of Wittenberg University are responsible for knowing, understanding, and abiding by the terms of the Student Handbook including the Student Code of Conduct and Ethics. Students are responsible for reading all communications sent to their Wittenberg-issued e-mail address by representatives of the University. This responsibility is limited to communications regarding University business and activities, and does not include items of purely personal nature.
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Letter from the Dean of Students

August 2014

Dear Witt Students,

Wittenberg University is distinctively an active an engaged institution of higher education. The University provides students with a myriad of high-impact curricular and co-curricular learning opportunities that equip them for the growing demands of today’s world and the challenges of tomorrow. Research shows that students who are involved in their college experience have higher levels of satisfaction, persistence and learning. Use this opportunity to explore your passions, develop your gifts, and transform yourself and your community.

Wittenberg consists of wonderfully talented people and programs to ensure that a quality educational experience is afforded to all students in an environment in which students’ goals and dreams begin to materialize. While doing so, we ask each student to respect yourself and others, appreciate and value our diverse community of learners, and to take responsibility for your learning, involvements, and actions in order to make the most of every moment at Witt.

As your Dean of Students, I advocate on behalf of the student experience, promote opportunities to engage in and beyond the classroom, and am committed to making Wittenberg University a safe and positive living learning environment for all students. As a community, we all share in the privilege of learning from each other in this special place. I look forward to sharing in this transformational journey with you.

Sincerely,

Casey Gill
Dean of Students
Mission Statement of the University

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

Liberal Arts

Since its founding in 1845, Wittenberg’s curriculum has centered on the liberal arts as an education that develops the individual’s capacity to think, read, and communicate with precision, understanding, and imagination. We are dedicated to education in the core disciplines of the arts and sciences and in pre-professional education grounded in the liberal arts.

Intellectual Inquiry

Wittenberg embraces the life of the mind. We promote high standards of artistic, scholarly, and scientific inquiry among our students and faculty. Teaching and research at Wittenberg emphasize the discovery of new knowledge as well as the learning of received wisdom. Intellectual inquiry is enhanced by the thoughtful participation of diverse peoples with diverse perspectives. We are committed to bringing to the lives of our students an enduring passion for learning, which requires risk-taking, persistence, reflection, and high ethical standards.

Wholeness of Person

Members of the Wittenberg community support each other in the personal search for balance that characterizes wholeness of person. To promote leadership, confidence, and community engagement, we help every student develop in harmony intellectual capabilities, aesthetic sense, physical well-being, spiritual identity, and social relationships.

Community of Learners

A purposeful and intentionally diverse community, centered on a residential campus, sustains education in the liberal arts and the exploration of complex and competing ideas within an ethos of accountability and support. From this community, we serve and engage our urban home of Springfield and the broader communities around the globe. By affirming the dignity of every person and fostering a spirit of respect, we create and expand opportunities to pursue knowledge in and out of the classroom.
Lutheran Heritage
Wittenberg expresses its Lutheran heritage through its continuing relationship with the Evangelical Lutheran Church in America, its welcome to people of all beliefs and backgrounds, its commitment to academic freedom and excellence, its exploration of the relationship between faith and learning, its promotion of campus worship life, its encouragement of reflection upon religious views and values, and its commitment to service to the community and the world.

Global Citizenship
A Wittenberg education prepares students for the challenge and responsibility of global citizenship. Through our curriculum, study-abroad opportunities, and the enriching presence of international students, we engage the complexity of the human experience, learning about and from cultures around the world. We are committed to providing opportunities for students to interact with others of widely different backgrounds, seeking common solutions to problems facing our world.

Calling
Wittenberg values the unique contributions each individual can make in responding to the needs of neighbors both near and far. We encourage all students to discern their vocations and to understand the meaningful connection between self-fulfillment and service to the world.

Creativity
Creativity is central to the study of the arts and sciences and to problem solving in all areas of inquiry. Creativity requires the free and open exchange of ideas, the ability to value and imagine different perspectives, and the intellectual tools necessary to make personal contributions in any area of study. We are committed to providing opportunities for students to explore new areas of knowledge and to form the intellectual associations supportive of the creative life.

Service
Service provides an intentional opportunity to give back to the world and to promote social justice. Service requires us to learn about community needs, about who we are, and about what we can contribute. We are dedicated as faculty, staff, and students to advancing the common good as local citizens and as members of the global community.
Compassion
Compassion requires a broad knowledge of ourselves and of others, and of all our joys and ills. It combines an awareness of suffering with a desire to respond. At Wittenberg, we educate the mind to understand and we educate the heart to care.

Integrity
Integrity means honesty and fidelity to the highest ethical standards, which are fundamental to teaching, learning, and personal growth. We encourage our students to pursue knowledge and truth with moral courage and reflection, and so to live their lives.

Profile of the University
Established
1845

Affiliation
Evangelical Lutheran Church in America

Accreditation
Wittenberg University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Location and Campus
- Springfield, Ohio, on 114 acres of beautiful rolling hills
- Ranked #11 among the nation’s top 20 for “Best Classroom Experience” by Princeton Review’s Best Colleges Guide (2011)
- One of America’s top Green Colleges by the Princeton Review (2013)
- One of just 280 colleges and universities in the United States to have a chapter of Phi Beta Kappa, the oldest and most prestigious academic honor society in the nation
- Has more Ohio Professor of the Year recipients than any other four-year institution in the state
- More than 125 campus organizations
- Seven residence halls
- 23 varsity athletic teams
• Six fraternities and five sororities with 35% of student participating in Greek life
• Exposure to nationally and internationally renowned performers, artists and thought-leaders through the annual Wittenberg Series.

**Academic Programs**
• More than 60 majors and minors and special programs
• School of Community Education (evening undergraduate, teacher licensure and certificate programs)
• High School Scholars Program
• Maymester Program (intensive three-week program during summer)

**Brief History**
Chartered in 1845 by Ezra Keller and a group of pastors who broke with the German church and created the English Evangelical Lutheran Synod of Ohio. The new synod voted unanimously to establish a theological and literary institution that would serve the educational and cultural needs of new immigrants and new communities. Wittenberg remains the third oldest Lutheran college in the country.

**Faculty and Staff**
Full-time faculty: 141
Part-time faculty: 53
Total: 194
Full-time staff: 242
Part-time staff: 33
Total: 275

**Quick Facts**

**Student Enrollment**

<table>
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<th>Full-Time</th>
<th>Part-Time</th>
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<th>FTE</th>
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<tr>
<td>Arts &amp; Sciences/SCE</td>
<td>1,784</td>
<td>97</td>
<td>1,881</td>
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**Student Gender Profile – All Programs**
Female 55%
Male 45%
Student Profile
• From 45 states and 22 foreign countries
• 72% from Ohio
• Average SAT for first-year students reporting was 1,128
• Average ACT for first-year students reporting was 26
• In recent entering classes, 23 percent of students were in the top 10 percent of their high school class, and over 50 percent were in the top 25 percent

Top U.S. Geographic Regions Represented
• Great Lakes (OH, IL, IN, MI, WI) 83%
• Northeast (CT, ME, MA, NH, RI, VT, DE, DC, MD, NJ, NY, PA) 7%
• Southeast (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV) 5%
• All Other States/Regions 5%

Current Student Charges
Note: Tuition at Wittenberg is comparable to state colleges and universities after financial aid is applied.
Approximately 98% of full-time students receive financial aid.
Wittenberg provides more than $35 million in scholarships and financial assistance annually.

2014-2015 Academic Year
Tuition & Fees $38,030
Room & Board $ 9,932
Total $47,962

Wittenberg Traditions
June Orientation
Summer orientation at Wittenberg takes place on four days in June and July. It is an optional program for students who want to build their Witt network by meeting other students, faculty, and staff. The day-long program also enables students to gain a deeper understanding of the liberal arts curriculum and discuss their four-year academic journey with a faculty advisor. Students tour their residence halls and become more familiar with their new campus home during the day as well. The June Orientation process at Wittenberg is designed to ensure that all incoming students get the information and advice they need to make a successful start to their college careers.
New Student Orientation

New Student Days is an orientation program designed to introduce entering and transfer students to Wittenberg and assist them with their transition to college. New students, faculty advisors, resident advisors, and selected upper-class orientation assistants come together each day for a variety of activities. The program includes major presentations, small group discussions, the first meeting of the First-Year Seminars (FYS) classes, individual conferences with faculty advisors, residence hall gatherings, and many social events.

Opening Convocation

At the beginning of the Fall Semester a special convocation is held to mark the official opening of Wittenberg for another academic year. Faculty members march in academic procession and academic promotions in rank and tenure are announced. Student Senate is introduced by the Dean of Students. The following officers process with the Presidential Party: Senior Class President carries the Torch, Senate President carries the Witt Banner, Senate Vice President carries the Lutherstadt Banner and Senate Treasurer carries the ELCA Banner.

Homecoming

Autumn brings Homecoming, a time for celebration and the return of alumni to campus. Class reunions, fraternity and sorority open houses, and other activities are available. The focal point is the football game, with the crowning of the Homecoming King and Queen, who are chosen in a campus-wide election.

Family Weekend

Fall Family Weekend provides an opportunity for all students’ families to share in the life and tradition of Wittenberg. During this weekend, the Parents Association meets, and athletic and other events are scheduled.

Crossroads

The idea for an international exposition was conceived in 1974. Crossroads stresses the interconnectedness of world communities and the interdependence of nations and cultures. Traditionally, Crossroads occurs during the Homecoming festivities and includes food from the many cultures represented on campus.

Charter Day

Wittenberg commemorates its founding March 11, for on that day in 1845 the State of Ohio granted its charter. However, Wittenberg’s official founding date
is recognized as October 18, 1842, when the English Lutheran Synod of Ohio called the school into being. Ezra Keller was its founder and first president.

**Agora**

Agora, first sponsored in 1974 by the staff of Sounds (then the campus literary magazine) and members of the Wittenberg College Honor Society, occurs on Family Weekend when the campus becomes a busy marketplace for creativity. Groups and individuals display their creative talents in a variety of ways for the enrichment and enjoyment of others, particularly families and fellow students.

**Greek Week**

Greek Week is a week-long activity held in the fall designed to build unity among fraternity and sorority chapters. In the spirit of friendly competition, teams participate in a variety of events including lawn and street games, pool games, a lip sync contest and a community service project.

**Honors Convocation**

In the spring, most honor societies recognize scholarship, service, and leadership by tapping new members. Members of these societies are honored at a formal program. Among those recognized are the recipients of the following honors:

**Presidential Scholars**

Named for each of Wittenberg’s former presidents, Presidential Scholars are recognized each year. They are members of the junior class who have maintained the highest academic standing in their class through the preceding five semesters at Wittenberg.

**M. Alice Geiger Award**

Instituted in 1974 at the time of the 100th anniversary of women at Wittenberg, the award recognizes a senior woman for a specific, outstanding contribution to the area of the performing or literary arts, athletics, extracurricular leadership, new programming, special academic pursuit, or special representation. The student’s contribution may have been made at any time during her college career. Any student or faculty member may submit a nomination.

**John F. Mitchell Award**

Named for the first valedictorian at Wittenberg and instituted in 1979, the award recognizes a senior man who represents the liberal arts tradition: a highly respected good student and positive force in academic, cultural, and social aspects on the campus. He exemplifies open-mindedness, understanding,
reliability, and a wide range of interests. Any student or faculty member may submit a nomination.

**Martin Luther King, Jr. Award**
This award, instituted in 1981, recognizes two outstanding African American seniors, a man and a woman, who have been positive examples to members of the black community and the university during their college careers. Consideration is given to those students who have pursued a challenging course of study, exhibited upstanding character in and outside the classroom, displayed leadership, good citizenship, and an orientation toward service to others, and exhibited a positive attitude toward higher education in general and an interest in furthering the ideal of equality at Wittenberg.

**Broadwell Chinn Award**
Named for Broadwell Chinn, documented as one of the first African American students to attend Wittenberg in the 1870s, this award was given for the first time in 1981 to recognize the African American junior with the highest grade-point average.

**Global Awareness Award**
The Global Awareness Award, instituted in 1992, recognizes a senior who has contributed to greater global awareness within the Wittenberg University community.

**Heimtraut Dietrich Award**
Established in 1981 in remembrance of Heimtraut Dietrich, who served Wittenberg as an administrator and teacher through her commitment to excellence and caring for others attributes, which found their source of strength in her steadfast Christian faith. It is presented to the student who best exemplifies the dedication to serve and assist others through a commitment of faith.

**Lillian C. Franklin Diversity Award**
Established in 2009 in recognition of Dr. Lillian Franklin, who served Wittenberg as a professor of languages. The award is granted each year to honor a student and a faculty/staff member who have made outstanding contributions in promoting and furthering our goal of rich diversity in the Wittenberg community. Candidates must uphold the tradition of diversity embodied by the award’s namesake, demonstrate high standards of personal integrity, commitment to the education of the whole person, global vision and leadership.
Omicron Delta Kappa Teaching Excellence Award
Omicron Delta Kappa, a national leadership honor society, presents this award to a faculty member who has been teaching for at least two, but no more than five, years at Wittenberg. The award was first presented in 1977. Students, faculty, and staff may make nominations. Final selection is made by Omicron Delta Kappa according to these criteria: excellence in classroom teaching, favorable student/teacher rapport, contributions to the department and Wittenberg, and professional recognition.

Alma Mater
This is the highest honor bestowed upon a woman at Wittenberg. Students, faculty and staff may nominate a junior woman. A special screening committee selects five nominations for final consideration. A campus-wide election determines which nominee is selected to represent Wittenberg. The Alma Mater must possess depth of character and show consistent leadership, service, and concern for the college community.

Alma Lux
This is the highest honor bestowed upon a male at Wittenberg. Students, faculty and staff may nominate a junior male. A special screening committee selects five nominations for final consideration. A campus-wide election determines which nominee is selected to represent Wittenberg. The Alma Lux must possess depth of character and show consistent leadership, service, and concern for the college community. This award was instituted in 2003.

Distinguished Teaching Award
Students, alumni, faculty, or staff members may nominate candidates for this award, which was first presented in 1961. The professor honored is one who “has a capacity for reaching a high level of success in leading students to knowledge and understanding of the subject taught and in transmitting something of the teacher’s own enthusiasm and inspiration.” The recipient is presented with a citation and a $2,000 honorarium by the Alumni Association.

Commencement Weekend
Planned by and involving a variety of graduating seniors and the pastors, Baccalaureate is held in Weaver Chapel on the Friday before Commencement. A special reception is held for graduating seniors and their parents afterwards. Also on Friday a special luncheon is held for senior members of the honor societies. Each senior is invited to bring a favorite faculty member. Parents also frequently attend and the Distinguished Teacher of the Year usually gives an
address. Traditionally, Commencement exercises take place in Commencement Hollow next to Carnegie Hall.

**Weaver Chapel Services**

Worship opportunities throughout the academic year include Sunday morning service in the Chapel and Sunday evening contemporary worship service in Ness auditorium led by the pastors; Sunday night Roman Catholic Mass, led by a local priest; and chapel services on Tuesday and Thursday mornings, with student-led music and speakers from faculty, staff, students, and others. Also during the semester are special services in which many musical organizations participate, including Reformation Service, Lessons and Carols for Advent and Christmas, and Baccalaureate. Information is available on the web at [http://www.wittenberg.edu/administration/chapel.html](http://www.wittenberg.edu/administration/chapel.html).

**Wittenberg Spirit**

**Red & White**

The class of 1889 suggested and adopted cardinal and cream as Wittenberg’s colors, but in the early 1900s, pennants and banners deviated from the traditional colors to become red and white, today recognized by the NCAA and other organizations as Wittenberg’s official colors.

**Tigers**

Wittenberg’s athletic teams have not always been known as the Tigers. The term “Tigers of the West” was first used on September 29, 1921, as a headline over a picture of the football team. Until the early 1940s, references were made to the “Fighting Lutherans” and the “Cardinal and Cream.” Early in the 1940s the term “Tigers” was used frequently, and in 1945-46 John Norris, an art student, created a cartoon with Atom, the Wittenberg Tiger, as a symbol of the spirit of Wittenberg athletics. Atom later became Ezry and enjoyed many years of popularity as a regular *Torch* cartoon. A Tiger mascot, appearing in costume at athletic events, is chosen each year.

**Victory Bell**

In 1936, in an effort to further school spirit, a Victory Bell was housed in the cupola of Myers Hall. The bell was rung after each Tiger victory until it cracked in 1961. In 1965-66 the residents of Myers Hall purchased another bell, thus resuming the announcement of Tiger victories. The bell is now located in the stadium. The Sesquicentennial Bell, a gift from the Classes of 1992, 1993, 1994, and 1995, now hangs in the Myers Hall cupola. It rings as seniors proceed into Graduation Hollow for Commencement as well as after the ceremony.
Student Code of Conduct and Ethics

Section I: Preamble / Foundation / Philosophy / Goals

Preamble

Wittenberg University is dedicated to personal and academic excellence. Choosing to join Wittenberg University’s community obligates each member to a code of civilized and ethical behavior. Each student of Wittenberg University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; discourage bigotry; and demonstrate concern for others, their feelings, and their needs for conditions which support their work and development. Students are required to engage in responsible and ethical social conduct that reflects the principles of Wittenberg University and each student must refrain from and discourage behavior which threatens the freedom and respect that every individual deserves.

Our Foundation

Wittenberg University’s community obligates each member to a code of civilized and ethical behavior. Each student of Wittenberg University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; and engage in responsible and ethical social conduct that reflects the principles of Wittenberg University.

The Wittenberg University student conduct system supports the goals of the University by providing and maintaining behavioral standards and expectations for students that promote:

- safety and security
- personal dignity
- self-regulation of behavior
- respect for the rights of others

Thus, students create an environment essential to the healthy development of the individual and community while enhancing student engagement, satisfaction and success.

Our Philosophy

Wittenberg University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a
system of sanctions that are educational and hold students accountable for violating university policies.

**Our Goals**

- Engaging student in discussions about their behavior in light of the requisites of community living and the academic mission of the university;
- Providing learning experiences for student who participate in the implementation of the conduct process;
- Fairly and consistently enforcing university policies and procedures; and
- Collaborating with students, faculty, and other key members of the university community to improve awareness of value-based behaviors.

**Section II: Jurisdiction of the Student Code of Conduct and Ethics**

Students at Wittenberg University are provided a copy of the *Student Code of Conduct and Ethics* annually in the form of a link on the Wittenberg University website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for having read and abiding by the provisions of the *Student Code of Conduct and Ethics*.

Wittenberg University’s Student Code of Conduct and Ethics shall apply to conduct that occurs on Wittenberg University’s premises, at Wittenberg University’s sponsored activities, and to off-campus conduct that adversely affects Wittenberg University’s community and/or pursuit of its objectives. Each student, student organization and student group shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Dean of Students or designee shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case by case basis.

The Student Code shall apply to a student’s conduct even if the student withdraws from the school while a disciplinary matter is pending. If sanctioned, a Dean’s Hold may be placed on the student’s ability to re-apply and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, Wittenberg University may invoke these procedures and should
the former student be found responsible, the university may revoke that student’s degree.

The Student Code of Conduct and Ethics may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials. Most online speech by students not involving university networks or technology will be protected as free expression and not subject to this Student Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals or to commit self-harm”;
- Speech posted online about the university or its community members that causes a significant campus disruption.

The Student Code of Conduct and Ethics applies to guests of Wittenberg community members whose hosts may be held accountable for the misconduct of their guests. The Student Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs. Visitors to and guests of Wittenberg University may seek resolution of violations of the Student Code of Conduct and Ethics committed against them by members of the Wittenberg community.

There is no time limit on reporting violations of the Code of Conduct and Ethics; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations. Likewise, anonymous complaints are permitted, although doing so may limit the university’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Wittenberg Police.

Wittenberg University email is the university’s primary means of communication with students. Students are responsible for all communication delivered to their university email address.
Confidentiality
The university aspires to treat inquiries and complaints about student misconduct with discretion. Although the university gives no assurance of confidentiality to any party or witness who participates in any proceeding under this policy, it is committed to informing only those who need to be involved with a complaint. If a person wishes to ensure that a discussion about student violations of university policies remains confidential and, in the case of sexual harassment and misconduct that no action is taken, it is essential that the person making the inquiry not disclose information sufficient to identify the accused. This is necessary because, in the case of sexual harassment and misconduct, the university may be legally obligated to investigate, even without the inquirer’s consent, once it is informed that harassment may be occurring. The university counselor, health professional, and/or campus pastors are able to maintain the client privilege of confidentiality to the extent that the law permits.

Question of Legal Counsel
Any person involved in any proceeding under this policy and procedure may be assisted by legal counsel chosen by that person. Law permits a student to have an attorney present to attend/advise, but no advisor will be allowed to speak for or formally represent the student during an interview or formal hearing. Any expense associated with retaining legal counsel in internal proceedings under this policy and procedure will be the responsibility of the person engaging such counsel. The board of directors of the university has determined that the university will not pay the expense of legal counsel in internal proceedings.

Under the university’s indemnification policy, adopted by its board of directors, the university may provide coverage under various indemnification and/or insurance policies for external proceedings, and the board of directors decides such cases on an individual basis.

Retention and Disposal of Records
Any disciplinary report or complaint will be placed in the respondent student’s disciplinary file. All violations of university policy will be noted on the respondent’s electronic file indefinitely.

The maintenance and release of a student’s educational records is governed by The Family Education Rights and Privacy Act (FERPA), enacted in 1974. The act protects the privacy of students’ educational records. FERPA regulations apply to all educational institutions receiving federal funds.
Section III: Community Standards and Expectations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action, up to and including suspension and expulsion as outlined in Section V. Sanctions:

1. Violation of any federal, state, and local laws or ordinances.
2. Disruption or obstruction, or attempting to disrupt or obstruct any lawful activity of Wittenberg University.
3. Violation of the Code of Academic Integrity, including cheating, forgery, bribery/threats, fabrication, plagiarism, and/or facilitating academic dishonesty.
4. Non-academic dishonesty, including but not limited to lying, falsifying information, forgery, furnishing false information to any Wittenberg University official, faculty member, or office, withholding information or misrepresentation in any transaction with Wittenberg University or any other entity with whom Wittenberg University is acting, and alterations or intentional misuse of Wittenberg University’s documents, records or identification, including but not limited to, electronic software, data, and records.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, other Wittenberg University activities, including its public services functions on or off Wittenberg University’s premises, or of other authorized activities.
6. Threats, intimidation, verbal abuse, physical contact, physical abuse, harassment, acts of retaliation in any form, coercion, bullying, and any other conduct which threatens, disgraces, degrades, or endangers any person.
7. Attempted or actual theft, unauthorized possession, and/or damage to property of Wittenberg University, any person, or any other entity.
8. Unauthorized or improper use of, or entry to, Wittenberg University’s facilities or premises.
9. Conduct which is disorderly, inconsiderate, lewd, indecent, or constitutes a breach of peace or causes material inconvenience, annoyance or alarm. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on Wittenberg University’s premises without his/her prior
knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

10. Violations of Wittenberg University’s Policy on Dissent and Disorder. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of Wittenberg University and/or infringes on the rights of other members of Wittenberg University’s community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

11. Violations of the Wittenberg University’s Discriminatory Conduct Policy. Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors, on political grounds, or for reasons of race, religion, sex, gender, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, Wittenberg University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

12. Domestic violence, dating violence, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual harassment and/or stalking of any person, including, but not limited to, violation of the Sexual Misconduct Policy.

13. Smoking in unauthorized areas. Violation of the Smoking Policy.

14. Initiating, causing, contributing, or knowingly reporting false alarms to Wittenberg University and/or law enforcement. Tampering with safety or fire equipment or engaging in behavior that presents a fire hazard. See False Alarms Policy.

15. Failure to comply with the directions of Wittenberg University officials or agents, including law enforcement or security officers, acting in good faith and in the performance of their duties, including the failure to identify oneself to one of these persons when requested to do so.

16. Interfering with any Wittenberg University disciplinary process, including but not limited to tampering with evidence, providing false information, filing false reports, withholding information, or inducing a witness to engage in such conduct.

17. Gambling as prohibited by the laws of the State of Ohio. Gambling may include raffles, lotteries, sports pools and online betting activities.
18. Use, possession, manufacturing, distribution, or sale of illegal drugs and/or drug paraphernalia. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. Violations of the University Drug Policy.

19. Violation of safety rules and policies.

20. Use, possession, manufacturing, or distribution of alcoholic beverages (except where expressly permitted by Wittenberg University’s regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Violation of the University Alcohol Policy. Violation of the Social Host Policy and/or Programming with Alcohol Policy for Student Organizations and Groups.

21. Possession or use on Wittenberg University’s premises of any weapon (i.e. firearms, bows and arrows, other projectile firing devices and dangerous knives), dangerous instruments, explosive devices, fireworks, or dangerous chemicals. Violations of the University Firearms Policy.

22. Engaging in, supporting, or promoting hazing or violating Wittenberg University’s Policies on Hazing or the State of Ohio’s Hazing laws as set forth in sections 2307.44 and 2903.31 of the Ohio Revised Code. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.

23. Unauthorized possession, duplication, or use of identification cards and/or keys of any Wittenberg University premises or unauthorized entry to or use of Wittenberg University’s premises.

24. Theft, abuse, and/or misuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change contents, or for any other purpose.
   b. Unauthorized transfer of a file
   c. Use of another individual’s identification and/or password.
d. Use of computing facilities and resources to interfere with the work of another student, faculty member or Wittenberg University official.

e. Use of computing facilities and resources to send obscene or abusive messages.

f. Use of computing facilities and resources to interfere with normal operation of Wittenberg University’s computing system.

g. Use of computing facilities and resources in violation of copyright laws.

h. Any violation of Wittenberg University’s Computer Use Policy.

25. Unauthorized use of Wittenberg University’s name, logo, or symbols.

26. Violations of other published university policies in hard copy or available on Wittenberg University’s website, including but not limited to, Wittenberg University’s Academic Catalog, policies relating to discrimination, discriminatory harassment, sexual harassment, computer use and residence life.

27. Violation of the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct and Ethics or other Wittenberg University policies and regulations.

28. Aiding and abetting others to commit any of the acts prohibited therein.

29. Failure or refusal to cooperate in or interference with an investigation by Wittenberg University, including any hearings or proceedings that occur.

30. Violation of the University Commercial Solicitation Policy or violations of the Policy Regarding the Distribution of Political and Other Non-Wittenberg Printed Material. No individual student or student organization, whether affiliated with Wittenberg University or not, may sponsor activities on campus that have the express purpose of making converts of members of Wittenberg University’s community to join a particular faith, church or religious affiliation. Wittenberg University reserves the right to restrict or prohibit the on-campus activities of any individual or organization whose purposes are contrary to Wittenberg University’s stated religious values or purposes. This policy does not discourage discussions between Wittenberg University community members of the same faith, or appropriate teaching and educational efforts about religious beliefs and organizations. In addition, the posting of written notices on Wittenberg University’s bulletin boards is restricted. If you have a message of interest to Wittenberg University, you must first submit it to the Dean of Students for approval and posting.
Section IV: Policies

Alcohol and Other Drugs

Wittenberg recognizes drug/alcohol dependency as an illness and a major health problem. The university also recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to contact one of the resources listed under Alcohol and Drug Resources.

The illegal and/or irresponsible use of alcohol or drugs (including the abuse of prescription drugs) will not be tolerated and may subject involved students to dismissal and referred for prosecution. This policy is mandated by the Drug-Free and School and Communities Act of 1989.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student’s expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by local/campus police in order to ensure the student’s health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

A. Parental Notification Policy

Wittenberg University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

The university alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students or designee reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the alcohol and drug policy.

B. Illegal Drug Policy

The following sections describe Wittenberg University’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off Wittenberg University premises or at university-sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
• Misuse or sharing of prescription drugs.
• Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
• Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc. for intended or implied use of any form of illegal drug.
• Possessing paraphernalia that contains or appears to contain illegal drug residue.
• Purchasing or passing illegal drugs from one person to another.
• Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the university in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits the university to address its fundamental mission of holistic education and the development of a responsible global citizen. While recognizing that there is a need to address violations related to the use and/or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

**Safe Harbor**

Wittenberg University has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any university student brings their own use, addiction or dependency to the attention of university officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued.

A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

**C. Alcohol Policy**

**Basic Guidelines**

Wittenberg University students and guests are expected to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university restrictions and prohibitions governing the use and consumption of alcoholic beverages.

1.  **Law:** Any alcohol related violation of the Ohio Revised Code including, but not limited to:
a. Use and/or possession of alcohol under the age of 21.
b. Distribution of alcohol to any person under the age of 21.
c. Possessing an open container in a public place including a motor vehicle, parked or moving.
d. Using false identification to obtain alcoholic beverages.
e. OVI- Operating a Vehicle while impaired or under the influence of alcohol.

2. Abuse/Misuse: Consumption of alcohol that clearly impairs a student’s personal health and/or safety, regardless of age.

3. Disorderly Conduct: Any conduct occurring when a student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

4. Public Intoxication: Public intoxication and/or drinking in public.

5. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punchbowls, beer balls, etc. and/or keg.

6. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.

7. Devices: Use and/or possession of mass consumption instruments (i.e. beer bongs, funnels, etc.)

Use of Alcohol on University Premises or Affiliated Premises:

1. Students may not possess or consume alcoholic beverages in any academic building

2. Students may not possess or consume alcoholic beverages at any athletic event, including intercollegiate, club, or intramural practices or contests

3. University-Owned and Non-Owned Rental Properties
   a. Social gatherings are to be held inside the house or apartment.
   b. Social gatherings that spill out onto the porch or lawn may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
Fraternity and Sorority Facilities

a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the university governing the possession and consumption of alcoholic beverages.

b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.

c. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

Residence Halls – Student Rooms

a. Students who are of legal age may consume alcohol in their room with the doors closed.

b. Underage students may not be present in rooms where alcohol is available or being consumed.

c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.

Student Organizations must abide by the Programming with Alcohol Policy for any events in which alcohol is present.

Clean up and Damage - Clean up should be completed immediately following a social event by the sponsoring individual or group. Failure to immediately clean the premises may result in both a fine and the costs of cleaning being levied on the sponsoring individual or group.

Open Containers. - Consuming or possessing alcohol in an open container in any university district location is not permitted and will subject the violator(s) to disciplinary action.

The university will provide opportunities for education on the responsible use of alcohol. The university will also sponsor and/or support opportunities that provide alcohol free alternatives for students who are underage and students who prefer alcohol free.

Responsibility

Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.
Federal, State, and Local Penalties

Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Ohio law provides for mandatory fines, which must be at least $500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor.

A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to $1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age, who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of $1,000 to $5,000. Ohio law requires the mandatory suspension of an individual’s license from six months to five years for violation of the Controlled Substance Act.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000. Imprisonment for 5–20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to
the above sanctions, a person convicted of possessing a controlled substance may
be punished for forfeiture of property used to possess or facilitate possession,
if the offense is punishable by more than one year in prison, forfeiture of any
conveyance used to transport or conceal a controlled substance, denial of federal
benefits, such as student loans, for up to five years, ineligibility to receive or
purchase a firearm, and a civil penalty of up to $10,000.

Health Risks
Alcohol consumption causes a number of marked changes in behavior. Even
low doses significantly impair the judgment and coordination required to drive
a car safely, increasing the likelihood that the driver will be involved in an acci-
dent. Low-to-moderate doses of alcohol also increase the incidence of a variety
of aggressive acts including spouse and child abuse. Moderate-to-high doses of
alcohol cause marked impairments in higher mental functions, severely altering a
person’s ability to learn and remember information. Very high doses cause re-
spiratory depression and death. If combined with other depressants of the central
nervous system, much lower doses of alcohol produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol
intake is likely to produce withdrawal symptoms, including severe anxiety,
tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threaten-
ing. Long-term consumption of large quantities of alcohol, particularly when
combined with poor nutrition, can also lead to permanent damage to vital or-
gans such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with
fetal alcohol syndrome. These infants have irreversible physical abnormalities
and mental retardation. In addition, research indicates that children of alcoholic
parents are at greater risk of becoming alcoholics than are other youngsters.

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart
disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of
coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, in-
creased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and
heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convul-
sions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood
pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea,
liver damage, headache, sweating coma, possible death.
• Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.

• Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.

• Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.

• Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

**Alcohol and Drug Resources**

Wittenberg Health and Counseling Center 937-327-7811
001 Shouvlin Center
Campus consultation, counseling, education, and referral

McKinley Hall 937-328-5300
1101 E. High Street, Springfield, Ohio
Evaluation, assessment, individual and group counseling

Mercy REACH 937-390-5338
30 W. McCreight, MercyCrest Suite #204, Springfield, Ohio
Evaluation, assessment, individual and group counseling

More resources are available upon request. Please contact the Office of Student Development at 937-327-7800.

**D. Social Host Policy**

Wittenberg University supports practices that emphasize a host’s responsibility to plan social gatherings in a way that provides a safe setting for an event and makes a conscientious effort to uphold the alcoholic beverage laws of the State of Ohio and the policies of Wittenberg University. Ohio Revised Code Section §4301.69(A) states “...no person shall sell beer or intoxicating liquor to an underage person, shall buy beer or intoxicating liquor for an underage person, or shall furnish it to an underage person...unless the underage person is supervised
by a parent, spouse who is not an underage person, or legal guardian.” In the State of Ohio, a person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalty associated with this offense is six months imprisonment or $1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person who is not 21 years of age. Additionally, hosts may be sanctioned for the behavior of their guests that violates university policy, local ordinances or state law.

Any student hosting a social gathering – whether in the residence halls or student rentals – must abide by Ohio Law under the Liquor Control Law and university policy. It is the university’s suggestion that all Wittenberg students utilize the Programming with Alcohol Policy for Student Organizations and Groups risk management guidelines and resources for all social gatherings. A request (Programming with Alcohol Registration Form) to include alcohol in any sponsored event must be received by the Office of Student Involvement no later than 4 p.m. the Tuesday prior to the event. Please contact the Office of Student Involvement to set up a Risk Management Conference.

E. Programming with Alcohol Policy for Student Organization and Groups

Philosophy

Wittenberg University’s Student Code of Conduct and Ethics affords registered student organizations and groups – identified as a number of persons who are associated with the university and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units) – the privilege of hosting events with alcohol. The presence of alcohol at any type of event increases the risk for those involved with planning, maintenance, and implementation. The purpose of this policy is to assist student organizations and groups to plan and implement events with alcohol while understanding liability and risk reduction techniques. It is the responsibility of the student organization or group – and all of its members – to be familiar with this policy. Students are expected to know and abide by all applicable state and federal laws along with university policies and procedures. Additionally, students are responsible for their own behavior, utilizing effective risk management practices, and creating a safe environment for all attendees.

The sponsoring organization(s) and/or group(s) will be accountable for any and all violations. Student organizations and/or groups need to be aware that knowingly or recklessly violating a published university policy, rule or regulation or participating in conduct which one should reasonably know to be a violation
of a published university policy, rule or regulation, is a violation of the Student Code of Conduct and Ethics. Sanctions for violating this policy may include, but are not limited to, loss of funding, loss of student organization privileges, referral to the Office of the Dean of Students, the Office of Campus Police, referral to any and all relevant affiliated national organizations, or off-campus criminal prosecution. The university places its highest priority on enforcing alcohol violations that are repeated, disruptive, dangerous and/or flagrant.

For fraternities and sororities, this policy does not supersede the risk management policies of each respective inter/national organization. It is the responsibility of each chapter to carefully review their inter/national risk management policy and the policy(s) of co-host(s) before each event. As a rule of thumb, organizations should follow whichever policy is more strict.

Policy
I. Eligibility, Registration, and Approval

a. Any student organization or group wishing to include alcohol as part of an event must be officially recognized through the Office of Student Involvement. Two members of the organization or group must attend one session of the Programming with Alcohol workshop which is offered by the Office of Student Involvement twice a semester. These members are required to be present at any event in which alcohol is present. Each student organization or group must have a minimum of two members authorized in the current semester to be eligible to host events with alcohol.

i. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop so he/she can serve as a liaison during any events planned that semester.

b. A request (Programming with Alcohol Registration Form) to include alcohol in any sponsored event must be received by the Office of Student Involvement no later than 4 p.m. the Tuesday prior to the event.

c. A Risk Management Conference with the Director of Fraternity and Sorority Life, Director of Student Activities, or designee must occur no later than noon on Thursday prior to the event. Failure to meet this deadline will result in an automatic denial of the request.

A representative from each student organization or group involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that the organization or group is in compliance with this policy. Approval will be granted, provided the event abides by all university and
related organization policies and procedures. A complete list of all guests invited must be turned in by this time. (See Guest List Guidelines)

d. Risk Management Conferences will be scheduled based on the availability of the designated university official. To ensure adequate time to schedule a conference, it is recommended that student organization or group submit the registration form and schedule the Risk Management Conference as early as possible. Submission of the registration form does not guarantee that a Risk Management Conference can be scheduled to accommodate all schedules. The Office of Student Involvement will work to accommodate student organizations and groups to the best of their ability.

II. Regulations

a. For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of regulations described below and a commitment to fully comply with each of the regulations.

b. Social events scheduled off-campus (BYOB or any third-party vendor) will only be considered for approval when occurring on Friday or Saturday nights. Events scheduled on any other night will not be approved.

i. However, any events held on-campus in Founders and/or Doppelgangers on nights other than Wednesday, Friday, and Saturday will be considered for approval. See information in Article II, Section Ci.

c. Location – This alcohol policy is applicable when a student organization or group is sponsoring an event either on or off campus. Not all reservable spaces on campus will permit the inclusion of alcohol in programming. Regardless of on or off campus location, when alcohol is present, the space must be closed or roped off (also necessary for outdoor locations) to ensure proper and legal checking of identification. A closed or roped off space also helps ensure safety and manage attendance. This policy applies to student organization and group sponsored events, both open and closed, in Founders. Events on or off campus will be confined to the designated location.

i. Founders and/or Doppelgangers will not be closed for any organization-sponsored events on Wednesday, Friday, or Saturday nights.

ii. If an event is held in Founders and approved by the Office of Student Involvement, all other stipulations of this policy will be enforced. Given certain event parameters, the Office of Student Involvement MAY allow the sponsoring organization or group to forego a guest list.
If the organization’s risk management policy (or that of an affiliated national organization) still requires a guest list, the Office of Student Involvement will also require such.

iii. The Office of Student Involvement will assist with logistical arrangements and marketing for events in Founders that are hosted by student organizations and groups.

d. Focus and Publicity – Alcohol may not be the main focus of an event. Each event must have a theme. Alcohol may not be mentioned on publicity for the event. All events are subject to the University Posting Policy.

e. Time Restrictions - Event beginning and ending times will be strictly observed. Social events at which alcohol is consumed, possessed, or served may take place only between the hours of 6 p.m. to 2 a.m. Additionally, they may not exceed four (4) hours in length. No organization or group may register more than one event on any given day.

f. Event will be closed. Only guests whose names appear on the official guest list will be permitted to attend. This includes BOTH members and non-members. Sponsoring organizations and groups are responsible for the conduct of their members and guests. However, this does not preclude individuals from referral to the Dean of Students for Student Code of Conduct and Ethics violations.

i. Admittance to the event will occur through ONE entrance only. Measures must be taken to secure alternative entrances in order to monitor admittance to the event.

ii. Guest IDs will be checked at the door. All guests must show a valid picture ID and have their name on the official guest list to gain admittance to the event.

iii. Those guests who are 21 years of age or older will be designated as such. Wrist bands or hand stamps must be used to designate those guests who are of legal drinking age. Age verification must occur at the event entrance for all guests.

iv. Guests who are visibly intoxicated will not be permitted to enter or re-enter the event. It is the responsibility of the host(s) to ensure that intoxicated members and guests are not permitted to enter and re-enter the event.
g. Food and non-alcoholic beverages will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

h. When live entertainment (i.e. a band) has been scheduled, immediate neighbors will be notified prior to the event (if applicable).

i. Alcohol – All events must be held with a Third Party Vendor or follow BYOB (Bring Your Own Beverage) Guidelines. No alcoholic beverages will be served by the host(s) and no alcohol will be purchased with organization funds (this includes any type of effort to “pass the hat” or collect funds for an event).

i. **Third Party Vendor Guidelines:**

1. Must be properly licensed by the appropriate local and state authority.

2. Must be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

3. Agree in writing to cash sales only (individual, drink-by-drink), collected by the vendor, during the function.

4. Agree in writing to all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   a. Checking identification cards upon entry;
   b. Not serving minors (ideally the TPV will check IDs when serving each drink);
   c. Not serving individuals who appear to be intoxicated;
   d. Maintaining absolute control of ALL alcoholic containers present;
   e. Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the organization);
   f. Removing alcohol from the premises.

5. Agree in writing that the vendor will not provide any drink specials specific to the event attendees, require any drink sale
minimums, or otherwise co-sponsor as a distributor with the organization. Co-sponsorship with a distributor encourages binge consumption and will not be permitted.

6. All on-campus events must follow third party vendor guidelines (BYOB is not permitted); the only permissible third party vendor is Sodexo.

ii. **BYOB Guidelines:**

1. The amount of alcoholic beverage an of-age person may bring to a BYOB event is six 12 oz. cans of beer or malt beverage. No beverage in a glass bottle is permitted. No open containers of any kind are permitted. No hard liquor is permitted.

2. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Programming with Alcohol workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age.

3. A central point of distribution of alcohol must be roped off to allow for proper identification. The line must start in a well lit area and a single file entrance must be created. Of-age members and guests must be identified separately than those not of legal age (i.e. over 21 receives wristband; under 21 receives handstamp).

4. A check-in/distribution system must be in place for all alcoholic beverages (i.e. ticket or punch card system). Guests may drink only the alcohol they brought to the party. When a guest wants his/her beverage, he/she may not receive more than 1 beverage at any given time.

5. Any remaining beverage will be disposed of when a person leaves the event. A person may not leave the event with any alcohol. All unused alcohol must be thrown out at the end of the party.

6. No person may bring alcoholic beverages more than once to the same event. Staff at the entrance will register each person to monitor reentries.

j. Liaisons will be designated for each social event. Liaisons must be at least 21 years old. One liaison for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is required that liaisons are sober for the duration of the event. Liaisons must be identified as such on
the guest list. Liaisons cannot be new/associate members of fraternities or sororities.

k. A professional security guard is recommended but not required, to assist the host with the event. Security Guards can ID guests as they enter the party and monitor the event to keep things under control. Guards can also require unruly guests to leave the party. In any case, Wittenberg Police should be called in emergency situations.

l. Those indicated on the Social Event Registration Form as responsible for the event will remain present for the duration of the event.

m. All members of the host organization(s) or group(s) may be held liable if a problem occurs. Any host co-sponsoring or co-financing the event is equally liable should a problem occur.

n. Clean-up will occur immediately following the event.

III. Guest List Guidelines

a. Everyone invited to the event MUST be included on the guest list. This includes BOTH organization/group members and non-organization/group members. Risk management guidelines require a maximum of 1 guest per member. For Third-Party Vendors, the maximum capacity of the area designated for the event may not be exceeded.

b. Guests should be listed alphabetically by last name. This is very important for coordinating admittance.

c. Birth dates should be listed next to the guests’ name. Birth dates must then be verified by guest at the door by showing his/her ID. (To facilitate the check-in process the host may choose to highlight all guests who are 21 or older.

Sample Guest List Format

Host Organization Name(s): Badminton Club & Alpha Gamma Delta

Social Event: Valentine Crush Party

Date: February 16, 2009

<table>
<thead>
<tr>
<th>Guest Names</th>
<th>Birth date</th>
<th>Member responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellows, Brad</td>
<td>9/2/87*</td>
<td>Williams, John</td>
</tr>
<tr>
<td>Gorski, Dawn</td>
<td>12/15/89</td>
<td>Johnson, Kate</td>
</tr>
</tbody>
</table>

* Designates 21 and over

d. A complete guest list must be turned in to the appropriate university official by no later than the Risk Management Conference.
**Failure to Comply**

Failure to comply with any of the guidelines stated in this policy is reason to be referred to the Dean of Students or designee and/or relevant affiliated national organization headquarters.

Exceptions include any guidelines stated in this policy that are in conflict with an organization’s inter/national risk management policy must be made known at the Risk Management Conference held prior to the execution of the event. Wittenberg University and the organization(s) will defer to the stricter of the two guidelines in these cases.

**Code of Academic Integrity**

Jump to [Code of Academic Integrity](#).

**Commercial Solicitation Policy**

Neither students nor non-students may use campus grounds and/or facilities for commercial purposes unless written permission has been obtained from The Dean of Students or designee.

- It is the policy of Wittenberg University to prohibit any and all solicitation or sales in the Student Center other than operations by a lease or agent whose contract with Wittenberg permits such solicitation or sale.
- As defined for this policy statement, the terms “solicitation” and “sales” mean any effort by an individual or an organization to
  1. ask for, seek, beg, or entreat passersby to make a monetary contribution
  2. seek membership applications from passersby to any organization not organized by Wittenberg University; or
  3. offer for sale any item, symbol, or product, whether or not there is an actual on-the-spot monetary transaction
- Guidelines for vendors, solicitation, and fundraising are available at the Office of Student Activities and the Student Center
- Proselytizing is not allowed. Groups, campus organizations, clubs and/or individuals cannot stop, intimidate, distribute literature and/or CDs/DVDs, or entreat others for the purpose of redemption, religious conversion and or persuasion. Persons from outside the university are not allowed to solicit within residence halls. The residence hall space is private.

The above policy is not construed to prohibit the membership drives and activities conducted by recognized Wittenberg University organizations. Permission
for such activities is granted by the Dean of Students or designee on a first-come, first-served basis.

Ohio law states that any organization conducting more than six sales per year must obtain a vendor’s license.

**Computer Use Policy**

Jump to [Use of Computing Resources](#)

**Right to Privacy**

Though users can expect the university to respect their privacy, the privacy rights of individuals using university owned equipments have some limits. In particular, Wittenberg reserved the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and Trojan horses. Computer Center personnel will not access programs, files or data without permission from one of the following:

- The owner of the materials;
- The Dean of Students or President if the owner is a student or prospective student;
- The respective Vice President or President if the owner is a member of the faculty, staff, alumni or parent.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions place upon information stored or transmitted across computers and network systems, even when the data or information is not securely protected.

**Discriminatory Conduct Policy**

**Policy Statement**

Wittenberg University, as a church-related school in partnership with its supporting synods and the Evangelical Lutheran Church in America, respects and defends the church’s position that the practice of using harassing conduct based upon the gender, race, religion, color, creed, disability, sexual orientation, national origin, veteran status, ancestry, or age of a person or persons as a means of discrimination is destructive of God’s good gift of personhood. In the Christian perspective, any form of harassment is a means of exploitation that dehumanizes the individuals involved. Harassment is a form of conduct which undermines the integrity of the student/student, student/faculty, student/staff, and student/employer relationships. Retaliation by anyone for filing a complaint of sexist,
racist, or other discriminatory conduct is also considered to be harassment and, thus, a form of discrimination.

It is the policy and intent of Wittenberg University that all students, faculty, staff, officials, and guests be free from all types of discrimination. Therefore, Wittenberg University does not tolerate sexist, racist, and other discriminatory conduct by or towards students, faculty, staff, officials and guests. Discriminatory behavior and expressions that reflect discrimination are inconsistent with Wittenberg University’s efforts to foster an environment of respect for all members of the university community and to eliminate all manifestations of discrimination within the university. Such behavior is dealt with according to established university disciplinary procedures.

A. Racial Discrimination

Discrimination on the basis of race is prohibited by law. Racial harassment is a type of discrimination and is defined at Wittenberg as “any behavior which intentionally threatens, seriously embarrasses, or harasses a person or persons on the basis of race and:

• submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual’s employment or educational program,

• submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or

• such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or educational environment.”

Racial discrimination also is understood to include a wide range of other behaviors. It refers to behavior which is not welcome, which is particularly offensive, which debilitates morale, and which therefore interferes with the work or academic effectiveness of its victims, their co-workers, and their peers. This definition does not impinge on standards of mature responsible behavior, academic freedom, or freedom of expression.

Specific examples include, but are not limited to:

• Racial-oriented teasing or abuse, both verbal and written

• Disparaging racial remarks about one’s gender or anatomy

• Racial-stereotyping jokes, references, examples, or depictions

• Sounds or expressions which are racially offensive
• Unwelcome pressure, subtle or overt, for membership in racially discriminatory organizations

Complaints of racial discrimination are processed through the established university disciplinary process.

B. Sex/Gender Discrimination Policy

Wittenberg University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of Wittenberg University’s education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence), and failure to provide equal opportunity in admissions, activities, employment or athletics. Student workers will be covered by this policy, and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with the Dean of Students or designee.

The university Title IX Coordinator and/or Deputy Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding Wittenberg University’s procedures and Title IX may be directed to one or more of the following resources:

**Title IX Co-Coordinators**

**Casey Gill**  
Dean of Students  
937-327-7801  
gillc@wittenberg.edu

**Kevin Evans**  
Director of Human Resources  
937-327-7520  
kgevans@wittenberg.edu

**Title IX Deputy Coordinators**

For students:

**Krystal Reeb**  
Director of Student Conduct  
937-327-7806  
reebk@wittenberg.edu
For Athletics:
Joni Williamson
Assistant Director of Athletics
937-327-7088
jwilliamson@wittenberg.edu

For Faculty/Staff:
Kevin Evans
Director of Human Resources
937-327-7520
kgevans@wittenberg.edu

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: 202-453-6012
TDD#: 877-521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Wittenberg University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The complaining party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the university may take a number of interim actions in order to ensure the preservation of the educational experience and the overall university environment of the party bringing the complaint. These actions may include, but are not limited to: imposing a no contact order between the parties; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party.

To read more about Title IX of the Education Amendments of 1972, please visit: http://www.dol.gov/oasam/regs/statutes/titleix.htm.

Dissent and Disorder Policy
Wittenberg University has established free and open channels of communication; every member of the Wittenberg community can express concern with the
expectation that they are to be brought to the attention of the proper authorities or to a broad segment of the university community. If an individual or the members of a group should find the existing channels inadequate, the university supports their right to call immediate attention to their ideas by petition, public protest, or any innovative means so long as the means employed do not infringe upon established rights of others and do not violate local, state, or federal laws.

Whenever dissenting individuals or groups of individuals challenge the established community, two fundamental values must be preserved:

- the freedom to criticize, to protest, or to organize for the purpose of changing the community
- the right to enjoy the privileges and immunities of an order which protects the rights and freedoms of all and insures the peace and security of the community

When, in the opinion of the Dean of Students or designee, a disturbance threatens to disrupt campus life, they must take immediate steps:

- to offer to establish within a stated length of time special channels of communication with spokespersons of the disturbing group, and
- to request immediate cessation of the disturbance so that discussion may be carried out under suitable conditions

If order is not restored after these steps have been taken, then the disturbance may be regarded as a disruption. Should a serious disorder occur, it is the immediate responsibility of the Dean of Students, acting in consultation with the President and the Provost, to determine that a disruption does in fact exist, to take initial steps as outlined above, and to call upon such agencies and authorities as deemed necessary to restore order.

Once order has been restored, and if the disorder has been declared a disruption, the university then acts as follows: The Dean of Students, believing there is a need for judicial action, refers the case to the Student Conduct Hearing Board which then, with the aid of such additional parties as it deems appropriate, determines what action to be taken. The Dean of Students presents the case before the Student Conduct Hearing Board and does not vote.

In the event that an individual charged with creating a disruption wishes to challenge the decision of the Student Conduct Hearing Board, they may file an appeal with the Student Appellate Board. The faculty acts as the court of final appeal.
Distribution of Political and Other Non-Wittenberg Printed Material

Student organizations may not use university funds in support of partisan political activity including candidates for office or political party activity recognized or official student organizations may distribute political or other non-Wittenberg printed materials to other persons directly. All material must conspicuously display the name and address of the person or organization that has prepared and is distributing the material, and in the case of an organization, the name and address of the responsible officer. In the case of individual mailings, the material must be addressed by name and campus mailbox number. Hand-to-hand distribution is restricted to the area in the lower level of the student center adjacent to the student mailboxes, unless the Dean of Students or designee has granted written permission for alternative sites for such distribution. E-mail may be sent to individuals, but list serves may not be used for partisan politics.

False Alarms Policy

Students are advised that Ohio law imposes the following penalties for false alarms made by persons 18 years of age or over: Section 2917.32A – Whoever violates this section shall be charged by the Springfield City Fire Marshall or by a law enforcement officer with a misdemeanor of the first degree carrying a penalty of imprisonment up to six months and a maximum fine of $1,000 for the first offense. A violation of inducing panic: Section 2917.31 may also be imposed, which would be an additional first degree misdemeanor charge.

The setting off of a false fire alarm jeopardizes the safety and welfare of students and other members of Wittenberg University as well as members of the Springfield community. Therefore, any student found to be in violation of this policy is subject to disciplinary action and possible suspension from Wittenberg University.

Firearms Policy

The possession or use of firearms, dangerous weapons or other materials which endanger student welfare is strictly prohibited. This prohibition applies to all university employees, students, vendors, customers, and guests included those who are licensed under the state of Ohio law to carry a concealed weapon. The prohibition includes weapons carried about the person and maintenance or storage of any weapon in any property owned, leased, or controlled by Wittenberg or within any parked vehicle on university premises. Students wishing to bring
firearms to campus for hunting, leisure, or any other sanctioned activity must store them with the Campus Police and Security Department. Weapons discovered on university premises in violation of this policy will be seized by Campus Police and may result in criminal charges. Violation of this policy is sufficient cause for immediate dismissal from the university and could also result in criminal prosecution.

**Guest Speakers & Performers Policy**

It is the policy of Wittenberg University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our campus community, provided that the views expressed are stated openly and are subject to critical evaluation.

**Student Organization Responsibilities**

A student organization, may invite guest speakers and/or performers to campus, subject to the following provisions:

1. Sponsorship must be by a registered student organization that has completed all mandatory registration procedures with both Student Senate and The Office of Student Involvement, has participated in all required workshops and trainings, and is in good standing (both in regards to conduct and finances) with the university.

2. The process of contracting must be done within the guidelines set forth by The Office of Student Involvement, namely:

   a. Contracts must be signed by the Director of Student Activities or other university-authorized signer. Students are not permitted to make offers and may not enter into contracts on behalf of the university. Student Organization Officers are encouraged to participate in the information gathering process and may inquire about the availability and cost of inviting a guest speaker or performer to campus, but all negotiating and entering into formal agreements must be done through The Office of Student Involvement. Any contracts that are entered into by any other means, will be the responsibility of the signing party and not the responsibility of Wittenberg University.

   b. All requests for contracting with guest speakers, performers or other vendors must be received by The Office of Student Involvement no less than 30 days prior to the event. To ensure the university is entering into agreements in a professional and sound manner and have the necessary amount of time to request payment for contracted entities,
requests made after the 30-day deadline may be denied by the Director of Student Activities.

c. Proper arrangements for the use of Wittenberg University facilities must be made, consistent with institutional policy, by contacting the Scheduling Coordinator.

d. It must be clear that the student organization, not Wittenberg University, is extending the invitation and that any views the speaker may express are his or her own and not those of Wittenberg. In addition, the sponsoring organization must be clearly listed on all promotional materials for the event according to the posting policy.

e. The student organization must take whatever steps are necessary to ensure that the event is conducted in a safe and appropriate manner. The sponsoring organization may be required to complete a risk management conference with The Office of Student Involvement and consult with the Wittenberg University Police Department regarding the safety and security of event participants. For special event circumstances, outside security may be required at the cost of the sponsoring student organization.

f. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the event as laid out by The Office of Student Involvement. In addition to risk management procedures, this may include sharing any applicable university policies and/or guidelines to event participants both prior to and during the event, completing necessary liability waivers, or other procedures to be determined by university administrators.

**Hazing Policy**

Hazing in any form is an inappropriate activity and a violation of Wittenberg’s Statement of Mission (“to develop the whole person – intellectually, spiritually, socially, and physically”) and is contrary to the purpose of this academic institution and the positive development of individual members of our community.

By definition, an act of hazing includes all conditions described by the State of Ohio’s Hazing laws as set forth in section 2307.44 and 2903.31 of the Ohio Revised Code ([http://codes.ohio.gov/orc/2903.31](http://codes.ohio.gov/orc/2903.31)) and/or any activity or attitude, mental, emotional, or physical, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group.
Specifically, hazing includes but is not limited to the following:

- any activity that might reasonably bring embarrassment or emotional harm to the individual(s),
- any activity that might reasonably bring physical harm to the individual(s),
- any activity that requires an unreasonable or inordinate amount of the individual’s time or in any manner impairs the individual’s academic efforts,
- any activity that requires consumption of any liquid or solid matter,
- any activity that would degrade or otherwise compromise the dignity of the individual, or
- any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual’s genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the university.

Therefore, all acts of hazing, both on- and off-campus by an organization, group or any of its members, are strictly forbidden. Any student, organization and/or group found to be involved in any hazing activity will face conduct action and may be subjected to suspension or dismissal from the university. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

**Posting Policy**

Any academic department, campus office, or registered student organization that is affiliated with Wittenberg University may publicize activities and distribute materials relating to functions that are consisted with the university values and mission that benefit the Wittenberg University community per the following guidelines. The procedures set forth in this policy apply to, but are not limited to, the following mediums: flyers; posters; banners; signs; handbills; chalking; novelty or promotional items; and giveaways.

**A. General Posting Guidelines**

a. Prior to distribution, approval from The Office of Student Involvement must be obtained for all postings. In order to gain approval for postings, organizations must adhere to the following criteria:

i. Approval is gained by submitting the desired posting at the Benham-Pence Student Center Information Desk for review. Organizations can submit materials Monday through Friday and must allow a minimum of two business days to obtain posting approval.
ii. The content of all postings must comply with Wittenberg University mission, philosophy, values and policies.

iii. Materials may not promote the use of alcohol or drugs in any way. In addition, displaying any alcohol manufacturer or distributor, including use of logos, bar location or names is prohibited. (Exception: Events at Founders may be advertised on campus as it is a Wittenberg University entity.)

iv. Materials containing sexist, racist and any other discriminatory content will not be tolerated. Any postings that express discriminatory behavior or statements will be denied, will be found in violation of the Student Code of Conduct, and are subject to evaluation through the Wittenberg University disciplinary process.

v. Materials will also be denied if they display or encourage any form of aggressive behavior, violent acts, or weapons.

vi. All postings must be event-specific and list “who,” “what,” “where,” and “when” the function or event is taking place along with the name and/or logo of the sponsoring organization(s) and contact information in case there are questions regarding the event.

b. Due to the number and size of available posting locations on campus, the following guidelines apply to the size and number of postings:

i. Only 120 postings will be approved per event, 45 to be distributed throughout university residence halls and 75 to be distributed in campus buildings.

ii. Paper postings such as flyers, posters, handbills and signs will be limited in size to a standard 8 1/2” x 11.” Other sizes may be permitted with specific approval from the Director of Student Activities and will be limited to special circumstances and events.

c. Posting Approval Expiration

i. All advertisements and other promotional materials are permitted to be displayed for a two week period starting from the date of approval. This expiration will be designated by the date stamped on each item when approved by The Office of Student Involvement.

ii. Publicity without proper stamping is in violation of the policy and may be removed and discarded at any time.
iii. The date stamped on the publicity is the expiration date. Once the expiration date has passed, any member of the university community is free to discard the outdated materials in order to allow for new postings. It is the responsibility of the sponsoring party to remove expired postings.

d. Approved Posting Locations

i. Postings are to be displayed on bulletin boards and in designated-display space only.

ii. Doors, walls, windows, tables, benches, brick walkways, lamp-posts, and trees are not appropriate display places.

iii. Taping advertisements to any surface is prohibited as residue from tape and other adhesives can cause damage to surfaces. Instead, postings must be hung on bulletin boards with tacks or hung with string from railings.

iv. Sidewalk chalk may only be used on cement sidewalks and/or surfaces where rain can reach (i.e. no covered porches, areas under overhangs, etc). Chalking on university buildings is prohibited. Writing on brick walkways, benches, or any other furniture is prohibited.

v. Advertisements may not be distributed on vehicles in any university owned parking lot or campus drive.

vi. When posting, groups are not to cover up any other postings as a courtesy to other members of the community and their shared right to advertise.

vii. Postings may only be removed if: they do not have approval from The Office of Student Involvement as shown by the stamp placed on the item when approved; the expiration date has passed; or event date has passed (whichever comes first).

viii. Organizations can obtain a full list of approved poster locations by visiting The Office of Student Involvement.

e. Banner Space

i. Advertisements in the form of large banners or sheets are limited to buildings where these items can be hung on railings without
obstructing any exits, emergency signage, or other structure that provides a mandatory or essential safety and/or security service (i.e.: smoke detectors, sprinkler systems, security cameras) as deemed by Wittenberg University officials and administrators.

ii. Buildings that allow for displaying large banners or sheets are the Benham-Pence Student Center, Hollenbeck Hall, and Barbara Deer Kuss Science Center.

iii. Advertisements of this category must be hung with string (or other material) that allows the banner or sheet to be cut from the railing without leaving any damage or residue.

B. Residence Hall Posting Procedures

a. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development.

b. General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above.

c. Upon approval of staff in the Office of Residence Life, residence hall staff will place the materials on approved bulletin boards. This will be completed within three business days.

d. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.

e. Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator of the hall for follow-up.

f. RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.

C. Dining Services Posting Procedures

a. Posting in facilities managed by Dining Services, including Post 95, CDR, and Simply to Go, is managed by Sodexo and requires their approval before being hung/distributed. Visit the Sodexo offices on the second floor of the Student Center for more information.
D. Academic Department Posting Procedures
   a. Postings by academic departments and university offices do not require Office of Student Involvement approval, but should be marked with the name of the department, date and contact information.
   b. Academic departments and university offices have full control of the bulletin boards located in or near their offices. To post in these areas, organizations must receive explicit permission from the appropriate department.

E. Requests for Posting by External, For-profit or Non-university Entities
   a. External, for-profit, non-profit, or non-university business entities are not permitted to advertise openly on campus.
   b. Requests from said organizations or enterprises to advertise events or services at Wittenberg University must be made to the Director of Student Activities. Quantities, types, and scope of advertising will be arranged with the Director of Student Activities. Requests from individuals for personal promotion are not permitted.
      i. Consultations with the Dean of Students, Director of Advancement, or other university officials will be conducted on an as needed basis to be determined by the Director of Student Activities.
   c. Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University Career Services. Contact the Director of Career Services to make the appropriate arrangements.

F. Posting Violations
   a. Postings that do not meet the above guidelines will be removed and processed by the Office of Student Involvement.
   b. Failure to adhere to the Posting Policy may result in a fine or cause the organization to lose the privilege of distributing or posting printed materials on campus for a period of time to be specified by the Director of Student Activities.
   c. As a reminder, common Posting Violations Include, but are not limited to:
i. Posting materials without proper approval.

ii. Posting materials in restricted areas or on restricted structures.

iii. Postings with alcohol or drug use as the primary emphasis.

iv. Postings depicting acts of violence.

v. Postings with any discriminatory language or promoting discriminatory behavior.

vi. Postings that utilize tape or other adhesive.

vii. Postings that cover another advertisement, impair an individual’s line of sight, or block emergency signage or essential safety structure.

viii. Posting on glass doors or windows, painted or varnished surfaces.

ix. Postings that are distributed on vehicles parked on university grounds.

**Sales, Solicitation & Fundraising Policy**

**A. Registered Student Organizations**

Sales, solicitation and fundraising may be conducted by registered student organizations in Wittenberg University buildings or on campus grounds within the guidelines provided by The Office of Student Involvement. These guidelines require the following:

a. All requests for sales, solicitation and fundraising must be approved by the Director of Student Activities (or authorized designee) at least two weeks prior to the desired date of said activity. Registered Student Organizations can request approval by filling out the Sales, Solicitation and Fundraising Request Form, found on the Office of Student Involvement website.

b. Student organizations wishing to sponsor an outside vendor for the purpose of fundraising or other sales must ensure the vendor has on file with the Office of Student Involvement a proof of Ohio Sales Tax Registration and Ohio Vendor’s License.

c. Sales must be conducted in stationary locations that are reserved by following the procedures of the Scheduling Office and may not canvass campus in a mobile capacity. Appropriate locations include: the W Desks located in the lobby of the Benham–Pence Student Center; the reservable space outside the Center Dining Room (CDR) on the
second floor of the Benham–Pence Student Center; and informational tables set up within the venue of an approved student organization event. Other locations require the approval of the Director of Student Activities and the Scheduling Office.

d. All sales, solicitation and fundraising must clearly state and promote the intended outcome, beneficiary, or charitable organization the activity is supporting.

e. All sales, solicitation and fundraising must conform to the Wittenberg University Code of Conduct. All products, services, or information must avoid demeaning sexual, racial or other discriminatory references and must avoid promoting the abuse of alcohol or use of drugs.

f. Organizations may not raise funds to benefit any specific individual.

g. In addition, Student Organizations may not solicit donations or sponsorships from off-campus vendors or businesses on behalf of Wittenberg University or their student organization unless the Sales, Solicitation, and Fundraising form has been submitted and approval has been given by the Director of Student Activities in consultation with the Office of Institutional Advancement.

h. If an organization violates this policy, they will be asked to stop the sale, solicitation, or fundraising efforts immediately and may be sanctioned by The Office of Student Involvement.

i. The Office of Student Involvement reserves the right to deny any request to sell, solicit, fundraise, or otherwise distribute any product, service or information by any student organization if the activity in any way violates the Student Code of Conduct, conflicts with any university standards, or causes harm to any member of the university community.

B. External, for-profit or non-university entities

a. Canvassing or solicitation for funds, subscriptions, or awareness is prohibited in Wittenberg University buildings or on campus grounds unless sponsored by a registered student organization and prior, written permission has been granted by the Dean of Students at Wittenberg University (or authorized designee).

b. In addition, posters, flyers and other advertisements pertaining to said activity must follow all guidelines set forth by the Wittenberg University Posting Policy.
c. The sale of merchandise, distribution or sale of publications, and/or provisions of service on Wittenberg University property, other than by contracted vendors, authorized stores, restaurants, departments, or divisions of Wittenberg University, is likewise prohibited except upon written permission of the Dean of Students (or authorized designee).

d. Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University Career Services and should contact the Director of Career Services to make arrangements.

e. Any entities that violate this policy will be asked to stop immediately and may be escorted off campus property by Wittenberg University Police.

Sexual Misconduct Policy
Sexual harassment and misconduct undermine the mission of the university and threaten the careers, educational experience and well-being of students, faculty, staff and visitors to the campus. Therefore, it is the policy and goal of Wittenberg University that all students, faculty, staff and guests be free from sexual harassment and sexual misconduct. Although founded on and guided by the laws of the United State and of the State of Ohio, the university’s policy against sexual harassment and misconduct is not limited to these laws as the policy is an expression of the academic, residential, and professional standards of the Wittenberg community. The university reserves the right to investigate circumstances that may involve sexual harassment or misconduct in situations where no complaint has been filed.

In accordance with the university’s mission and values, and in compliance with Title IX and related legislation, Wittenberg University seeks to proactively prevent sexual harassment and sexual misconduct. The university is also committed to responding promptly to concerns or allegations of harassment and assault. Such response includes, but is not limited to, providing support and counseling for any individual requiring or requesting it; taking adequate steps to immediately eliminate the harassment or threat of harassment, preventing its recurrence and providing fair, adequate and equitable resolution of complaints brought to the university’s attention.

As a recipient of Federal funds, the university is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment and misconduct as defined in this policy are forms of
sex discrimination prohibited under Title IX. Wittenberg University is committed to providing programs, activities, and an educational environment free from sex discrimination. Questions related to Title IX can be directed to the Director of Human Resources/Title IX Co-Coordinator, Dean of Students/Title IX Co-Coordinator or the Office of Civil Rights.

This policy applies to all faculty, staff, and students. All community members are expected to abide by this policy, whether on campus or away from campus, when engaged in activities sponsored by the university or which otherwise related to the university or its business. This policy also applies to activities of recognized student organizations. Those who contract to use Wittenberg’s campus, conduct business on campus or visit the university are expected to adhere to the principles established by this policy.

A. Resources for Individuals Who May Be Victims of Sexual Misconduct

The health, safety, and well-being of all Wittenberg community members are the university’s primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven day a week, from:

On Campus:

- Campus Emergencies, 937-327-6363
- Wittenberg Police 937-327-6231
- Wittenberg Health and Counseling Center, 937-327-7811
- Student Development, 937-327-7800
- GLBT & Ally Office, William A. McClain Center for Diversity
- University Pastor, 937-327-7411
- Escort Service, 937-327-7900

Off-Campus:

- Police Emergency, 911
- Springfield Police Department, 937-324-7680
- Clark County Sheriff’s Department, 937-328-2560
- Springfield Regional Medical Center, 937-328-9372
  A. Sexual Assault Nurse Examiner (SANE) available
- Project Woman, 937-325-3737 (Emergency)
A. Non-emergency 937-328-5308

• Talk One2One Telephone Counseling
  A. After-hours support, 1-800-756-3124
  B. Available when the Health and Counseling Center is closed

• National Sexual Assault Hotline, 1-800-656-HOPE

• Clark County Health Department 937-390-5600
  A. STD/HIV Testing

Other:

• http://www.rainn.org
• http://www.wittenberg.edu/administration/security/harassment.html
• http://www.onestudent.org


For non-emergency assistance during Business Hours (8 a.m. to 5 p.m., Monday through Friday):

Faculty and staff are strongly urged to contact the Director of Human Resources/Title IX Co-Coordinator, Kevin Evans at 937-327-7517 or e-mail kgevans@wittenberg.edu.

Students are strongly urged to contact the Dean of Students/Title IX Co-Coordinator, Casey Gill at 937-327-7801, email gillc@wittenberg.edu or the Director of Student Conduct, Krystal Reeb, who is also the deputy Title IX coordinator for student complaints. She can be reached by telephone 327-7804, email reebk@wittenberg.edu or in person at the Dietrich House for Student Development (809 Woodlawn Ave.

All victims of sexual assault should take the following actions:

• Go to a safe place.
• Do not shower, bathe, or douche.
• Do not urinate, if possible.
• Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
• Keep the clothes worn during the offense. If clothes are changed, place in a paper bag (evidence deteriorates in plastic).

• Get prompt medical attention.

• Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim’s home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.

• Write down all details remembered as soon as possible.

B. Responsible Parties

All members of the university community are responsible for knowing and understanding the university’s policy prohibiting sexual misconduct. Students who do not understand the policy should contact the Office of Student Development. Faculty and staff who do not understand the policy should contact their department chair or supervisor or the Office of Human Resources. Department chairs or supervisors who need assistance in understanding, interpreting, or applying the policy should contact the Director of Human Resources.

In the event that a member of the faculty or staff learns of sexual misconduct complaint, written or unwritten, that faculty or staff member is required to notify a Title IX Coordinator. Supervisors have a special responsibility for monitoring adherence to this policy. Supervisors are expected to model good behavior and to act promptly to correct any harassing behavior to ensure there is not reprisal.

C. Violation of the Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions as described in the Student Code of Conduct and Ethics - Section IX: “Formal Conduct Procedures” with individuals found responsible for violation of the nonconsensual sexual intercourse policy facing a recommended sanction of suspension or dismissal. Deviations from this range are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Predatory, pattern and/or repeat offenders face expulsion, which is also available for any serious offense whether pattern, predatory or repeat offending is evidenced or not. The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion can be applied, depending on the nature of the misconduct.
a. **Coercion** – Unreasonable pressure or persuasion, duress, cajoling and/or compulsion to engage in unwanted sexual activity. Can be confused with romance or seduction but can be identified by the following factors: intensity, frequency, duration and/or isolation.

b. **Dating Violence** – Violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

c. **Domestic Violence** – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

d. **Effective Consent** – Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, because of the victim’s age, illness, mental or physical disability; being asleep or unconscious; or being too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through their voluntary or involuntary use of alcohol or drugs. Effective consent is also absent when the activity in question exceeds the scope of prior effective consent. In the State of Ohio, persons 16 years of age or younger cannot give effective consent.

e. **Hostile Environment** – Per the Office of Civil Rights, a hostile environment as it relates to students is one in which the harassing conduct is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the school’s program.

The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to:

- The frequency of the speech or conduct;
- The nature and severity of the speech or conduct;
• Whether the conduct was physically threatening;
• Whether the speech or conduct was humiliating;
• The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
• Whether the speech or conduct was directed at more than one person;
• Whether the speech or conduct arose in the context of other discriminatory conduct;
• Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
• Whether a statement is a mere utterance of an epithet, which engenders offense in an employee or a student or offends by mere discourtesy or rudeness.

f. Nonconsensual Sexual Contact - Any form of sexual contact that occurs without effective consent.

g. Nonconsensual Sexual Intercourse – Any genital or oral penetration, however, slight, by a part of the respondent’s body or by an object that occurs without effective consent.

h. Retaliation – Any acts of intimidation, threats, coercion or other behaviors against persons who files complaints or expresses concerns about sexual harassment or misconduct.

i. Sexual Contact – Deliberate touching of a person’s intimate parts (including genitalia, groin, breast, buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person’s intimate parts.

j. Sexual Exploitation – Taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain sexual advantage over such other person. Such actions include, but are not limited to causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or intimate parts (including genitalia, groin, breast, or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexual transmitted infection, including HIV.
k. **Sexual Harassment** – Sexual harassment may be verbal, visual or involve physical contact. It can range from abusive remarks about individual persons to sexual misconduct including serious criminal abuses such as assault. It can be overt, such as a professor’s suggestion that a person could get a higher grade or a supervisor’s offer to an employee for a higher salary in return for submission to sexual advances. The suggestion or advance need not be direct or explicit – it may be implied by the conduct, circumstances and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a sexual one.

A person does not have to be the target of sexual harassment to be sexually harassed. The harassment of others can be so offensive, demeaning or disruptive as to constitute a hostile work or academic environment, even though the harassment is not specifically directed at the observer.

Although no exhaustive listing of behaviors that constitute sexual harassment is possible, some examples include: unwelcome sexual flirtations or advances; repeated sexually oriented kidding, teasing, joking and flirting; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess or presumed sexual deficiencies; derogatory or demeaning comments directed to one’s gender; derogatory or demeaning comments about sexual orientation; leering, whistling, touching, pinching or brushing against another’s body; touching of an erogenous zone, offensive, crude language; displaying of pornographic materials on personal computers; and displaying objects or pictures that are sexual in nature. All such conduct can be threatening and coercive and may create a hostile or offensive working environment that is not conducive to teaching, learning and working.

Sexual harassment also may consist of patterns or episodes of speech or other behavior that creates a hostile or offensive environment for individuals based on their gender or sexual orientation; it may or may not involve unwanted sexual attention.

The university will determine that a behavior or series of behaviors constitutes sexual harassment when one of the following four criteria exists:

- Submission to such behavior is made either explicitly or implicitly a term or condition of a person’s employment or education; is used as the basis for academic or employment decisions affecting the person; or is a condition to participate in a university activity;
• The behavior has the purpose or effect of creating a threatening, hostile or offensive environment;

• The behavior unreasonably interferes with an individual’s work, academic performance or living environment or otherwise interferes with required tasks, career opportunities or learning;

• The behavior causes a person to engage in a sexual act through force, threat of force, or without the person’s consent.

I. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

D. **Procedures Related to the Sexual Misconduct Policy**

a. **Timing** – There is no time limit to invoking this policy in responding to complaints of alleged sexual harassment and misconduct. Nevertheless, student, faculty, and staff are encouraged to report alleged sexual misconduct immediately in order to maximize the university’s ability to obtain evidence, and conduct a thorough, impartial, and reliable investigation. Failure to promptly report may result in the loss of relevant evidence and witness testimony, and may impair the university’s ability to enforce this policy.

b. **False Reporting** – Persons who make false allegations or testimony will be subject to disciplinary action. Failure to substantiate an allegation of sexual misconduct in the course of a hearing, however, is not sufficient proof that the charges are intentionally false.

c. **Academic Freedom** – The use of valid pedagogical materials will not constitute sexual harassment. The university encourages consultation with professional colleagues to determine if the use of the materials chosen may create a hostile or offensive atmosphere within the classroom. The university does not wish to stifle valid academic expression.

d. **Retaliation** – The university and Title IX will not permit retaliation by either party to a complaint, by witnesses or by any other students, staff or faculty. Appropriate sanctions will be imposed on anyone engaged in such activity (see Definitions: Retaliation).

e. **Criminal Proceedings** – If a law enforcement agency is engaged in investigating the incident, the university will make every effort to ensure its own investigation does not impede that of law enforcement. However, the university will not unreasonably delay its proceedings due to engagement of a law enforcement agency.
There is a difference between the legal proceedings and the university proceedings. The Ohio criminal and civil justice systems and the Wittenberg process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. The university’s investigation of this complaint is an internal process that determines if there has been a violation of the university’s policy that all students, faculty, staff, and guests be free from sex discrimination and/or misconduct. The outcome of the legal proceedings does not dictate the outcome of the university’s internal proceedings.

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigation reports are not the determinative of whether sexual misconduct has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

f. **Record Retention and Disposal** – If the respondent is a faculty or staff member and a violation of university policy is found by the Sexual Complaint Grievance Board, a copy of the hearing panel’s report will be placed in the respondent’s permanent personnel record. If the respondent is a student, the report will be placed in the respondent’s student disciplinary file.

Records of student complaints will be retained in the Office of Student Development for a minimum of six (6) years after the case has been closed. Records will be retained indefinitely if a violation of university policy has occurred.

**E. Confidentiality and Reporting Sexual Misconduct**

University officials, depending on their roles at the university, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. If a person wishes to ensure that a discussion about sexual misconduct remains confidential and that no action is taken, it is essential that the person making the inquiry not disclose information sufficient to identify the accused. This is necessary because the university may be legally obligated to investigate an incident, even without the inquirer’s consent, once it is informed.
that harassment has occurred or may be occurring. The following describes the three reporting options at Wittenberg University:

i. **Mandatory Reporters:** All employees of Wittenberg University are designated as mandatory reporters EXCEPT health care providers, counselors, and ordained members of the clergy acting in that capacity. Additionally, Resident Advisors have mandatory reporting responsibilities due to their roles.

ii. **Confidential Reporting:** If you would like the details of an incident to be kept confidential, you may speak with the on-campus counselor, campus health service providers, off-campus rape crisis resources, or clergy/chaplains who will maintain confidentiality. The campus counselor is available to help you free of charge.

iii. **Formal Reporting Options:** You are encouraged to speak to university officials, such as the Title IX Coordinator, Director of Student Conduct, Campus Police and Security, Area Coordinators or Deans to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

iv. **Seeking Assistance outside the University:** Anyone who believes he or she has been sexually harassed or assaulted may also elect to make a complaint outside the university by initiating civil and/or criminal charges against the offending party or parties. If requested, the university will assist the complainant in reporting an assault and filing a criminal charge. The university community is reminded that the Ohio criminal and civil justice systems and the Wittenberg process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the university reserves the right to independently initiate, to suspend, to terminate or to continue the internal proceeding within the requirements of the Title IX and other regulatory actions of the Office of Civil Rights.
F. Federal Timely Warning Obligations
Victims of sexual misconduct should be aware that university administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The university will ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Smoking Policy
Wittenberg has a long-standing smoking policy designed to provide as close to a smoke-free environment as is practicable. Our current policy prohibits smoking in all campus buildings. In compliance with the state-wide smoking ban, the university prohibits smoking in areas immediately adjacent to all university buildings. This means that smoking will be prohibited near entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. So, for example, smoking is no longer permitted in the alcove between Recitation Hall and the Annex, the front patios of buildings, the entrances to Hollenbeck or any other academic building, the back stairs of Carnegie, the loading dock at the Student Center or the entrances to residence halls.

1. The law does not define where smokers can smoke in public places or in places of employment. In other words, State law does not define how far away from a building a person must be in order to smoke. The intent of the law is to protect the citizens, including employees, from the risks of second-hand smoke. Some states have determined that an area 25 feet from the area where smoking is prohibited is a reasonable minimum distance but, until the State of Ohio issues further guidance on the enforcement of this law, we can only use the 25 feet distance as a guide.

2. As is our current practice, the success of the university’s smoking prohibition policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share the responsibility for adhering to and enforcing this policy. Smokers have the added responsibility of disposing of their cigarette butts without littering the campus or using trash receptacles because of the potential to start a fire. Should you have a concern about the enforcement of this policy, your concern should be addressed directly to the person violating the policy or, if you are uncomfortable doing that, you should bring your concern to the attention of your Area Coordinator, the Associate Dean for Residence Life or the Director of Human Resources.
Section V: Sanctions

Wittenberg University reserves the absolute discretion to determine the appropriate sanctions to be imposed upon a student, student organization and/or student group for any violations of Wittenberg policies. The sanctions outlined below may be cumulative, and no sanction need be exhausted before if it is determined that additional sanctions should be imposed. Based on past disciplinary record, the severity of the offense, or the impact of the behavior upon the community, the sanctions may be more severe and; as a result, the list of sanctions below are not meant to be exhaustive.

Parents or guardians of dependent students and the Director of Financial Aid and Scholarships may receive written notice of action that results in deferred suspension, suspension, or dismissal. Parents or guardians, faculty advisors, and/or coaches may also receive notice of disciplinary action any time it is deemed to be in the best interest of the student and the university to do so; however, disciplinary action is normally treated as confidential information.

Students suspended or dismissed from the university for failure to maintain academic standards or for infringement of university regulations may be entitled to a refund of fees in accordance with the university refund schedule.

Student or Group/Organization Status Changes

1. **Written warning** – a written notice to the student offender that he/she has violated university policies and that further violations will result in more severe disciplinary action.

2. **Disciplinary probation** – revocation of the privilege to hold an office in a campus organization; potential revocation of the privilege to represent the university in inter-collegiate athletics or other public events.

3. **Deferred suspension** – the offending student suspension is deferred when it is deemed that invoking a suspension would not be in the best interests of the student or the university thereby allowing the student to continue their studies in the normal manner. A further violation may invoke the suspension immediately.

4. **Interim suspension** – a temporary suspension of an accused student by the Dean of Students or designee when immediate action is deemed necessary to ensure the physical and emotional well-being of student(s), the Wittenberg Community, property of the institution, or to protect the normal operation of the university. In the event the student is found responsible for the violation for which he/she was notified, any sanction imposed shall take effect from the date of the interim suspension. The fact
of interim suspension and subsequent disciplinary action shall become part of the student’s disciplinary record. If the hearing body concludes that there is insufficient evidence to support a finding that the student committed the violation for which he or she was notified of, no record of the interim suspension shall be maintained.

5. **Disciplinary suspension** – the offending student is required to leave the campus and is barred from attending classes and other privileges or activities for a prescribed period.

6. **Disciplinary dismissal** – a permanent termination of a student’s status effective upon the date specified in the notification of dismissal. A student who has been dismissed is not eligible for readmission and permanently loses the privilege of registration, class attendance, and residence in university owned or managed housing. A notation will be placed on a student’s transcript indicating disciplinary dismissal.

### Educational, Behavioral and/or Punitive Assignments

1. **Behavioral requirement** – this includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

2. **Confiscation of prohibited property** – items whose presence is in violation of the student code will be confiscated and will become the property of Wittenberg University. Prohibited items may be returned to the owner at the discretion of the Dean of Students or designee and/or Campus Police.

3. **Educational program** – the student will be required to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

4. **Fines** – a monetary sanction imposed by the Dean of Students or designee(s) for violation of university policies.

5. **Loss of privileges** – the student will be denied specified privileges for a designated period of time.

6. **Removal from office** – the student(s) is/are removed from office of a registered student organization or athletic team.
7. **Restitution** – reimbursement for damage to, or misappropriation of, university and/or private property. Reimbursement may take the form of appropriate service to compensate for the damaged misappropriated property.

8. **Revocation of recognition** – the student organization is suspended and, for a prescribed period of time or indefinitely, and loses all rights and privileges accorded a student organization in good standing.

9. **University housing restrictions**
   a. **Living unit reassignment** – a reassignment to another university housing facility. The Office of Residence Life personnel will decide on the reassignment details.
   b. **Living unit probation** – a prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a university residence hall, Greek House, or university rental property. This may include moving from one residence hall to another.
   c. **Living unit interim suspension** – a temporary removal of a residential student from any university residence hall, fraternity house, sorority house or student rental property when immediate action is deemed necessary to ensure the physical and emotional well-being of students(s), the Wittenberg community, property of the institution, or to protect normal operation of the university. Such action will be authorized by the Dean of Students or designee and will remain in effect pending a hearing. In the event the student is found responsible for the violation of which he/she was accused, any sanction imposed permanently removing him or her from housing will take effect immediately.
   d. **Living unit dismissal** – the requirement that a student leave his/her residence hall, Greek House, or university rental property by a determined time. The student may be further restricted from moving into any other university or Greek housing and is not entitled to any refund from room or board university probation – a prescribed period during which another violation of policy will result in added restrictions, suspension, or dismissal.

10. **Work or education assignment** – the requirement that a student perform some service or engage in some activity having some relationship to the offense that would benefit the student and the Wittenberg/Springfield community.
11. **Written assignment** – the requirement that a student reflect on their behavior through a written assignment that includes some research which helps them understand why the prohibition or restriction has been adopted by the university.

12. **Other sanctions** – additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

1. One or more of the sanctions listed above, and/or;
2. Deactivation, de-recognition, loss of all privileges (including status as a Wittenberg University registered group/organization), for a specified period of time.

Certain offenses require by law that the university disclose possible sanctioning practices.

**Alcohol and Drug Related Sanctions**

In response to the Drug-Free Schools and Communities Act of 1989, the following possible sanctions are in place for alcohol and other drug violations.

Depending on the amount of alcohol or drugs involved, the student may be suspended or dismissed from the university and also may be prosecuted. Below are minimum sanctions for minor violations of the alcohol and drug policies.

**Alcohol**

*First Offense*
- Alcohol Awareness education;
- $150.00 fine.

*Second Offense*
- Disciplinary probation for 1 year;
- Substance abuse referral for assessment;
- Follow-up meeting with the Director of Student Conduct or designee;
- $200.00 fine;
- Parental notification.

*Third Offense*
- Deferred suspension from the university for 1 year;
• Substance abuse referral for continued assessment and treatment;
• Follow-up meeting with the Director of Student Conduct or designee;
• $250.00 fine;
• Parental notification.

**Fourth Offense**
• Student is suspended.

**Drugs**
(including use or possession of illegal drugs or non-medical use of prescription drugs)

**First Offense**
• Disciplinary probation for 1 year;
• Referral to substance abuse counselor;
• Follow-up meeting with the Director of Student Conduct or designee;
• $200.00 fine;
• Parental notification.

**Second Offense**
• Deferred suspension from the university for 1 year with the possibility of suspension or dismissal;
• Substance abuse referral for continued assessment and treatment;
• Follow-up meeting with the Director of Student Conduct or designee;
• $300.00 fine;
• Parental notification.

**Third Offense**
• Possible dismissal from university;
• $400.00 fine;
• Parental notification.

Additional sanctions will be given if there are other incidents (vandalism, fights, providing alcohol to others, etc. that accompany the alcohol or drug charges.

Students found in an environment where the alcohol and/or drug policy is violated, but are not partaking in the use of alcohol and/or drugs, may be subject to the following sanctions dependent upon the severity of the incident:

**First Offense**
• Warning
Second Offense
- Reflection paper;
- $50.00 fine.

File Sharing and Copyright Infringement Sanctions
In response to the Higher Education Opportunity Act of 2008, the following possible sanctions are in place for computer misuse and copyright infringement.

First Offense (Based on initial notice(s) received from the copyright holder(s)):
- Warning message sent to the student along with supporting document(s).
- A warning of this nature is to indicate that any further violation of university as well as federal copyright policies risk having access to the university network restricted or terminated. In addition, students risk criminal and civil legal action.

Second Offense (Repeated notices after the student receives the initial warning letter):
- The violating student’s personal computer’s network access is revoked. Students will be able to access Wittenberg resources through use of on-campus computer labs.
- A fine of $50 will be levied.
- Students are required to complete an online Moodle Course regarding copyright infringement and peer to peer file sharing.
- The student’s personal computer’s network access remains disabled until the Computing Center has been notified that the online course has been completed.

Third Offense:
- The violating student’s personal computer’s network access is revoked. Students will be able to access Wittenberg resources through use of on-campus computer labs.
- The Student Conduct Officer will proceed with disciplinary charges and the student will go through the student conduct hearing process.
- The student’s personal computer’s network access remains disabled until the Computing Center has been notified that the student has fulfilled all educational directives resultant of the student conduct hearing process.

Violators may also be subject to civil and criminal penalties for violation of federal copyright laws.
Section VI: Overview of the Conduct Process

Students and/or student organizations cited for violations of university policies are notified by the Dean of Students designee to schedule a disciplinary conference meeting.

Violations of university policies are referred to the Dean of Students’ designee who will determine if the alleged violation should be adjudicated in a disciplinary conference meeting; may be resolved by assisted resolution; or whether the allegation should proceed to a formal hearing before the appropriate board.

Disciplinary conferences and formal hearings will rely on the preponderance of the evidence standard when making its determination. This means the determination will rest on whether the evidence indicates it is more likely than not the alleged behavior did occur and was in violation of the institution’s policy.

This overview gives a general idea of how Wittenberg University’s campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of university policy.

Note: All individuals are expected to cooperate in the investigation and are expected to abide by the university’s code of conduct, including honesty. Individuals who obstruct the investigation process or who are dishonest and hinder the institution’s ability to conduct a prompt and thorough investigation of allegations may be subject to discipline. If a student does not appear for a scheduled disciplinary conference and/or formal hearing, the hearing will proceed and a decision will be made based on the information available at the time of the hearing.

Step 1: Disciplinary Conference

When an initial disciplinary conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation;
- A decision to proceed with additional investigation and/or referral to the appropriate conduct board.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Student Code, the process will end.
If the finding is that the responding student is in violation, the hearing officer conducting the initial disciplinary conference will then determine the sanction(s) for the misconduct, which the responding student may accept and the process ends or appeal the decision (see section P).

**Step 2: Assisted Resolution**

Under appropriate conditions, a university official is appointed as a facilitator to help the complainant and respondent reach a mutually satisfactory resolution. The facilitator does not make a determination about whether the university’s policy has been violated. However, a record of the incident and its resolution is maintained in the files of the Office of Student Development. Generally, the facilitator meets separately with the complainant and respondent. Examples of resolutions include an apology, counseling and education requirements, access restrictions, disciplinary action and/or other affirmative steps to be initiated for dismissal of the complaint.

**Step 3: Formal Hearing**

The purpose of a formal hearing is to receive testimony from the designated investigator, the complainant, the respondent and other witnesses, as the board or panel deems necessary. The chair of the hearing board or panel will exercise discretion in determining which witnesses are necessary to the hearing process. Although the hearing procedures are to respect fundamental standards of fairness, they are not intended to be equivalent to those employed in a civil or criminal judicial process. They are set with an aim of providing the hearing board or hearing officer with the best opportunity for determining the truth of the matter’s dispute. Minor deviations from these prescribed procedures will not render a decision invalid or constitute grounds for an appeal unless a matter of fundamental fairness has been violated.

The major steps in the adjudication process include investigation, hearing process, determination and sanction, and right to an appeal.

The adjudication process will be implemented under any of the following conditions:

1. A formal complaint has been filed and the complainant or the respondent decides to bypass the Assisted Resolution process.

2. If the complaint has not been resolved by Assisted Resolution within fifteen (15) days after filing, the intake officer will declare an impasse and send all relevant records to the Dean of Students/Title IX Coordinator or designee for resolution by adjudication.
3. University initiated – Even if the complainant does not wish to pursue a resolution, the university may determine that the issues raised by the complainant are sufficiently serious to initiate the adjudication process.

A finding by the appropriate board will be determined and is final, unless appealed. If the finding is that the responding student is not responsible, the process ends. If the finding is that the responding student is responsible, applicable appeal options will be available to the respondent. In cases that involve Title IX allegations or crimes of violence, both the respondent and complainant will have the opportunity to appeal the final decision (see section P).

**Step 4: Review and Finalize Sanction(s).**

As stated in step 1, the hearing officer conducting the initial disciplinary conference will then determine the sanction(s) for the misconduct, which the responding student may accept and the process ends or appeal the decision. In the case of formal hearings, if the student is found in violation, sanctions will be recommended by the panel to the Dean of Student or designee and, if applicable, Title IX Coordinator, who will review and finalize the sanctions, subject to the appeals process.

**Section VII: Student Conduct Authority for Hearing Boards**

The Dean of Students or designee and/or Title IX Coordinator or designee will be responsible for assembling the Hearing Panel according to the following guidelines:

**1. Student Conduct Hearing Board:**

A. The Student Conduct Hearing Board is composed of twelve (12) members. Students will comprise eight (8) members of the board; faculty will comprise two (2) members; and staff will comprise two (2) members.

B. Every year the Provost will submit the names of two faculty members to serve a one year term on the Student Conduct Hearing Board. Every year the Dean of Students will submit the names of two staff to serve a one year term on the Student Conduct Hearing Board. Faculty and staff, if willing, are eligible to serve for multiple terms. Student members of the Student Conduct Hearing Board are chosen from those students who have filed an application with the Dean of Students or designee. An ensuing interview with a Hearing Board Selection Committee is required of each applicant. The Committee is composed of the Dean of Students or designee, a faculty member chosen by the Student Senate, and two members of the student
body selected by the Student Senate. The Selection Committee submits its recommendations to the Senate for approval.

C. The Chairperson of the Student Conduct Hearing Board will be a faculty member of the board and serve as chair for a one year term. The Vice Chair of the Student Conduct Hearing Board will be a Wittenberg staff member and serve for a one (1) year term. Faculty and staff, if willing, are eligible to serve in these roles for multiple terms.

D. A quorum shall consist of three (3) members of the Student Conduct Hearing Board. That quorum will consist of one (1) faculty who will preside over the hearing, one (1) staff and one (1) student from the Student Conduct Hearing Board.

2. Sexual Complaint Grievance Board:

A. The Sexual Complaint Grievance Board is composed of at least four (4) faculty members, four (4) staff members and eight (8) students from the Student Conduct Hearing Board. The President will appoint the faculty and staff to 3 three-year staggered terms. Incumbent members may be reappointed.

B. The Title IX Coordinator or designee, in consultation with the chair of the SCGB, will appoint a hearing panel within fourteen (14) days of receiving a complaint that is to be adjudicated. (Exceptions to the 14-day deadline may be authorized for special circumstances. A hearing panel consists of at least one (1) faculty member, one (1) staff member and one (1) student member. The chair of the SCGB may choose to impanel additional members of the board.

3. Student Appellate Board:

A. The Student Appellate Board is composed of four (4) faculty members and eight (8) students who sit on the Student Conduct Hearing Board. The faculty members are selected by the Provost.

B. For cases regarding sensitive issues such as Title IX related issues, the appeal will be sent to the Vice President for Strategic Initiatives for review and determination.

C. After reviewing an appeal, the Student Appellate Board may decide as follows:

   a. accept the report and decisions of the Student Conduct Hearing Board or Sexual Complaint Grievance Board;
b. direct the case to be reheard in accordance with the suggestions of the Student Appellate Board;

c. reverse the findings and decision of the Student Conduct Hearing Board and dismiss the case;

d. accept the findings made by the Board but reduce the sanction; or

e. accept the findings of the Board but increase the sanctions.

D. Appeals of decisions of the Student Appellate Board will be to the Vice President for Strategic Initiatives. There are no disciplinary appeals beyond the Dean of Students or Vice President for Strategic Initiatives.

4. Student Members of the SCHB, SCGB and Student Appellate Board:

A. Eight (8) students will be selected to sit on the SCHB, SCGB and Student Appellate Board.

B. Student members of the Student Conduct Hearing Board are chosen from those students who have filed an application with the Dean of Students or designee. An ensuing interview with a Hearing Board Selection Committee is required of each applicant. The Committee is composed of the Dean of Students or designee, a faculty member chosen by the Student Senate, and two (2) members of the student body selected by the Student Senate. The Selection Committee submits its recommendations to the Senate for approval.

5. All Hearing Boards/Panels:

A. Complainants and respondents will be heard by an impartial hearing panel. Any person who has a significant conflict of interest regarding the case may not serve on the hearing panel for that case. A party who believes that a member of a hearing panel may not be impartial may bring that concern to the attention of either the chair of the hearing panel or the Dean of Students designee who will determine if a member should be excused. The chair of the board will preside over meetings and hearings of the board. The vice-chair will discharge those responsibilities if the chair is unavailable. If both the chair and vice chair are unable to sit as chair, the Dean of Students designee will designate another member of the board as chair pro tem.
Section VIII: Assisted Resolution

Under appropriate conditions, a university official is appointed as a facilitator to help the complainant and respondent reach a mutually satisfactory resolution. The facilitator does not make a determination about whether the university’s policy has been violated. However, a record of the incident and its resolution is maintained in the files of the Office of Student Development. Generally, the facilitator meets separately with the complainant and respondent. Examples of resolutions include an apology, counseling and education requirements, access restrictions, disciplinary action and/or other affirmative steps to be initiated for dismissal of the complaint.

The Dean of Students’ designee and/or Title IX Coordinator or designee will refer complaints seeking Assisted Resolution to one of the following persons, according to the status of those involved:

- If the respondent is a student, to the Director of Student Conduct.
- If the respondent is a faculty member, to the Provost or designee.
- If the respondent is any other employee, to the Director of Human Resources or designee.

The facilitator will contact the complainant and respondent within five (5) days after receiving the complaint. The facilitator is responsible for documenting the facts as presented and will forward this information to the Hearing Panel should resolution by Adjudication become necessary. If the complaint is resolved by Assisted Resolution, the facilitator will forward a written report of that resolution to the Dean of Students’ designee or Title IX Coordinator, when applicable. The complainant and respondent will have signed the report to signify their agreement with the resolution and to forego their rights to an adjudicated hearing for the complaint that they mutually resolved.

If at any point the respondent or complainant rejects the Assisted Resolution process, the complaint will be returned to the Dean of Students’ designee or Title IX Coordinator or designee for resolution by adjudication. In such a case, the intake officer will initiate the investigation and adjudication process.

Section IX: Formal Conduct Procedures

A. University as Convener

The university is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Student Code. The party bringing the complaint,
who may be a student, employee, visitor, guest or university, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the university has obtained regarding the allegations.

**B. Group Violations**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

**C. Amnesty**

1. **For Victims**

   The university provides amnesty to victims who may be hesitant to report to university officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2. **For Those Who Offer Assistance**

   To encourage students to offer help and assistance to others, Wittenberg University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
3. **For Those Who Report Serious Violations**

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the university are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Dean of Students or designee not to extend amnesty to the same person repeatedly.

**D. Notice of Alleged Violation**

Any member of the university community, visitor or guest may allege a policy violation(s) by any student for misconduct under the *Student Code of Conduct and Ethics*.

The Dean of Students or designee may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The university has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

Any person looking to allege a policy violation regarding sexual misconduct or any type of relationship violence should contact the following:

- Dean of Students/Title IX Coordinator, Director of Student Conduct/Deputy Title IX Coordinator or any other administrative personnel in the department of Student Development (student-initiated complaints)
- Director of Human Resources and Title IX Co-Coordinator (student-, faculty- or staff-initiated complaints)
- Provost or any administrative personnel in the Provost’s Office.
- Any Title IX Deputy Coordinator

The Dean of Students or designee will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

**E. Intake and Investigation**

Formal investigations are referred to in step 3 above, with detailed intake and/or investigation procedures described in this sub-section. The Dean of Students or designee will appoint an intake officer and/or investigator(s) for allegations under the Student Code. The intake officer and/or investigator(s) will take the following steps, if not already completed by the designee:
1. Initiate any necessary remedial actions – if any – on behalf of the victim in consultation with the Dean of Students or designee and/or Title IX Coordinator;

2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a university proxy or representative;

3. Within seven (7) days of receiving the complaint, the intake officer will conduct a preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
   a. If the victim is reluctant to pursue the complaint, the intake officer, and Title IX Coordinator, if applicable, will determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
   b. Notify the victim of whether the university intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
   c. Possessing an open container in a public place including a motor vehicle, parked or moving.
   d. Using false identification to obtain alcoholic beverages.

4. If indicated by the intake officer and authorized by the Dean of Students or designee, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated university policy, and to determine what specific policy violations should serve as the basis for the complaint;
   a. Investigators will be appointed by the Dean of Students or designee and/or Title IX Coordinator, if necessary. In cases serial violations, the Wittenberg Chief of Police or the Chief’s designee may be asked to support criminal filings;
   b. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
   c. For minor incidents a comprehensive investigation usually takes between one day and two weeks. For serious violations, including Title IX related incidents, an investigation usually takes between one week to three weeks;
5. Investigative officer(s) will interview, and in some cases voice record, the complainant(s), respondent(s), and all relevant witnesses. A summary of the information gathered will be summarized and the investigator(s) will develop a hearing report detailing interviews, documentary evidence, and physical evidence;

6. The hearing report will be given to the complainant, respondent and hearing board members a minimum of two (2) days in advance of the hearing;

7. When necessary the intake officer and/or investigator(s) will sit in on a preliminary meeting with the hearing board to clarify questions regarding the hearing report.

**F. Findings**

The following options (1–3) describe how to proceed depending on whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or the sanctions either in whole or in part.

1. **The Responding Student is Found “Not Responsible”**

   Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may appeal the decision within three (3) business days if the reasoning meets one of three (3) criteria (see section P).

2. **The Responding Student is Found “Responsible”**

   Should the responding student be found responsible, the hearing panel will recommend appropriate sanctions for the violation to the Dean of Students or designee and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Sanctions will be implemented by the Dean of Students or designee. Either the complaint, if any, or respondent may appeal the decision within three (3) business days if the reasoning meets one of three (3) criteria as stated under the Right to Appeal (see section P).

**G. Special Hearing Provisions for Sexual Misconduct, Relationship Violence and Other Complaints of a Sensitive Nature**

For sexual misconduct, relationship violence, and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, the alleged victim may testify from another room via audio or
audio/video technology. While this option is intended to help make the alleged victim more comfortable, it is not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct or other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

H. Notice of Hearing

The Dean of Students’ designee will review the allegations and available information with the student or student organization officers and decide if adjudication can occur at this meeting or, where necessary, make appropriate disciplinary referrals. Students or student organizations referred to a hearing board will be notified in writing and may be delivered by one or more of the following methods: in person by the Dean of Students’ designee; mailed to the local or permanent address of the student/organization as indicated in official university records; or emailed to the student/organization’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

The letter of notice will:

1. Include the alleged charges and notification of where to locate the Student Code of Conduct and Ethics and university procedures for resolution of the complaint; and

2. Direct the responding student/organization to contact the Dean of Students’ designee within a specified period of time to respond to the complaint. This time period will generally be no less than three days from the date of delivery of the summons letter.
A meeting with the Dean of Students’ designee may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student/organization may indicate, either verbally or in writing whether they admit to or deny the alleged charges.

I. Interim Action

Under the Student Code of Conduct and Ethics, the Dean of Students, Dean of Students’ designee, and/or Title IX Coordinator may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct and Ethics when immediate action is deemed necessary to ensure the physical and emotional well-being of student(s), the Wittenberg Community, property of the institution, or to protect the normal operation of the university. Examples of restrictions and/or separation include, but are not limited to:

1. a “no-contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation, and if applicable, the hearing;

2. an interim suspension, which is a temporary suspension of an accused student by the Dean of Students or designee, or Title IX Coordinator, when immediate action is deemed necessary. During an interim suspension, a student may be denied access to university housing and/or the university campus, facilities, or events. As determined appropriate by the Dean of Students’ designee, this restriction may include classes and/or all other university activities or privileges for which the student might otherwise be eligible. In the event the student is found responsible for the violation for which he/she was notified, any sanction imposed shall take effect from the date of the interim suspension. The fact of interim suspension and subsequent disciplinary action shall become part of the student’s disciplinary record. If the hearing body concludes that there is insufficient evidence to support a finding that the student committed the violation for which he or she was notified of, no record of the interim suspension shall be maintained; and

3. directing appropriate university officials to alter a students’ academic schedule, university housing, and/or university employment arrangements.

When taking steps to separate the complainant and the accused, the university will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the
complainant to safely continue in his or her academic schedule, university housing, and/or university employment arrangements. Violation(s) of the directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

J. Hearing Options & Preparation

The following sub-sections describe the university’s conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Dean’s Office, no student may be found to have violated the Student Code of Conduct and Ethics solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Students’ designee or panel presiding over the hearing.

Where the responding student admits to violating the Student Code of Conduct and Ethics, the Dean of Students or designee may invoke disciplinary conduct procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as a disciplinary conference. In a disciplinary conference, complaints will be heard and determinations will be made by the Dean of Students or designee.

Where the responding student denies violating the Student Code, a formal hearing will be conducted. This process is known as a panel hearing. At the discretion of the Dean of Students’ designee, a request by one or more of the parties to the complaint for a disciplinary conference may be considered. Students who deny a violation for which a panel hearing will be held will be given a minimum of three (3) days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students’ designee; mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

2. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the university administration serve as the party bringing the complaint forward. Where there is no alleged victim, the university administration will serve as the party bringing the complaint forward.
3. If a responding student fails to respond to notice from the Dean of Students’ designee, the hearing officer may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two (2) days by answering the original notice, a disciplinary conference may be scheduled and held on the student’s behalf.

4. The Dean of Students’ designee will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Dean of Students’ designee immediately. Hearing officers will only be unseated if the Dean of Students’ designee or panel Chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

5. Both parties are expected to offer their own testimony. The chair may call witnesses, including expert witnesses, to aid the hearing panel in its consideration of the complaint.

6. Members of the hearing panel may make written notes of this testimony. The chair may make an official recording of the testimony, but not of the deliberation, for the sole use of the panel. Any notes or recording will become part of the official records of the case.

K. Panel Hearing Procedures

The Dean of Students’ designee will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Director of Student Conduct no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the university chooses to pursue the allegation on its own behalf, as determined by the Dean of Students’ designee.

The hearing panel will convene as promptly as possible, but not later than ten (10) days after receiving the investigative officer’s report. The hearing panel will
hold a formal fact-finding hearing and receive testimony from the designated investigator(s), the complainant, the respondent and other witnesses, as the panel deems necessary. The chair of the hearing panel will exercise discretion in determining which witnesses are necessary to the hearing process.

Although the hearing procedures are designed to respect fundamental standards of fairness, they are not intended to be equivalent to those employed in a civil or criminal judicial process. They are set with an aim of providing the hearing board with the best opportunity for determining the truth of the matter’s dispute. Minor deviations from these prescribed procedures will not render a decision invalid or constitute grounds for an appeal unless a matter of fundamental fairness has been violated.

The Chair and the Panel will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.

2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Dean of Students or designee.

3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Dean of Students’ designee may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.

4. The parties have the right to an advisor or other support person of their own choosing, including attorneys. Typically advisors or other support persons are members of the campus community, but the parties may select whomever they wish to serve in this role. All parties may have an advisor or other support person with them during interviews or hearings. This person may not be documented as a witness in the hearing packet. The person sitting as the advisor or other support person may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.

5. The party bringing the complaint, the responding student and the panel will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair, Dean of Students’ designee and/or Title IX Coordinator.
6. Pertinent records, exhibits, and other evidence may be accepted from either party as information for consideration by the panel to be included in the hearing packet. All items must be obtained no later than three (3) days before the scheduled hearing.

7. All procedural questions are subject to the final decision of the panel Chair, Dean of Students’ designee and/or Title IX Coordinator.

8. The respondent(s) will be informed of the right to make a plea of responsible or not responsible to each of the charges brought as the result of the alleged incident.

9. Both parties are entitled to refuse to answer questions. Refusal to answer will not be interpreted as indicative of guilt, and will be noted without prejudice.

10. Both parties are entitled to expeditious hearings. The judicial body must render a decision within ten (10) business days from the time the case is first referred to the body for consideration.

11. Both parties are entitled to a hearing by a quorum of the judicial body.

12. After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Code of Conduct and Ethics. The Dean of Students’ designee will be available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Dean of Students’ designee is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chair will prepare a written deliberation report and deliver it to the Dean of Students’ designee, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Dean of Students’ designee within three (3) days of the end of deliberations.

13. The Dean of Students’ designee will consider the recommendations of the panel, may make appropriate modifications to the panel’s report and will then render a decision and inform the responding student and party bringing the complain the final determination within five (5) days of the hearing. Notification will be made in writing and may be delivered by one or more
of the following methods: in person by the Dean of Students’ designee; mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

14. There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the university and maintained according to the university’s record retention policy. Parties wishing to appeal the outcome of their hearing may request access to the digital record of the hearing from the Dean of Students or designee.

15. The respondent will be notified of the right to appeal the decision of the judicial body. In charges under the Sexual Misconduct Policy, the complainant will also be notified. Should a party wish to appeal, any action taken by the judicial body will be held in suspense pending consideration by the appellate body.

16. Appeals must be submitted in writing to the Office of Student Conduct within three (3) class days after receipt of written notification of the decision. Appeals may be considered twenty-four (24) hours after concerned parties have been notified.

M. Parental Notification
The university reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. Notification of Outcomes
The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the university will inform the alleged party bringing the complaint in writing of the final results of a hearing regardless of whether the university concludes that a violation was
committed. Such release of information may only include the alleged student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

O. Failure to Complete Conduct Sanctions

All students, as members of the university community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Students’ designee or Disciplinary Conference Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or a hold on their student account.

P. Appeal Review Procedures

Students and student organizations reserve the right to appeal any disciplinary decision made by the Dean of Students or designee. Appeals must be made in writing within three (3) class days following written notification of the action taken. The right to appeal does not entitle the complainant or respondent to a full rehearing of the entire case. The appeal must be based on at least one of the following grounds for an appeal:

1. new and significant evidence can be introduced which may further clarify and support the defense of the student or student organization involved;

2. there is reason to believe that the sanction is not consistent with the seriousness of the violation; and

3. the student or student organization’s right to a fair and impartial hearing was violated.

Appeals of Area Coordinators’ decisions are to the Director of Student Conduct. Appeals of the Director of Student Conduct or Student Conduct Hearing Board decisions are to the Student Appellate Board. Appeals of the Sexual Complaint Grievance Board or Student Appellate Board decisions are to the Vice President, Strategic Initiatives. There are no appeals beyond the Vice President, Strategic Initiatives.

The Chair of the Student Appellate Board will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Dean of Students’ designee and/or Title IX Coordinator on any procedural or substantive questions that arise.
If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Chair determines whether to refer the appeal to the Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full hearings by the Appeals Panel are not permitted. Where new evidence is presented or the sanction is challenged, the Chair will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Director of Student Conduct or Title IX Coordinator as the result of reconsideration consistent with instructions from the Chair.

**Other Guidelines For Appeals**

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree
with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Section X: Student Conduct Definitions

**Advisor:** Typically advisors are members of the campus community, but parties may select whomever they wish to serve as their advisor. The advisors can provide information about the grievance board process and offer assistance as to help prepare a complainant or respondent to testify, question, rebut and make closings statements. The advisors do not prepare statements, question witnesses, or provide testimony during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.

**Disciplinary Conference Meeting:** An informal hearing conducted by a Hearing Officer (Administrator) for disciplinary action and/or referral to the Student Conduct Hearing Board.

**Case Packet:** The packet of materials for submission to the Student Conduct Hearing Board for consideration.

**Charges:** Specific provisions of the *Student Code of Conduct and Ethics* submitted as having possibly been violated by the accused student.

**Coercion:** Unreasonable pressure or persuasion, duress, cajoling and/or compulsion to engage in unwanted sexual activity. Can be confused with romance or seduction but can be identified by the following factors: intensity, frequency, duration and/or isolation.

**Cheating:** Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) acquisition, without permission, of tests of other academic material belonging to a member of Wittenberg University’s faculty, students or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**Complainant:** Any member of the Wittenberg community who reports or files a misconduct complaint including complaints of sexual harassment or misconduct.

**Crime of Violence:** FERPA defines “crimes of violence” to include: arson; assault offenses (includes stalking); burglary; criminal homicide—manslaughter
by negligence; criminal homicide – murder and nonnegligent manslaughter; destruction/damage/vandalism of property; kidnapping/abduction; robbery; forcible sex offences; and/or non-forcible sex offences.

**Days:** All days that are considered working days.

**Dating Violence:** Violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

**Deans Hold:** Notation on the students university account indicating that the person is not permitted to register for classes, register for student housing, receive transcripts and/or diploma until a pending issue is resolved with the Dean’s office that placed the hold.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Effective Consent:** Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of prior effective consent. In the State of Ohio, persons 16 years of age or younger cannot give effective consent.

**Facilitator:** A university employee or designee who facilitates a resolution of a complaint as outlined in the Policies and Procedures Concerning Sexual Harassment and Misconduct.

**Faculty Member:** Any person hired by Wittenberg University to conduct classroom or teaching activities or who is otherwise considered by Wittenberg University to be a member of its faculty.

**Force:** Physical force, violence, threat, intimidation or coercion.

**Group:** A number of persons who are associated with the university and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units)

**Guest:** A guest is defined as either an external visitor of a student and/or a student who is being hosted in the residence of a fellow student.

**Hostile Environment:** Per the Office of Civil Rights, a hostile environment as it relates to students is one in which the harassing conduct is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the school’s program.

**Hearing Officer:** University administrators responsible for conducting disciplinary conference meetings.

**Incapacitation:** The physical and/or mental inability to make informed rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks.

Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments... Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent.

Being intoxicated or drunk is never a defense to a complaint of sexual harassment or misconduct under this policy. A factor considered during sexual complaint hearings is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated.

**Institution:** Wittenberg University

**Intake Officer:** Designated university personnel trained as first responders to provide counsel and support to anyone who may have been subjected to sexual harassment or misconduct.
**Investigative Officer:** The university official responsible for obtaining all of the facts of the case and for presenting the Hearing Panel a written report.

**No Contact Order:** a temporary order put in place by the Dean of Students or designee in cases of harassment or threat of harassment to a Wittenberg community member. When put in place, no party is permitted to make contact with the opposing party whether directly or indirectly through others, by telephone, voice mail, e-mail, online messaging, online postings, campus or US mail, social networks or in any other way. Per the Dean of Students or designee’s discretion, parties are permitted to be within close proximity of one another for events such as class or campus events, but special care should be taken to avoid all contact.

**Non-Consensual Sexual Contact:** Any form of sexual contact that occurs without effective consent.

**Non-Consensual Sexual Intercourse:** Any genital or oral penetration, however, slight, by a part of the respondent’s body or by an object that occurs without effective consent.

**Not Responsible:** A finding in the *Student Code of Conduct and Ethics* that indicates that the university has determined that the preponderance of evidence in a case indicates that it is more likely than not that there was NO violation(s) of the *Student Code of Conduct and Ethics*. Findings of not responsible do not indicate a violation and are therefore not reported as such in cases where a student’s record is requested.

**Office of Record:** The Office of Student Development.

**Organization:** Any number of persons who have complied with the formal requirements for Wittenberg University’s recognition or registration. This includes both registered student organizations and recognized or official organizations such as athletic teams.

**Plagiarism:** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Policy:** The written regulations of Wittenberg University as found in, but not limited to, the *Student Code of Conduct and Ethics*, Residence Life Handbook, Wittenberg University’s website, Computer Use Policy, and Graduate/Undergraduate Catalogs.
**Responsible:** A finding in the Student Conduct System that indicates that the university determined that the preponderance of the evidence in a case indicated violation(s) of the *Student Code of Conduct and Ethics*.

**Restitution:** Financial reimbursement.

**Retaliation:** Any acts of intimidation, threats, coercion or other behaviors against persons who files complaints or expresses concerns about sexual harassment or misconduct.

**Respondent:** A person named as an offender in a complaint.

**Safe Harbor:** Wittenberg University has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any university student brings their own use, addiction or dependency to the attention of university officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

**Sexual Contact:** Deliberate touching of a person’s intimate parts (including genitalia, groin, breast, buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person’s intimate parts.

**Sexual Exploitation:** Taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain sexual advantage over such other person. Such actions include, but are not limited to causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or intimate parts (including genitalia, groin, breast, or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexual transmitted infection, including HIV.

**Sexual Harassment:** (See Sexual Harassment and Misconduct Policy)

**Sexual Misconduct:** A broad term encompassing Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, as defined in this policy. Sexual misconduct may occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
Staff: Any full-time and part-time employee of Wittenberg University who holds managerial, administrative, clerical, technical, skilled craft, service or other positions designated by Wittenberg University to be subject to these rules, policies, procedures and benefits.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Student: All persons taking courses at Wittenberg University either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct and Ethics, who are not officially enrolled for a particular term but who have a continuing relationship with Wittenberg University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Wittenberg University’s residence halls, although not enrolled in this institution. This Student Code of Conduct and Ethics applies to all locations of Wittenberg University.

Student Conduct Hearing Board: Convening of faculty, staff and students responsible for resolving cases that are not resolved in a disciplinary conference meeting.

Student Conduct Hearing Board Chair: A faculty or staff member designated and trained by the Dean of Students or designee to preside over the Student Code of Conduct and Ethics proceedings.

Support Person: A person chosen by the student to sit with him/her during the course of a formal disciplinary hearing in front of the Student Conduct Hearing Board. This person is not permitted to be a person who is indicated as a witness for the case.

University Property: Land, facilities, items and/or land owned or managed by Wittenberg University. This includes but is not limited to library materials, campus signage, campus facilities, grounds, vehicles, classroom materials, etc.

Wittenberg University Official: Any person employed by Wittenberg University performing assigned administrative or professional responsibilities.

Wittenberg University’s Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Wittenberg University.
General Policy Statements

Affirmative Action Policy

The Affirmative Action Officer is responsible for the implementation of the University’s Affirmative Action efforts. The Affirmative Action Officer reports directly to the President on all Affirmative Action matters.

Wittenberg University, as a church-related school in partnership with its supporting synods of the Evangelical Lutheran Church in America, respects and defends the Church’s position that discrimination in any form is destructive of God’s gift of personhood. Consequently, in accordance with the University’s Christian heritage and with the law, Wittenberg insists that equal opportunity be provided to all persons in all University operations. Wittenberg strives to develop a diverse community and to maintain an environment that promotes tolerance and understanding.

Because Wittenberg is committed to dealing fairly with all faculty, students, and staff, it does not discriminate on the basis of religion, race, gender, sexual orientation, color, national and ethnic origin, age or disability in the administration of its employment policies, educational policies, admission policies, scholarship and loan programs, or athletic and other college administered programs.

The University’s Affirmative Action Policy can be found in the Staff Manual and Faculty Manual. Any interested person may also obtain a copy from the Dean of Students or the Department of Human Resources.

Communicable Diseases Policy

Wittenberg University, as a church-related school in partnership with the Evangelical Lutheran Church in America, supports and defends the church’s position that discrimination in any form is destructive to God’s gift of personhood. In the Christian perspective, the ill should be aided with compassion. No communicable disease should be used as a reason to judge or dehumanize the person afflicted. Wittenberg recognizes the tension between the rights of the afflicted individual and the safety of all members of the campus community. It strives to balance the concern for well-being of the total community and the rights of the individual in making policy decisions.

Wittenberg University has a commitment to treat all faculty, students, and staff fairly and openly. This policy represents the intention to inform all people of the Wittenberg community about the risk of exposure to communicable diseases. This policy also represents a commitment to strive to preserve and protect the
confidentiality of faculty, staff, or students who have developed a communicable
disease. The University protects those affected from discriminatory or imposed
isolation from the community if possible. Wittenberg assumes that informed
community members take necessary steps to protect themselves from infection.
This policy applies to contagious (measles, mumps, chicken pox) and infectious
(AIDS, STDs, hepatitis) diseases.

I. Education

The major focus for protection from disease is to educate all personnel and
students. Education efforts may include alert messages, informational brochures,
invited speakers, films, and class discussion. Students are informed of methods to
avoid contracting the disease and are encouraged to take responsibility for their
actions.

When a communicable disease approaches epidemic proportions or is judged
to be a threat to the University community, Wittenberg initiates a program of
education on that disease. Information alerts both students and staff to incidence
rates of the disease, methods of transmission, known methods of prevention
and/or cure, and the employment of universal precautions.

II. Administrative Response

When a disease is identified by the University Physician to be a threat to the community, Health and Counseling Center reviews all of
its procedures for education on prevention and treatment of the disease. The
University Physician notify the Dean of Students and Director of Human
Resources of the dimensions of the disease and of any recommended changes in
the University procedures pursuant to managing the disease. The administration
may at any time request the University Physician for an opinion on the danger
of a disease and recommendations for containment. Students are informed of
incidence rates on the college campus but are not told whether a given
individual carries the disease.

Reasonable accommodation is made on a case by case basis by the Director of
Human Resources or the Dean of Students in consultation with health officials.

All contract services are expected to adhere to the policy and guidelines estab-
lished on communicable diseases by Wittenberg University.

All applicable federal, state, and local laws apply, and recommendations of the
Center for Disease Control are followed.

The Dean of Students is charged to appoint a Communicable Disease Team
which meets when necessary to ascertain the seriousness of a communicable
disease outbreak and to recommend to the President the necessary appropriate action to be taken.

### III. Confidentiality

Communicable disease-related diagnostic information reported to the University is treated as confidential, privileged information. Faculty, student, and staff confidentiality is protected to the best of our ability. Public health reporting requirements for the State of Ohio are observed by Health and Counseling Center.

The HIV antibody test is not used for employment-retention decisions.

The HIV antibody test is not used for student-retention decisions unless the student’s behavior endangers the community.

### IV. Testing

Students requesting information regarding testing for AIDS or other infectious diseases are counseled by the professional student health services staff. Students are informed about confidential testing, anonymous testing, and locations available. The student is advised of the limitations of the test.

### V. Medical Follow-Up

To receive better protection and appropriate medical care, the student with an infection should inform the professional student health services personnel.

Medical follow-up for the student with AIDS is urged by the college. Medical services are provided by Health and Counseling Center within the limitations of staff expertise and resources.

The student with AIDS who desires treatment at Health and Counseling Center must identify his or her private health care provider to the professional student health services personnel. Upon request, professional health services personnel refer an individual to health care providers and/or agencies with expertise in AIDS.

A student with AIDS is exempt from the requirement to take live virus vaccinations, e.g., measles, rubella.

### VI. Residential/Academic/Work Considerations for the Student with AIDS

A student who has AIDS is invited to discuss his or her condition with another appropriate campus official, e.g., the Dean of Students. This is not mandatory. Those offices have information about resources within the community.
The student’s knowledge about transmission of HIV is assessed by professional student health services personnel. Detailed information is given to the student regarding high-risk behaviors and appropriate self-care.

The student must properly govern his or her behavior in light of known risks of transmission of AIDS based on current medical knowledge. A student whose behavior endangers others, through appropriate procedures, is isolated or removed from the campus. The decision to restrict or exclude is rendered on a case-by-case basis with medically based judgments to assure the welfare of the college community and the individual.

- Residential housing issues are considered on a case-by-case basis.
- The student is allowed regular classroom attendance unless physically unable.
- The student is allowed to perform regular duties unless physically unable.
- The student has access to all facilities.

The student may participate in inter-collegiate athletic programs and intramural sports following individual assessment by the University Physician or the Health and Counseling Center staff.

Special consideration is afforded to the student with AIDS to prevent his or her exposure to certain communicable diseases, e.g., influenza, measles, and chicken pox.

**VII. Work Considerations for the Employee with AIDS**

Faculty and staff who have positive HIV antibody tests are encouraged to seek medical attention and advice on obtaining proper treatment for themselves and ways to reduce the risk to others.

They are encouraged to inform the Director of Human Resources and to obtain the Public Health Service recommendations for the treatment from the Human Resources office.

Food Service workers and medical staff follow appropriate governmental regulations regarding infection control.

The faculty or staff member must properly govern his or her behavior in light of known risks of transmission of AIDS based on current medical knowledge. A faculty or staff member whose behavior endangers others is isolated or removed from the campus. The decision to restrict or exclude is rendered on a case-by-case basis with medically based judgments to assure the welfare of the college community and the individual.
Employees and contract personnel are informed of the use of universal precautions pertinent to their area.

**Dangerous and Threatening Behavior**

*(December, 2013 revision)*

If a student has engaged in or has threatened to engage in behavior that endangers self or others or which causes significant property damage, or directly and substantially disrupts the lawful activities of others, the Dean of Students (or designee) may refer the student for a mandatory risk assessment with a licensed counseling professional. Pending completion of the evaluation, the Dean of Students (or designee) may bar the student from classes, University housing, or University property. The parents or guardians of a dependent student may be informed of his/her action. Following receipt of information from the evaluation, the student’s status at the University will be reviewed by the Dean of Students (or designee). Depending on the facts of a situation, and in consultation with the appropriate medical and safety professionals, as well as the student, the Dean of Students (or designee) may require that students comply with a recommended treatment plan, or take a leave-of-absence from campus.

**FERPA – Family Educational Rights and Privacy Act**

Office of the Registrar - Release of Student Information

*Notification of Rights under the Family Educational - Rights and Privacy Act of 1974*

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at Wittenberg University are hereby notified of their rights with respect to their education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent of disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclose without consent.

One exception, which permits disclosure without consent, is disclose to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wittenberg University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 600 Independence Ave., S.W., Washington, DC 20202-4605.

FERPA further provides that certain information, designed as “public information,” concerning the student may be released by the University unless the student has informed the University that such information should not be released. Public information is limited to:

- Name
- Enrollment status
- Date of graduation
- Degree awarded
• Address and telephone number
• E-mail address
• Date and place of birth
• Major field of study
• Participation in officially recognized activities and sports
• Dates of attendance
• Awards received

Such public information shall be released freely unless the student files the appropriate “non-disclosure” form requesting certain public information not be released. This form is available from the Registrar’s Office.

**Missing Persons Policy**

The health and safety of our students is one of our most important concerns. It is this concern that underlies Wittenberg’s commitment to and compliance with the Higher Education Act’s requirement for colleges and universities to establish a missing person’s policy and to inform students of that policy. When it is determined that a student is missing, the policy involves the notification of the appropriate university officials, law enforcement, and where permitted, the student’s parents/guardians or other persons so designated by the student.

If you believe a student is missing you should notify Wittenberg Police/Security and the Dean of Students Office immediately and provide as much information as possible. These offices will undertake an immediate investigation and make efforts to contact the student, his/her friends, acquaintances, and professors, in an attempt to locate them. It is often the case that students who are reported missing have simply altered their routine without informing friends and family members.

If it is determined that a student is missing Wittenberg Police/Security or the Dean of Students will begin calling the persons designated as the emergency contact by the student on Wittenberg’s Portal. In no circumstance will the notifications be made later than the maximum 24 hour requirement after the time that the student is determined missing that is mandated by federal law.

The Higher Education Act requires institutions of higher education to provide students the option of designating a confidential contact person who is not necessarily a parent or legal guardian who the institution may contact if the student is deemed missing. At the beginning of each academic year students will be directed to the portal to make any changes and updated annually. The emergency contact person designated by the student will become the primary contact.
person during the investigation. If no contact person is designated the institution reserves the right to contact parents or legal guardian.

**Motor Vehicle Regulations**

Students, please remember that all motor vehicles must be registered with the university Fall semester each year. There is no charge for registering your vehicle. Each year it is the operator’s responsibility to affix the registered vehicle validation hang tag to the rearview mirror. Registration can be accomplished on-line by logging onto the university web page ([www.wittenberg.edu](http://www.wittenberg.edu)) and logging into the “MyWitt” portal, clicking on “Personal Information” and “Biographical Update.” Parking tags will be distributed via student mailboxes. All other registrations can be accomplished by filling out an application at the Wittenberg or Police & Security Department within 48 hours of the time a vehicle is brought to campus.

All students are expected to familiarize themselves with the university motor vehicle regulations located on the Police & Security web page and to operate their vehicles with caution and good judgment. Validation hang tags are valid only for areas designated for student parking. Faculty, staff, and visitor areas are not for student parking. It should be noted that such things as careless operation, driving at an excessive speed, driving while under the influence of alcohol, or driving on any campus grounds other than campus roads are among the more serious abuses of the motor vehicle code and are strictly prohibited. The speed limit on campus roads is 15 mph. Parking in any university crosswalk is prohibited.

Wittenberg is a pedestrian campus with limited parking space. Therefore, parking on campus is a privilege closely regulated by the university. Traffic and parking violations are cause for university disciplinary action. Regulations are enforced by the Police & Security Department.

Legal parking areas for students are the New Hall lot, Ferncliff Hall lot, the lower end of Ward Street, the Student Center lot (overnight in designated areas only), the Krieg lot, and the Tower and Firestine Halls lot. Students may also park in any legal spot on city streets. Students who have paid for access to the reserved lot by Firestine Hall may park there. There are no other legal parking places on campus, either signed or unsigned.

Parking regulations are enforced in the following manner: vehicles parked illegally will receive citations; vehicles receiving more than three citations for the academic year may be towed or be booted by an immobilization device whenever found in violation. The fee associated with recovering towed vehicles is separate and unrelated to university fines. Fines assessed by the university are
charged to the bill of the offender. Extended non-payment or non-identified vehicles are still subject to the total fine when identified. These fines are placed on the student bill and, if not paid, can delay graduation or prevent class registration. It is the responsibility of students who operate and own vehicles to ensure that their vehicles are parked legally on campus. Loaned vehicles are the financial responsibility of the owners and no difference in enforcement will be shown to multiple offenders who claim that their cars were not within their control.

Visitors are required to follow the same regulations as their relatives or sponsors. They are expected to obey parking regulations just as are other members of the university community. Visitors must obtain a visitor’s parking pass from Police & Security.

Persons with a permanent disability may receive a special parking permit by applying directly to the Chief of Police & Security. Persons with a temporary handicap may receive a special parking permit covering the period of their disability by applying directly to the Chief of Police & Security.

Traffic and parking violations are dealt with in a progressive manner. Sanctions include, but are not limited to, fines, towing, immobilization, and/or loss of parking and operating privileges on campus.

Only citations issued in error, issued to the wrong party, or a verifiable emergency will be considered for review by the Chief of Police & Security. Financial hardship is not a cause for review. This review must occur within five working days of the violation. Citations will NOT be reviewed outside the five-day time frame. Violations not subject to the appeal process include unsafe operation of a motor vehicle, parking in fire lanes and handicap spaces.

**Student Records Policy**

Wittenberg assumes an obligation to maintain for its students the historic traditions of freedom of association, the right of privacy, and intellectual liberty. The following policies relating to the disclosure of information concerning students are intended to protect student interests in these matters. Wittenberg’s policies regarding student records are in accordance with provisions of the Family Educational Rights and Privacy Act of 1974, and Registrar is the institutional officer responsible for compliance.

The term “educational record” means those records, files, documents, and other materials which contain information directly related to a student. There are various types of educational records held at Wittenberg University:
1. The official educational record, which includes the Wittenberg University transcript, records relating to prior educational experience, and admissions documents are on file in the Office of the Registrar.

2. Working academic files are maintained by deans, department chairs, and academic advisors in their respective offices.

3. Records related to a student’s nonacademic activities are maintained in the Office of Student Development.

4. Records relating to a student’s financial status are maintained in the Office of the Controller and the Office of Financial Aid and Scholarships.

**Permanent Academic Record, Transcript, and Student Folder (S-File)**

The permanent academic record is an unabridged record of all courses and grades for which the student has enrolled. It also includes entries related to the student’s academic status based upon the semester’s achievement. It does not contain any entries relating to disciplinary action. It also records at the time of graduation the degree awarded and majors and minors completed.

Included in the student folder (S-File) are admission papers and correspondence, academic actions of the Board of Academic Standards, petitions for waivers of academic requirements, declaration of major, study abroad requests, and similar academic materials. The academic record and the student folder are maintained by the Registrar and are accessible to University staff and faculty determined by the Registrar to have a legitimate educational interest requiring access to these educational records. Access to any other person is granted only upon written consent or request by the student. When a student is separated from Wittenberg, the S-File is moved to the Alumni File Room. The academic record remains in the Office of the Registrar, and access to this record is gained only upon authorization from the Registrar. Information concerning academic status may be disclosed to parents or guardians if the student has been declared a dependent by the parent or guardian for federal income tax purposes.

**Personal File (P-File)**

Included in this file are such items as housing forms, correspondence with student development staff, and a record of disciplinary action. This file is maintained in the Student Development offices and is accessible only to its staff members who must use the file in performing their duties. The Personal file remains in the Dean of Students Office and access is gained only upon authorization by the Dean of Students. Access to any other person is granted only upon...
written consent or request by the student. Files are destroyed upon graduation. Files of students separated for reasons other than graduation are maintained for five years and then destroyed. Personal working notes and comments of professional staff are confidential and not stored in this file or made available to anyone else. Records of disciplinary action are kept electronically indefinitely.

Students have access to their S-File, P-File, and Health Records upon request. No information from any of these files is released without written permission from the student concerned. Confidential letters of evaluation and recommendation placed in a student’s record prior to January 1, 1975, are not available to students, but all such letters written after that date are available unless the student has signed a waiver of access.

**Student Health Record**

Included in this file are the medical history records obtained during the admission process and records of all treatments and contacts at the Health and Wellness Center during the student’s enrollment. These records are confidential by law.

**Health History and Physical Forms**

The receipt of the complete information is a prerequisite for second semester registration. *Immunization must be updated to include:*

1. two doses of measles containing vaccine after 12 months of age
2. tetanus-diphtheria booster within past 10 years
3. polio vaccine-primary series, and
4. tuberculin test within past year
5. Meningitis vaccine or signed informational waiver for meningitis vaccine.
6. Hepatitis B vaccine or signed informational waiver for Hepatitis B vaccine.

A complete physical examination by the student’s personal physician must be completed prior to arrival on campus. Athletic physicals required and provided by the athletic department do not fulfill the Health Center requirements.

**Student Counseling Record**

Counseling records are located at the Counseling Office and are not a part of the health record. Counseling records are confidential by law and do not become part of the student’s P-File or any other file and are located in a locked file assessable only to the counselor.
Faculty Advisor File

Included in this file are working notes and papers of the faculty advisor concerning the student’s educational progress. If a student changes advisors, it is forwarded to the new advisor.

The policies outlined conform to those suggested in the Joint Statement on Student Rights and Freedoms, developed and promulgated under the sponsorship of the Association of American Colleges, the National Student Association, the Association of American University Professors, and other cooperating groups.

Challenge Hearings

A student has the right to challenge at a hearing the contents of his/her educational records and to secure corrections of inaccurate or misleading entries. A student may insert into his/her records a written explanation regarding the content of such records but may challenge a course grade only on the ground that it was inaccurately recorded, not that it was lower than the faculty member ought to have awarded. Information about challenge hearings may be obtained from the Dean of Students.

Directory Information

Student information is released to any person without a student’s prior consent, unless the student has notified the Registrar in writing that he/she does not wish this information to be released. It includes the student’s name, current enrollment status, date of graduation, degree awarded, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, and awards received. Students wishing to restrict the release of their local phone or local address should contact the Dean of Students Office by the end of the first week of the fall semester.

Information about student views, beliefs, and political associations which faculty members acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection against improper disclosures is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Disclosure of Information

Wittenberg University will not provide access to any information from the educational records of students without their written consent except as follows:
1. to University staff and faculty determined by the University to have legitimate educational interest, i.e. the demonstrated need to know by persons who act in the student’s educational interest with the understanding that the use will be strictly limited;

2. to officials of other educational institutions in which students seek to enroll;

3. to persons or organizations providing to the students financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;

4. to accrediting agencies carrying out their accreditation functions;

5. to authorized representatives auditing and evaluating federal- and state-supported programs;

6. to parents of a student who have established the student’s status as a dependent according to Internal Revenue Code of 1954, Section 152;

7. to persons in compliance with a judicial order or subpoena. The University will notify the student when this judgment is ordered; and

8. to persons in an emergency to protect the health and safety of students or other persons.
Residence Life

Housing Policies

Wittenberg University student housing includes residence halls, apartments, Greek chapter houses, and University-owned houses. Only currently enrolled full-time students are permitted to live in University housing. The University has adopted the following policies, which regulate each category of housing.

On-Campus Housing Policy

All students enrolled full-time at the University are required to live in the residence halls and participate in a University meal plan. The release from residence hall living is based on academic standing, social standing and the availability of student houses/apartments. It is important that Wittenberg students engage in community to obtain full advantage of the out-of-class experience on a liberal arts residential campus. Consequently, each student enrolled full-time at the University is required to live in a residence hall and participate in a University meal plan unless the student has obtained an exemption from the Associate Dean for Residence Life. An exemption will be granted to a student who:

1. Resides at the principal residence of a parent or legal guardian within a 30-mile drive of the campus and commutes daily from that residence to the campus; or
2. Is married; or
3. In the judgment of the Associate Dean for Residence Life is subject to extenuating circumstances; or
4. Is an active member in good standing of a Greek organization that is in compliance with its commitments under the Statement of Mutual Understanding with the University and has earned at least 60 credit hours by the end of spring semester; or
5. Meets the following criteria:
   (a) has earned at least 60 credit hours by the end of spring semester, and
   (b) has satisfied such other standards that are related to residence life as the Associate Dean for Residence Life has established on an equitable basis, and
   (c) if the Associate Dean for Residence Life has determined that a vacancy condition exists, has been selected through a process that has been established by the Associate Dean for Residence Life for this purpose and that
may be based on chance or objective factors that do not discriminate maliciously or inappropriately.

Please note that housing contracts are binding for the entire academic year. Exemptions to the residency requirement include students commuting from the principal residence of their parent(s) or legal guardian(s) within a 30-mile drive of Wittenberg’s campus, students who are married, and/or students with other extenuating circumstances.

Permission to leave the residence halls is contingent upon receipt of prior written approval from the Associate Dean for Residence Life. Registration as a full-time student at the University during any academic year constitutes acceptance of the housing contract. Failure to reside in a Wittenberg residence or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University.

Students who satisfy the residence hall living requirement are released from the residence halls to live in Wittenberg-owned houses and apartments only. Permission to rent from a private landlord is contingent upon receipt of prior written approval from the Associate Dean for Residence Life. Students will not be released to rent from private landlords until all Wittenberg housing is full. Failure to reside in a Wittenberg-owned house or apartment or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University.

Requests for exemption from the residency requirement must be made in writing to the Associate Dean for Residence Life. Few exemptions are made. As a liberal arts residential campus, it is important that students engage in the community to take full advantage of the out-of-class experience.

Commuter Housing Policy

Any student who lives in the principal home of a parent or legal guardian or any student who is married and lives in or near Springfield is considered a commuting student and is exempt from the requirement to live in a residence hall. Commuter students must live within a 30-mile drive and be commuting from the principal residence of their parent(s) or legal guardian(s). Should a commuter student move from the parental home, he/she is expected to move into a residence hall. Students must complete an Application for Housing Release form to secure permission to commute. If a commuter student decides to reside on campus they must fulfill the residence hall requirement prior to being released to a student apartment/house.
Fraternity & Sorority Housing Policy

Affiliation with a fraternity or sorority is a matter of individual choice and responsibility, and each chapter must rely upon the support of its membership to maintain financial stability.

Students may not break a residence hall contract during the year to move into a fraternity or sorority house. Students residing in fraternity and sorority houses accept the principle that, in taking up this residence, they have in no way been released from their obligation to the University. Students may not be exempted from University housing or meal plans without written authorization. See Board Policies and Arrangements below. Students moving out of fraternity and sorority living units at any time must reside in university-owned housing unless specifically released to off-campus housing by the Associate Dean for Residence Life.

Student Rental Properties

Prior to being released to student rental properties, students must meet the residence hall living requirement. It is the student’s responsibility to notify parents of the intention to move out of the residence halls into a student rental property and, if necessary, to receive parental permission for such a move.

The student rental contract reflects University policy governing the terms and conditions for students living in these units.

Housing Assignments and Contract

Requests for specific housing assignments are honored whenever possible. In the spring, returning students are assigned to their rooms for the following academic year in a housing lottery process. New students are assigned space during the summer prior to Fall Semester according to the date of their tuition deposit. Roommate requests are honored when both roommates request each other through the housing survey. Details and information regarding sign-up are distributed each spring.

Single Room Policy

When the halls are under-assigned, a few rooms normally used as doubles may be available as Super Singles. These are double rooms from which the extra bed has been removed. A resident who contracts for a Super Single is guaranteed that room for the academic year unless the occupancy of the halls reaches maximum capacity. For more details, contact the staff in Residence Life.
Designated Singles
A few designated singles are available in several halls. These rooms are designed for only one person. For more details, contact the staff in Residence Life.

Room Inspection
The University reserves the right to inspect students’ rooms periodically for health and safety reasons as well as to determine the physical condition of the rooms.

Room Search
The Dean of Students or her designee may conduct a room search with the assistance of Police & Security for the following reasons:

1. in the event of an emergency;
2. health and safety matters;
3. to retrieve missing University property; or
4. suspicion of violation of University policy.

Dismissal from University Housing
The University reserves the right to dismiss from University housing any occupant whose presence is regarded as undesirable. This may be done by the Dean of Students or representative, and in such cases, there is no refund of room charges paid. Any student dismissed or suspended from the University may not continue to reside in University housing within 24 hours after dismissal. It is a policy of the University that a student who is removed from University-owned property may also be removed from the University.

Living Unit Interim Suspension
A temporary removal of a residential student from any University residence hall, fraternity house, sorority house or student rental property when immediate action is deemed necessary to ensure the physical and emotional well-being of students(s), the Wittenberg community, property of the institution, or to protect normal operation of the University. Such action will be authorized by the Dean of Students or designee and will remain in effect pending a hearing. In the event the student is found responsible for the violation of which he/she was accused, any sanction imposed permanently removing him or her from housing will take effect immediately.
Roommate Conflicts, Room Changes, and Consolidation

Roommate Conflicts
At the beginning of each year, roommates will meet with the Resident Advisor (RA) to discuss roommate relations and establish a set of shared expectations, rights and responsibilities for the year. The RA will work with residents to put this into writing and they will each sign a roommate agreement. Should conflicts arise throughout the year, students should contact their RA and he or she will coordinate a meeting with the two roommates. During this meeting, they will revisit their roommate agreement and attempt to work out their disagreements. If they find that they are unable to resolve the conflict, the Area Coordinator will be consulted and he or she will work with the students to determine if further mediation is necessary or if a room change is appropriate.

Room Changes
At the beginning of each semester, there is a two-week hold on room changes while Residence Life staff members verify occupancy and determine where vacancies exist. After this time, students wishing to make room changes must contact their Area Coordinator for permission to move.

In instances where a student desires to move from one hall to another, both the current Area Coordinator and the new Area Coordinator must be contacted for permission to move into that hall.

Note: Prior to moving into a new room, students must notify their current roommate of their plans to move. Students must complete the move and check out of their former rooms no more than 24 hours after picking up the keys to their new room.

Consolidation Policy
Should vacancies occur in residence halls during any time in any semester, Area Coordinators are able to consolidate these vacancies by requiring the occupants of half-filled rooms to move together. This policy has been developed for the following reasons:

1. To make available an increased number of vacant rooms that may be rented as singles and assigned fairly according to the criteria established by the Single Room Policy.

2. To accommodate students, when possible, for break housing and emergency housing.
3. To accommodate prospective students, if needed, who are considering Wittenberg as the possible college of their choice.

4. To conserve on the cost of unnecessary utilities or needless “wear and tear” on a room.

The consolidation process will occur during the first six weeks of each semester. The first two weeks are regarded as the room freeze period where no room changes will take place. After this room freeze period and until the sixth week of the semester, consolidation of those students in half-filled rooms will occur. Area Coordinators will notify these students by email of their status and available options. After the sixth week of each semester, any student not abiding by the consolidation policy will be billed for a Super Single.

Students in double rooms without roommates have the following options as part of the consolidation process:

1. Obtain a roommate and keep their current room as a double.

2. Move in with someone else in an under-assigned (half-filled) room.

3. When available, contract for a Super Single. Availability of Super Singles is determined by the Residence Life staff, and is based on factors including time of year, current occupancy, class year, and other housing needs. (This option is not available for first-year students during their first semester.)

4. If there are no other residents in the student’s current residence hall with whom to consolidate and the resident does not wish to contract for a Super Single, the resident’s status will be defined as “involuntarily under-assigned,” by which the resident agrees to accept any roommate when a new roommate becomes available.

   a. If the resident refuses reassignment or a new roommate, the room is considered to be “voluntarily under-assigned” and the Super Single rate is charged retroactive to the date the original roommate moved out.

   b. If an assigned roommate does not move into the room and indicates the resident made overt or subtle statements or actions that deterred the person from moving into the room, the offending resident will be billed for the full amount of a Super Single (for the period of an entire semester or entire academic year), as well as held accountable through the University’s student conduct process as having violated the Student Code of Conduct & Ethics.
c. If during consolidation there is a disagreement as to which resident moves, new students with the latest paid deposit date and upperclassmen with the lowest seniority as determined by earned credit hours will be required to move.

Check In-Out Procedures

Residence hall students are responsible for the condition of rooms and room furnishings. The University recognizes that there are differences in the conditions of the rooms in the various halls. Similarly, the condition of the contents of each room varies. At check-in, it is important to review the Room Condition Report in careful detail, noting general condition of the room and its contents including the quantity of furnishings in the room, so as not to be charged for pre-existing damages upon checking out of the room.

Check-Ins

At the start of each year, Resident Advisors (RAs) complete Room Condition Report (RCR) forms for each room on their hall roster. When students check into their rooms, both the RA and the student review the RCR and complete a thorough examination of the condition of the room to ensure the condition of the room is accurately reflected. At the end of the year, the RCR will be used by a staff person to determine what damages, if any, have occurred during a resident’s stay. It is the student’s responsibility to report all needed maintenance repairs to his/her RA as needs arise, so that repairs can be made in a timely manner as well as to avoid unnecessary charges.

Check-Outs

To protect the interests of students and the University, it is the student’s responsibility to contact an RA to check out of his/her room prior to leaving campus at any time during the academic year. At checkout, the RA reviews the RCR and notes if there is any damage to the room or if room furnishings are missing. Fines will be assessed for any damage to the room as well as for failure to check-out appropriately, failure to sweep and/or clean the room, failure to remove personal property in the room, or failure to return the room key. Students and parents are not allowed to make their own repairs. Typically, the RA makes a preliminary assessment of room condition at check-out. The Area Coordinator will make a final assessment of damages after hall closing which may result in a charge/additional charges to a student’s account.
**Housing Contracts and Costs**

The University housing contract is for fall and spring semesters of each academic year. The contract is for living space in University housing and not for a specific hall or room, although attempts are made to honor requests.

*Resident Hall Costs for the 2014-2015 academic year:*

- Double room cost is $5,158, payable at $2,579 per semester.
- Designated singles, if available, cost $5,990 payable at $2,995 per semester.
- Super Singles, if available, are $7,816, payable at $3,908 per semester.
- New Hall double cost is $5,658, payable at $2,829 per semester.
- New Hall designated single cost is $6,490, payable at $3,245 per semester.
- New Hall super single, if available, cost is $8,316, payable at $4,158 per semester.

**Room Refunds**

Students who withdraw from the University within the semester will not be eligible for refund on fees. Housing and board refunds are granted on a pro-rated basis through the fifth week of the semester.

**General Hall Damage**

Students are financially responsible for common areas. They are billed for damages in these areas, with charges assessed against individuals when individual responsibility can be determined. When responsibility cannot be determined, charges are assessed against the hall damage fund.

**Release from Housing Contract**

No student is released from the residence hall contract during the academic year unless it can be adequately demonstrated that being held to the terms of the contract causes extreme hardship. All requests for release from the residence hall contract must be directed to the Associate Dean for Residence Life.

**Residence Hall Services**

**Computer Labs**

All residence hall labs are open 24 hours daily during spring and fall semesters. Contact the Solution Center at 525-3801 to report problems with University computer equipment. Supplies for the lab are obtained from the residence hall Area Coordinator or Community Advisor.
In-room Network
Information Technology Services is responsible for maintenance of the network connection up to, but not including, the student computer. Contact the Solution Center for problems with the data port or other connection issues at 525-3801. Network cables may be purchased from the Wittenberg bookstore or other local retailers.

Personal Computer
The Solution Center trains and staffs student workers to help students with network-related personal computer issues. See the Information Technology Services web pages for more information.

Laundry
The laundry facilities located within the residence halls are for the residents of those halls only. The cost of the laundry is included in the room fee that each residence hall student pays. Coins are not needed. Residents are not permitted to wash/dry non-resident students’ clothes, or for non-residents to use the laundry facilities in any residence hall. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the resident of the hall and the non-resident of the hall. Residents must provide their own irons.

Lost and Found
There are two main locations for lost and found items: the RA office in every residence hall and the Wittenberg Police & Security Office in Recitation Hall.

Mail Service
U.S. Mail
Mailboxes are provided for each student in the Benham-Pence Student Center. The mailing address for all students is:

Name
Wittenberg University, Box _____
P.O. Box 6100
Springfield, Ohio 45501-6100

Mail service is provided throughout the academic year. First-class mail may be forwarded or held during break periods. The large volume of magazines and newspaper subscriptions received by students during the lengthy summer break creates storage problems, and they will be discarded unless students notify Service Center staff that they will be on campus for the summer to pick up their
mail. Students should inform publishers and creditors of their change of address at the end of a year or whenever a local address changes.

**Campus Mail**

Mail sent within the campus community does not require postage. There are two mailing locations: the mail room in Recitation Hall, and the Service Center in the Benham-Pence Student Center. In addition to campus mail, Wittenberg email provides the University with the means to communicate to our students. Given the importance of much of the information provided and the need for a timely response from the students, it is the policy of Wittenberg that students will be responsible for the information sent to them in both their campus mail and via their official University email accounts.

**FED-EX or UPS Mail**

UPS mail is delivered directly to the Service Center. The University is not responsible for lost or delayed articles. The mailing address is:

Name  
Box ______, Wittenberg University  
734 Woodlawn Avenue  
Springfield, Ohio 45504

**Meeting Room**

New Residence Hall features one seminar room that is available for special programs or study needs. The room may be reserved by contacting the Area Coordinator.

**Microwaves**

Microwave units are provided for student use in the lobbies of each residence hall. These are to be used for snack preparation only. If the microwave is not functioning properly, please report this to your Area Coordinator. Microwaves are not permitted in students’ rooms, unless a part of a microfridge unit that meets the University’s specifications described below.

**Physical Plant**

Physical Plant is responsible for all physical maintenance and housekeeping tasks in the residence halls. If students have questions or concerns regarding these areas, they should contact the Area Coordinator.
Safety and Security

Theft
Student rooms are provided with locks, and each student is issued a key when checking into the hall. Students are strongly urged to keep their doors locked and not store valuables in their rooms. The University is not responsible for loss of, or damage to, the personal property of students. Students should check to see if they have insurance coverage under their parent’s homeowners insurance or look into purchasing renter’s insurance. If a theft does occur, contact Wittenberg Police and the Area Coordinator.

Fire Drills and Fire
Wittenberg Police/Security and Residence Life staff conduct fire drills in each residence hall at least once per semester, in compliance with the fire code of Springfield. Students failing to comply with standard fire procedures are subject to disciplinary action.

When there is a fire drill or alarm, everyone must evacuate the building and not re-enter until given approval by a Fire Marshal, police officer, or hall staff member. Failure to evacuate the building is a violation of fire procedures.

For student safety, the Springfield Fire Marshal inspects each University building on a regular schedule. The fire marshal may enter any room without notification to determine if a violation of fire safety policies exists.

Fire extinguishers are not to be used except in case of a fire. This policy is for the protection of all residents.

Tornado Safety
The spring season brings the greatest potential for tornadoes in the state of Ohio. Tornadoes can, however, strike anytime and anywhere. Survival may depend on knowing what to do. Know the difference between a tornado watch and a tornado warning. A tornado watch means conditions exist in the area and there is a possibility that a tornado may develop. A tornado warning means a tornado has been sighted in the area and everyone should take cover immediately. Students are to follow tornado procedures for their hall.

Storage Facilities
Storage is not available in the residence halls. There is no summer storage. The University assumes no liability or responsibility for personal belongings while they are stored in University buildings.
Telephones
The University no longer provides each student with a telephone. Upon re-
quest, the University provides local telephone service, caller ID, and call messag-
ing if the student provides a room telephone.

Vending Machines
Coin-operated vending machines are located in each residence hall. The num-
ber of machines and selection of food products depend upon the size of the hall
and the needs of its occupants.

If a machine is not functioning properly and/or needs service, please report the
problem to the Area Coordinator. If money is lost in a vending machine, please
leave your name, box number, amount of money lost, and the type of machine
on the Vending Refund Sheet.

Student Room Policies

Alcohol and Other Drugs
The illegal and/or irresponsible use of alcohol or drugs is a violation of
University policy and a major health problem. The full text of the alcohol and
drug policies is available as follows:

Alcohol Policy

Drug Policy

In the residence halls:
1. Students who are of legal age may consume alcohol in their room with the
doors closed.
2. Underage students may not be present in rooms where alcohol is available
or being consumed.
3. Open containers, carriers, or cups of alcoholic beverages are not permitted
in any lounge, hallway, restroom, or other public area of a residence hall.
4. Students may not promote a culture of alcohol by displaying empty con-
tainers or packaging in underage residence halls.

Bicycles
Students may bring bicycles to campus. It is recommended that bicycles be
secured in students’ rooms, or with high security shackle locks in bicycle racks
located outside most residence halls. Bicycles may not be stored in public areas,
stairwells, or near exit doors, due to potential safety hazards.
**Candles and Incense**

Candles, oil lamps and incense are prohibited in residence halls. Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior permission from the Area Coordinator. No incense may be burned in the Residence Halls.

**Computer Lounges**

Computer lounges are reserved for the use of hall residents and their accompanied guests only. Students’ room keys open the computer lounge doors in their respective halls.

**Cooking**

Cooking is not allowed in the residence halls due to various problems associated with it (i.e. insects, rodents, possible damage to property, potential fire hazard, etc. Preparation of coffee, tea, soup, and popcorn is permissible. Coffee pots and popcorn poppers are to be used expressly for these purposes.

_Ferncliff Hall is the only hall with a kitchen facility._ Students may use it only for snack preparation. Continuous meal preparation is prohibited. Care should be taken in the use of the kitchenettes – a smoking oven will trigger the fire alarm system.

**Drug Policy**

Residence hall students are required to follow the [University’s Drug Policy](#).

**Electrical Appliances**

All electrical appliances have the potential to be hazardous if misused or not kept in proper repair. Recognizing that some electrical appliances are potentially more hazardous than others, it has been determined that _only_ the following appliances may be used in the residence halls:

**Permitted In Residence Halls**

- portable electric hair dryers
- hot combs
- electric razors
- electric rollers
- electric toothbrush/water picks
- sewing machines
- lighted makeup mirrors
- electric blankets
• heating pads
• microfridges
• electric coffee pots
• closed-coil hot pot
• closed-coil popcorn poppers
• refrigerators (see section on these)
• computers
• irons (clothes, flat, curling)
• lamps (no halogen)
• television sets

These appliances must be UL approved, and good judgment should always accompany their use. 14-gauge extension cords are recommended.

**Not Permitted in Residence Halls**
The following items *may not be used* in University Residence Hall rooms. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities.

• crock pots
• electric skillets
• lava lamps
• sun lamps
• hot plates
• air conditioners
• broiler/toaster ovens
• toasters
• wireless routers
• electrical fryers/frying pans
• electric sauce pans
• microwave ovens
• gas/any type of grill
• any type of blender
• high wattage spot/flood light
• convection ovens
• power tools
• potpourri burners
• electric heaters
• halogen lamps
• rice cookers
This is not an exhaustive list of the electrical appliances and pieces of equipment that are not suitable for use in residence hall rooms. The Area Coordinator must approve any appliance not included in these lists before usage. All appliances used in the halls must have the original Underwriter’s Laboratory seal. If an unapproved appliance is found in a resident’s room, the item is confiscated and a fine is assessed.

**Emergency Equipment**

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, or any other emergency equipment. In addition, students are not allowed on ledges, roofs, or fire escapes. Fire escapes are to be used only during fire alarms.

**Entertainment Units**

Students may have radios, sound systems, televisions and other musical equipment, but should use them with concern for those living in the immediate area. The amplification should be controlled so that neighbors both inside and outside the hall are not disturbed.

Residents should not place speakers or sub woofers in/facing windows or turn the volume/bass to an excessive level. Television sets are permitted so long as they are self-contained units with built-in antennas not to exceed 120 volts AC/60 cycles/125 watts. Outside antennas (including satellite dishes, etc. are not permitted and will be removed. The installation of outside aerials is not permitted for safety reasons. They are removed by Physical Plant personnel, and residents of the room are assessed a service charge for their removal. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

**False Alarms Policy**

Residence hall students are required to follow the University’s [False Alarms Policy](#).

**Firearms**

Residence hall students are required to follow the University’s [Firearms Policy](#).
Furniture Movement

Furniture may not be removed from rooms without prior written authorization from the Area Coordinator. Students will be charged full replacement value for furnishings missing from their rooms at checkout. The addition of furniture made to the room should be with good judgment. Always consider the safety and availability of room exits. Metal hangers should never be placed over doors. They ruin the door, hinges, frame, and walls behind the door. Permanent furniture may not be altered or removed from its permanent location. This also applies to University drapes, which may not be removed or altered in any way. Students may not move their room furniture to hallways or lounge areas. Furniture purchased by students must be removed when they move from residence hall facilities. Students are charged for any personal furniture that must be removed by University personnel.

Games in the Hallway

For reasons of safety and sanitation, residents may not engage in games, sports or sports-related activities within residence hallways, lounges, stairwells, or other public areas. Water fights, and practical jokes are prohibited within the residence halls. These actions can lead to student injury and/or damage to private or University property and may result in disciplinary sanctions and restitution.

Guest/Escort Policy

A guest is defined as a non-resident of the building who is present at the invitation of a Wittenberg student or is received by a Wittenberg student. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence hall. Guests who are students of Wittenberg University share responsibility for their behavior with their hosts. Hosts are required to inform guests of all pertinent University regulations. Residence hall staff members reserve the right to ask guests to leave the building if their behavior is inappropriate.

Visitors entering a residence hall must be escorted at all times. Visitors who are unescorted will be required to leave the residence hall immediately, and the host student may be subject to disciplinary action. See also Overnight Guest Policy below.

Keys/Access Cards

Each resident is issued a room key when moving into a residence hall. Keys and access cards are the property of Wittenberg University and are non-transferable.
Students may not lend or borrow keys/access cards. Possession of unauthorized keys/cards or the duplication of keys is a serious matter in which disciplinary action will result.

Any time a resident reports that his/her assigned room key is not in his/her possession, the Area Coordinator may request a core change to occur immediately. When a room key is temporarily or permanently lost, it is assumed that access to the student’s room cannot be controlled. To obtain a core change, students contact their Area Coordinator, who will provide them with a core change form. Students then take this form to Physical Plant where a charge of $50.00 will be assessed to their student account. Residents should contact the RA or Police & Security if locked out of their rooms.

Room keys must be returned when residents vacate rooms and failure to do so will result in a charge of $50 to cover the cost of a new core lock and key. Physical Plant replaces the core lock and issues new keys.

Laundry

The laundry facilities located within the residence halls are for the residents of those halls only. The cost of the laundry is included in the room fee each residence hall student pays. Coins are not needed. It is against policy for residents to wash/dry non-resident student’s clothes, or for non-residents to use the laundry facilities in any residence hall. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the resident of the hall and the non-resident of the hall.

Please be courteous of your fellow hall members. There are a limited number of machines, and by utilizing the washers and dryers for non-residents, you are inconveniencing those that have paid to use the machines.

Ledges, Roofs and Fire Escapes

For safety purposes, students are not allowed on ledges or roofs of any buildings at anytime. Fire escapes are to be used only during drills and alarms.

Lofts

For safety reasons, students are not permitted to build their own lofts; the only lofts permitted in the residence halls are those available through Open Space Concepts (www.openspaceconcepts.com). Lofts can be rented for Firestine Hall and Tower Hall only.
Lounges – Furniture and Use

Lounges are provided in floor sections and in a main area of the hall for residents of the respective halls. Although in most cases the lounges are used for studying, programming, or social activities, residents are encouraged to invite professors to visit the residence for informal discussions or classes. The priority for use of floor lounges continues to be for studying and for programming. Other uses for these areas must have the approval of the Area Coordinator. Outside groups requesting use of a residence hall lounge must contact the respective Area Coordinator. Consideration should go to student groups with a majority of building residents. Problems should be reviewed so that outside groups are not infringing upon the rights of building residents.

All furniture provided in the lounges must remain in the lounges. The furniture is placed there for the use of all students living in the hall. Failure to abide by this regulation may result in disciplinary action and/or a fine. Each floor or section of a hall that has missing lounge furniture is billed for the replacement costs. Missing lounge furniture from the main lounge is billed to all students of that hall. It is the responsibility of all residents to keep the lounges clean and to remove their own trash from the area. Individual room furniture such as desks, beds, etc., may not be placed in any lounges.

Noise Policy

Reasonable noise levels must be maintained at all times in residence halls because they are primarily educational facilities. Certain obvious activities are always to be avoided, such as playing musical instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and annoys other residents.

Specific study/quiet hours are maintained from 9 p.m. to 9 a.m., Sunday through Thursday and 10 p.m. to 10 a.m., Friday and Saturday. Each hall may establish quiet hours beyond this time. If a student has a complaint about noise during quiet hours, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then the Resident Advisor should be notified. Twenty-four hour quiet hours are mandatory during the final week of each semester.

Overnight Guests

Guests of students are welcome in University residence halls on a limited basis. With roommate approval, an overnight guest (any person staying in a room overnight who is not a designated resident of that space) may stay in a residence hall room on no more than three separate instances per semester with a maximum of three consecutive days per visit.
Hosts are responsible for their guests and their guests’ actions and must take reasonable precautions to ensure the security of other students living in the hall. Guests must be in the company of their host at all times.

Minor guests (under the age of 18) must be at least 13 years of age, except on Sibs Weekend when younger guests are permitted. Overnight minor guests must be approved and registered through the Office of Residence Life. The host student must complete a Minor Guest Application and Permission Form at least one week in advance of the visit. This form shall include emergency contact information for the parent or guardian, known medical conditions, and dates of stay. Both the host student and the minor’s parent/legal guardian must sign the form. Wittenberg University expects that the minor will abide by all University policies and local, state, and federal laws, and that minor guest privileges may be revoked at any time without notice. The parent or guardian must pick up the minor upon request of the University or the host student.

**Pets**

Fish are the only pets allowed in residence hall rooms and fish are the only inhabitants permitted in an aquarium. For health reasons and potential damage to the facilities, no other pets of any kind are allowed in residence hall rooms at any time. When considering whether to have fish at school, students should be aware that during break periods, electrical items are unplugged, and residence halls are closed so that care and feeding are disrupted.

**Posting Policy – Residence Halls**

Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that posted materials are posted appropriately, the following posting policy has been implemented:

1. All materials to be posted in Wittenberg residence halls must be submitted to the Office of Residence Life.

2. Materials must meet these guidelines:

3. Upon approval of the Office of Residence Life, the RA, or a staff assistant will place the materials on approved bulletin boards.
   a. materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name.
b. materials must be consistent with the University policy regarding sexist, racist, and other discriminatory conduct (published in student handbook).

4. Approved materials may remain posted until completion of the event.

5. Materials without approval (noted by the Office of Residence Life stamp) should be immediately removed and a copy given to the Area Coordinator.

RA programming publicity, RA announcements and RA bulletin board materials and information from campus offices do not need “stamped” approval.

**Refrigerators**

Refrigerators are permitted in residence hall rooms, and must meet the following specifications: power 120 volt, 60 cycle AC, 200 watts, 2 amp; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition. One refrigerator is allowed per double room; two in triples and quads.

Microfridges must meet the following specifications: .8 amps and 700 watts; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition.

For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During break periods, refrigerators must be emptied, defrosted, unplugged and left standing open. The University reserves the right to inspect refrigerators and microfridges to ensure they meet proper specifications and are in good condition. Converter boxes that alternate power between a stand-alone microwave and refrigerator are not allowed.

**Room Decorations**

Students are encouraged to give their rooms personal touches. Posters and other decorations may be hung on the walls; however, excessive paper is considered a fire hazard. The placement of posters, signs, etc., outside students’ rooms is limited to the exterior side of the room door. Students are not permitted to attach items to the walls outside their rooms. Students are not permitted to attach items to the ceiling. Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc. which damage any paint or wood surfaces are not permitted.

Students are not permitted to use any room furnishings, which, in the opinion of the Area Coordinator or the Springfield Fire Department, violate city fire ordinances and/or would be considered unsafe. These include, but are not limited
to, bookcases, platforms, overstuffed furniture, etc. Items such as flags, fish nets, large posters, lights, etc. are not to be hung from the ceiling, light fixtures, or other fixtures in the room. Any tampering with or rewiring of electrical fixtures or telephones is in violation of the total safety of the building. The University reserves the right to judge what is safe for its buildings and their occupants.

**Smoke Detectors**

Smoke detectors are installed in each room. They are fire safety equipment and are not to be obstructed or tampered with in any way. A smoke detector that beeps about once per minute indicates that the battery needs to be replaced. Residents should notify their RA or AC of the need for replacement or other problems and should not attempt to change the battery themselves. After hours, the Office of Police and Security is to be contacted for replacement of smoke alarm batteries. Tampering with fire safety equipment is grounds for disciplinary action, a minimum $50 fine as well as repair costs of the equipment. Physical Plant cleans and services each detector once a year (during the summer).

**Smoking in the Residence Halls**

Residence hall students are required to follow the University’s [Smoking Policy](#).

All residence halls are smoke-free environments, and smoking is prohibited throughout the halls, both in student rooms and public areas.

**Solicitation**

Residence hall students are required to follow the University’s [Commercial Solicitation Policy](#).

No students, outside individuals, or groups are allowed to go door-to-door in the residence halls selling or soliciting information or goods. Outside vendors may leave information in Student Development that can be made available to students or posted on a common residence hall bulletin board. Hall government members are excepted from this policy due to their status as elected officials of the hall who are charged with fund-raising and programming functions within the hall.

**Video Usage**

Copyright Law restricts the use of videos to private showings and prohibits their public performance in residence hall lounges and other common areas of campus buildings.
Waterbeds
Waterbeds are not permitted in residence halls.

Windows/Screens
Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the windows or screens. Residents should notify the Resident Advisor if their windows or screens are in need of repair. If screens are missing from individual rooms at the end of the academic year, assessments are made to those students who occupied the room. Failure to keep screens in place results in disciplinary action, including a fine.

Windowsills and spaces between windows and screens may not be used for food or storage areas. Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window. This is a serious safety hazard (it could injure or kill individuals standing or walking below) and will result in disciplinary action and a fine.

Assessment of Damages & Room Charges
At the end of the academic year, damages are assessed based on the charges listed below. In cases where the party responsible for the damage cannot be clearly identified, the cost to repair/replace is divided equally among the residents of the room.

The Area Coordinator/Community Advisor/Resident Advisor checking out a room indicates on the Room Condition Record form the need for a decision to be made regarding repair or replacement on questionable items. Charges are determined at check-out or after by the Area Coordinator. Additional charges may be assessed by Physical Plant personnel in consultation with the Area Coordinator.

Common Area Damages
Students are responsible for loss or damage to furniture, furnishings, equipment, buildings, or grounds of the University whether caused by the student or that student’s personal guests through their careless, accidental, or intentional conduct. Excessive dirtiness in hallways, bathrooms, or lounges can also result in charges for clean up. An assessment is made and charged equally to students in a section, or floor for loss or damage to corridor, bathroom, and other common areas on the residence hall floor in which the students live when the loss or damage cannot be clearly identified as the responsibility of an individual or group.
of individuals. The assessment charges for this loss or damage is on a pro-rated basis.

**Room Damage Charges 2014-2015**
*(subject to change without notice)*

- Bed Frame/per sleeping surface Replace 300.00
- Bed Mattress Replace 125.00
- Bed Springs Replace 110.00
- Bulletin Board Frame/Cork Replace 100.00
- Ceiling Tile Replace (each) 25.00
- Ceiling Paint 75.00
- Ceiling Grid Replace 25.00 to 100.00
- Chair – Desk Replace 180.00
- Chair – Occasional Recover 300.00
- Chair – Occasional (We don’t replace. 450.00)
- Chest of Drawers Replace 350.00
- Chest – Drawer Replace (each) 120.00
- Closet Rods Replace 55.00
- Desk – except Polis House Replace 400.00
- Desk – Polis House Replace 475.00
- Desk – Drawer Replace (each) 50.00
- Door – Closet Refinish 50.00
- Door – Closet Re-hang 25.00
- Debris Left in Room Clean Out 25.00
- Door – Closet Replace 90.00
- Door – Lock Assembly Replace 350.00
- Door – Room Refinish 100.00
- Door – Room Replace 375.00
- Door – Room – Firestine Replace 375.00
- Drapes/Blinds Replace 175.00 to 300.00
- Dusty/Unswept Room Clean 25.00
- Failure to Check Out 50.00 Failure to Turn Floor Tile Repair (each) 30.00
• Furnishings Left at Move-Out Not Belonging to Wittenberg (each item) 100.00
• Furniture Hardware 10.00
• Furniture Refinish (per surface) 75.00 and up
• Hooks Replace 25.00
• In Key/Replace 50.00
• Light Fixtures Replace 100.00
• Mirror Replace 65.00
• Thermostat Replace 100.00 to 300.00
• Towel Rack Put Back on Wall 25.00
• Towel Rack Replace 50.00
• Underbed storage – Polis House Replace 325.00
• Walls – Holes/Gouges Repair & Paint 125.00 to 225.00 Walls Paint 75.00
• Walls – Tape Marks Repair & Paint 100.00
• Window Glass, halls except Tower replace 135.00
• Window Glass: Tower Replace 100.00 to 300.00
• Window Screens Repair 55.00
• Window Screens Replace 95.00
• Wood Trim in room Replace 50.00 to 100.00

Dollar amounts noted above represent the current cost of materials and labor to repair and replace the items listed. The figures represented above assume either minimal damage or total loss. Assessments may be made reflecting the degree to which damage affects repair cost and therefore in some cases may vary from the charges listed.

**Board Policies and Arrangements**

Students residing in university residence halls are required to have a university board plan. New students may choose from the following two plans: the Carte Blanche Meal Plan offers unlimited dining in the CDR and comes with $100 Bonus Points; the 225 Flex Meal Plan allows 225 meals per semester (about 14 a week) with $100 Bonus Points. Upper class students have an additional meal plan to choose from: the 150 Flex Meal Plan offers roughly 10 meals a week and comes with $200 Bonus Points. Students who are members of fraternities and sororities and living in the residence halls must be on one of the above three meal plans; however, if they also choose to be on a University-recognized meal
plan within a fraternity or sorority Chapter House, they may opt to purchase either the 85 Flex Plan (average 5 meals/week and including 200 Bonus Points) or the 45 Flex Plan (average 3 meals/week and including 200 Bonus Points) instead of one of the three plans listed above. Eligible students opting for either of these plans must complete and sign a Meal Waiver Form in person at the Student center by 4 p.m. on the fourth day of classes each semester. Students who live in the residence halls and are not members of a fraternity or sorority are not eligible for the 85 or 45 Flex Plans. Guest meals are not available on these plans.

For commuting students, the 85 and 45 Flex Meal plans with $200 Bonus Points are convenient and cost-effective ways to enjoy campus dining options.

Bonus Points are extra funds attached to the meal plans. These dollars work like a debit account and may be used at any campus dining location. They may be used to purchase a full meal or individual food or beverage items. Bonus Points are valid for one semester only.

Since Bonus Points have a way of going fast, Witt Gold can be added to a dining account in any dollar amount. Purchases of $150 or more will be given an extra 10% by the Dining Services. Like Bonus Points, Witt Gold serves as a debit account and can be used at any dining location. Unlike Bonus Points, Witt Gold rolls over from the fall to the spring semester but do expire on the last meal plan day of spring semester.

Unused meals, Bonus Points and Witt Gold are non-refundable.

**Arranging for Meal Plans**

Students may contract for meal plans/board by contacting the Dining Services Business Manager on the second floor of the Benham-Pence Student Center. Residence Hall students sign up for meal plans on the housing contract. The board contract is in effect for the entire year unless properly changed within the designated time. Meal Plans may be changed or cancelled only by submitting a Meal Plan Adjustment Form, available on MyWitt, by the first Thursday of each semester. The form must be submitted by the deadlines as listed under Termination of Board.

Students with special medical or dietary needs and living in a residence hall are required to participate in a University meal plan and are strongly encouraged to discuss their needs with the Director of Dining Services by Thursday of the first week of classes of each semester. To better understand a special need, a written statement from the physician may be requested by the Director of Dining Services. If Dining Services is unable to accommodate the special need, the
student must obtain a statement from Dining Services and submit it to the Dean of Students Office. The Associate Dean for Residence Life will review all cancellation requests with the Director of Business Services prior to authorizing a change or cancellation.

**Termination of Meal Plans**

Students wishing to change or cancel a meal plan (if they are eligible to do so) must complete a Meal Plan Adjustment Form, available on MyWitt, before 4 p.m. on the dates noted below for each semester.

**Fall Semester** – Thursday, August 28, 2014

**Spring Semester** – Thursday, January 22, 2015

Students who fail to complete and submit a Meal Plan Adjustment Form within the designated time are required to continue to honor their contract for the balance of the semester. No exceptions are made to this timeline.

Upper class students who do not reside in a residence hall but have contracted for a Meal Plan must comply with all of the above procedures and deadlines for changing or cancelling a meal plan contract.

**Dining Hall Policies**

Students must present their I.D. cards in order to use their plan in the CDR or any other dining area. If a card is lost or stolen, it must be reported immediately. A temporary ID may be obtained online via WittLink. It is valid for two weeks. Students may not use a series of temporary ID’s to avoid their responsibility to replace the permanent ID card. Serial use of a temporary ID may result in disciplinary action. Remember to safeguard your temporary ID as you would the permanent one. Questions regarding student ID’s should be directed to the Director of Student Accounts, phone 937-327-6146.

Parents eat free in the CDR when accompanied by a student using a meal plan, with the exception of New Student Days, Family Weekend, Homecoming, Thanksgiving, and Siblings Weekend. In addition, three guest meals per academic year are included in the Carte Blanche, 225 and 150 meal plans. Guest passes may not be applied toward Special Events and may not be used for meals taken by the meal plan holder. Additional meals are not transferable to other students or guests.

Students may not allow others to use their ID to obtain meal services. Failure to protect the use of an ID card is a violation of the University’s Student Code of
Conduct and Ethics with respect to misuse of Wittenberg University identification. Such failure will result in disciplinary action.

All plates, cups and eating utensils in the CDR are the property of Dining Services. These items are supplied for use in the CDR and are not to be removed from the dining area. Removing such items, for any reason, is considered theft and is subject to disciplinary action under the University’s Student Code of Conduct and Ethics.

In compliance with the Ohio State Board of Health regulations, all students must wear shirts and shoes in food service areas. Students must also comply with all rules governing foods that may not be removed from the dining area.

**Center Dining Room Schedule, Wittenberg Benham-Pence Student Center**

**Monday to Friday**

- Full Breakfast: 7:30 a.m. to 9:30 a.m.
- Full Lunch: 11 a.m. to 1 p.m.
- Full Dinner: 5 p.m. to 7 p.m.

**Saturday and Sunday**

- Brunch: 11 a.m. to 1 p.m.
- Full Dinner: 5 p.m. to 7 p.m.

**Meal Plan Calendar**

**Fall Semester**

August 24 (Dinner) to November 25 (Dinner). Meal Plans resume after the Thanksgiving holiday: November 30 (Dinner) to December 20 (Lunch). This is the last day to use Fall Bonus Points. Unused meals and/or Bonus Points are non-refundable.

**Spring Semester**

January 11 (Dinner) to March 6 (Lunch). Meal Plans resume after Spring Break: March 15 (Dinner) to May 13 (Lunch). This is the last day to use Spring Bonus Points and Witt Gold. Unused meals, Bonus Points and/or Witt Gold are non-refundable.
Student Rental Contract

The following are the terms of the Wittenberg University Student House/Apartment Contract:

This Housing Contract is made by the Board of Directors of Wittenberg College, an Ohio nonprofit corporation, operating Wittenberg University, Springfield, Ohio (university), and the following named persons (collectively called the students and individually called individual student).

Recitals

1. University owns the residential property described below in this contract and identified as the residential property.

2. Student is one or more undergraduate student(s) in good standing (a student with “junior” standing, 60 earned credit hours) at Wittenberg University who wishes to reside in the residential property owned by the University.

Covenants

In consideration of their mutual promises stated in this contract, university and student agree as follows:

The residential property does not include any garage or other attached or adjoining outbuilding on the parcel of real estate on which the residential property is located (unless authorized by the university).

The residential property includes a range, refrigerator, water/sewage, trash removal and lawn service.

Student understands this contract is not for a specific apartment or house. The university has the right to alter housing assignments at any time. The university reserves the right to require students to move from their assigned housing or to charge students additional housing charges if the residents refuse to allow an assigned student to move into their assigned residence.

1. Contract Period, Payment, Damage Deposit, Joint and Several Obligation Renewal

The contract period, lease period rent, and semester rent per tenant vary, depending upon the rental unit.

Student Payment

The student signing this contract will be liable for the entire payment and other charges identified in this contract. The student signing this contract authorizes
the university to charge his/her Wittenberg student account with his/her por-
tion of the payment with the understanding that this allocation is an accom-
modation to the student and shall not relieve any individual student of his/her
liability for the entire payment.

Payment charges will be billed to the student’s student account on a per semester
basis. Amount charged to the Wittenberg student account shall be due and payable
according to the terms of that account. The university shall have no obligation
to attempt collection from any individual student before pursuing collection
from any other individual student.

As a Wittenberg student you have paid the one-time $400.00 enrollment
deposit, which will serve as your deposit. The student signing this contract
authorizes the university to charge his/her Wittenberg student account for dam-
ages incurred during the contract period. Students will be billed for damages,
with charges assessed against individuals when individual responsibility can be
determined, otherwise charges will be divided equally among all students, at
the discretion of the coordinator of Student Rental Properties.

Unless terminated earlier, this contract shall terminate upon the expiration of the
contract period.

A contract shall not be renewed automatically but may be renewed by notifi-
cation from the university and acceptance by student so notified of eligibility to
renew.

2. Utilities

Student shall pay for gas, electricity, telephone and cable TV for the residential
property unless otherwise indicated in Covenant #1 above. Prior to occupancy
and receipt of keys, student shall establish an account with the gas and/or elec-
tric companies for service which the student is responsible. If after the contract
period commences, university receives a bill from a utility for which student is
responsible, university has the right to pay the bill and charge the student’s ac-
count for reimbursement plus a penalty charge of fifty dollars ($50) per student,
per bill processed. Student shall not leave doors and windows open in winter or
engage in any other practice or activity, which in the opinion of the university,
would cause an excessive usage of utilities.

Student must send written request to the university for approval to have an air
conditioner, washer, dryer, or any other appliance or equipment that might
cause additional utility usage. When such approval is granted, it shall be made
part of this agreement and may be subject to an additional charge.
When the residential property is unoccupied for more than 24 hours, student shall not set the thermostat lower than 60 degrees Fahrenheit.

3. Move-In and Move-Out Inspection

An inspection form shall be provided to student on or before move-in. The form is to report the condition of the residential property and is not a request for maintenance or repairs. Within forty-eight (48) hours after move-in, student shall note any defects or damages on the form and deliver or mail all copies of the form to the university; failure of student to return form shall be deemed as student’s acceptance of residential property to be in good and clean condition. Upon receipt and review by the university, student’s copy shall be returned to one of the individual student’s campus mailbox. If student does not receive the copy with two weeks, it is the student’s responsibility to verify with the Office of Residence Life that the form was received by said office.

A final inspection by the university shall be conducted after the end of the contract period and after the residential property has been vacated. The university is authorized to charge the Wittenberg student account of each individual student with all or any portion of the cost to repair and restore any damages incurred beyond normal wear and tear. Each individual student authorizes any individual student participating in the inspection of the residential property and completing the inspection form to represent and bind him/her with respect to all matters concerning the condition of the residential property.

4. Occupancy

Student agrees that only the individual student who signs this contract may occupy the residential property for more than ten (10) days without the prior written consent of the university. In violation of this condition, student shall pay the sum of twenty dollars ($20) per day for each person occupying the residential property without permission. University is authorized to charge the Wittenberg student account of any and all individual students with the additional payment. Payment of such additional charge does not cure the default created by such occupancy.

Student shall not leave the residential property vacant for more than fourteen (14) days without sending written notification to the university, except during official university break periods.

Student agrees that the attic shall not be occupied in any manner except for storage.

One bedroom is available for each individual student.
Student agrees that persons trespassed from Wittenberg University are not permitted to be present in or live in student housing or any housing unit owned by Wittenberg University.

5. Use of Residential Property; Conduct of Student

Student shall act and require other persons on the residential property with student’s express or implied consent to act in a manner that will not disturb student’s neighbors’ peaceful enjoyment of their neighboring residential property.

Student shall maintain control of social gatherings, containing them inside the house or apartment and ensuring that the number of persons present does not exceed a safe capacity for the residential property. Safe capacity means that all occupants could safely exit the structure in the event of an emergency.

Student shall not consent to any street or block party without the prior written consent of the university.

Student shall not for any reason be, or permit any other person to be, on the roof of the residential property and shall not allow any object to be placed or remain upon the roof of residential property.

Student shall not smoke in units designated as non-smoking.

6. Responsibility for Condition of Contracted Residential Property

Student agrees to keep the residential property in a clean and sanitary condition and in as good a condition as when the contract began, excepting normal wear and tear. Normal wear and tear means deterioration which occurs without negligence, carelessness, accident or abuse.

Student shall use reasonable diligence in the care of the residential property and shall be responsible for:

I. Supplying and replacing light bulbs and smoke detector batteries (with the exception of Keller and Sprecher apartments);

II. Containing trash in a clean, safe and sanitary manner by packaging it securely in containers or plastic bags, keeping same outside of the living area, placing same at the designated pick-up site, and after pickup promptly removing all containers from pick-up sites;

III. Keeping lawn and porch areas free from all furniture except that which is expressly designed for porch and outdoor use;
IV. Eliminating any condition that may be dangerous to health and safety (i.e., removal of ice/snow from walks and drives);

V. Taking precautions to preclude broken water pipes due to freezing; and

VI. Reimbursing the university for costs incurred for:

a. Plumbing stoppages and damages caused by foreign or improper objects in lines exclusively serving the student’s dwelling and not caused by the university’s negligence;

b. Damages to doors, windows or screens and not caused by the university’s negligence;

c. Damages from windows or doors left open;

d. Pest control treatment, excepting wood-destroying insects;

e. Lost or misplaced keys; and

f. All damages resulting from student’s failure to properly notify the university of needed repairs.

Student shall **not**:

I. Make any repairs or alterations to the residential property without written permission from university;

II. Remove any part of the residential property or university’s property for any purpose;

III. Remove, change, or re-key lock (a lock & hasp on the interior doors is a violation of city code);

IV. Make holes in the woodwork, floors or walls except that a reasonable number of small nails may be used to hang pictures;

V. Permit any water furniture in the residential property;

VI. Permit upholstered furniture on porches or lawns; and

VII. Permit electric heaters in residential property.

**7. Pets**

Student may **not** keep or permit pets on the residential property at any time. A pet for these purposes is defined as any creature that cannot be caged 24 hours a day without being injurious to its health. In violation of this condition, student shall pay the sum of two hundred dollars ($200), plus restitution, per report of a pet on the residential property. Payment of this fine does not cure the default
caused by the presence of the pet. Within two to three weeks after notification of a pet violation, an unannounced inspection to verify the removal of the pet will be conducted.

The only exception allowed is for service dogs being trained through 4 Paws for Ability, Inc. of Xenia, Ohio.

8. Parking
Student shall neither park nor allow to be parked any vehicle on the residential property except in designated areas, if any, provided by the university.

9. Keys
Student agrees to return keys at the termination of occupancy or pay the university the sum of $60.00 for lock replacement. There will be a thirty dollar ($30.00) charge to replace each lost key and a five dollar ($5.00) key-in fee.

10. Liability
University is not responsible for loss or damage to person or property occurring on or about the residential property. Student hereby releases, discharges, waives any rights of recovery against, and covenants not to sue the University (including its directors, officers, trustees, agents and employees) for any loss or damage to person or property occurring on or about the residential property, including claims of bodily injury or death, whether caused by (or alleged to have been caused by) the negligence of the University, its employees or agents.

Student agrees to notify the university immediately of any dangerous or potentially dangerous conditions on or about the residential property.

The university shall insure the building, but not its contents, against loss from fire and extended liability. The university does not insure student’s property against loss, theft, and damage.

The university strongly recommends that student secure his/her own insurance coverage for protection against liability and loss of personal property.

11. University Access
Student agrees to give the university or its representative access to the residential property to provide services or repairs when requested by student, when notice is impractical, to verify removal of a pet and in the event of an emergency. The term, “emergency,” includes entry to verify that the thermostat in the residential property is set at the minimum of 60 degrees Fahrenheit when the outdoor temperature is, or is forecast to register, below 32 degrees Fahrenheit within
twenty-four (24) hours. At all other times, the university may enter for the pur-
poses of making repairs, decorations, alterations and improvements, to exhibit
the residential property to prospective or actual purchasers, mortgages, students,
workmen and contractors or to inspect the property for health and safety con-
cerns. In addition university may make an inspection upon twenty-four (24)
hours advance notice once a semester to determine the general condition of the
residential property.

12. Prohibition Against Alcohol, Drugs, Firearms
Student agrees to abide by the laws of the State of Ohio and the policies of
Wittenberg University with respect to the possession, use and consumption of
drugs and alcoholic beverages. Student specifically agrees not to furnish, serve or
permit consumption of any alcoholic beverage by persons under the age of 21
years.

Student shall not keep or allow others to keep any firearms, fireworks or any
other dangerous or hazardous materials on the residential property.

13. Smoke Detector
The university has installed one or more smoke detectors on the residential
property. Student is responsible for replacing batteries, with the exception of
Keller of Sprecher apartments. The university shall repair or replace any smoke
detector that is defective. Student shall be responsible to test and inspect each
smoke detector each month during the contract period to insure proper op-
eration and to promptly advise the university of any apparent defects. Student
contract, indemnifies and agrees to hold the university harmless from and against
any liability arising from the student’s failure to discharge its obligation under
this paragraph.

14. Default; Student Breach; University Remedies;
Termination
If the student, or any individual student, fails to discharge the student obligations
under this contract, the contract shall be in default. In addition, and without
limitation, the following constitute specific events of default:

I. Student or any individual student fails to pay any payment or other cost
or expenses arising out of this contract and charges to his/her Wittenberg
University student account at the times that such account becomes due.

II. Student or any individual student fails to maintain his/her status as a student
at Wittenberg University.
III. Student breaches any other conditions of the contract and fails to correct such breach within ten (10) days after written notice of such breach is delivered.

In the event of a breach, university shall be entitled to all remedies, whether legal or equitable, to terminate this contract, to remove the student and recover possessions of the residential property, to collect any sums due, and to compel any action by the student.

Student and each individual student hereby consent to the jurisdiction of any court in Clark County, Ohio, or to the court of any jurisdiction in which the student or any individual student may be found.

Student acknowledges and agrees that failure to observe the covenants of this contract may subject an individual student to the student disciplinary proceedings generally applicable to Wittenberg students and that failure to pay any amount charged to the Wittenberg University student account under the authorization of this contract may result in Wittenberg’s withholding the privilege to register for a subsequent term or to receive a transcript of work completed.

15. Sublet; Assignment
Student shall not sublet or assign this contract without first obtaining the written consent of University.

16. Termination
If student voluntarily withdraws from university or ceases to attend classes, or if a disaster, fire, act of God or other event prevents performance of University’s obligations under this contract, the University may cancel this contract.

Under Ohio Revised Code Section 5321.031, if a student violates a term of this contract, or any university rules, regulations, policies or procedures, the university may cancel this contract following written notice to a student and a hearing, in compliance with the university’s procedures for disciplinary hearings. The university’s notice and hearing procedures are described in the university’s student handbook, which descriptions are incorporated into this contract by reference.

17. Holdover Tenancy
Any student remaining in possession after termination of the contract shall be a holdover student at will. The payment for any holdover tenancy shall be two (2) times the payment stated in Item 2 of this contract.
18. Governing Law
The laws of Ohio shall govern all matters relating to the contract, including its enforcement and interpretation.

19. Notices
Notices to the student shall be effective upon mailing by campus mail to the student’s Student Center box or by regular United States mail to the student at the residential property address or upon delivery to the residential property.

Notices to the university shall be effective upon receipt by the Wittenberg Office of Residence Life, P.O. Box 720, Springfield, Ohio 45501.

Table of Costs for Residential Properties

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Per Semester</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Residence Hall Room</td>
<td>$2,579</td>
<td>$5,158</td>
</tr>
<tr>
<td>Designated Single Residence Hall Room, if available</td>
<td>$2,995</td>
<td>$5,990</td>
</tr>
<tr>
<td>Super Single Residence Hall Room, if available</td>
<td>$3,908</td>
<td>$7,816</td>
</tr>
<tr>
<td>New Hall Residence Hall Room</td>
<td>$2,829</td>
<td>$5,658</td>
</tr>
<tr>
<td>New Hall Designated Single Residence Hall Room, if available</td>
<td>$3,245</td>
<td>$6,490</td>
</tr>
<tr>
<td>New Hall Super Single Residence Hall Room, if available</td>
<td>$4,158</td>
<td>$8,316</td>
</tr>
<tr>
<td>5-Bedroom Apartment *</td>
<td>$2,484</td>
<td>$4,968</td>
</tr>
<tr>
<td>4-Bedroom Apartment *</td>
<td>$2,511</td>
<td>$5,022</td>
</tr>
<tr>
<td>3-Bedroom Apartment *</td>
<td>$2,552</td>
<td>$5,104</td>
</tr>
<tr>
<td>2-Bedroom Apartment *</td>
<td>$2,767</td>
<td>$5,534</td>
</tr>
<tr>
<td>1-Bedroom Apartment *</td>
<td>$4,001</td>
<td>$8,002</td>
</tr>
<tr>
<td>Keller Apartment **</td>
<td>$3,847</td>
<td>$7,694</td>
</tr>
<tr>
<td>Sprecher Apartment **</td>
<td>$4,071</td>
<td>$8,142</td>
</tr>
<tr>
<td>Campus Ministries House **</td>
<td>$3,366</td>
<td>$6,732</td>
</tr>
</tbody>
</table>

* Base rent includes range, refrigerator, water, trash and lawn care. Base rent does not include gas, electric, cable or internet. Some units are priced higher because one or more utilities are included. Exact rates available on Residence Life web site.

** Furnished, all utilities, cable, internet include
**Safe Living**

**Campus Escort Service**

The campus escort service is available to transport students within the University District from 6 p.m. to 1 a.m. during the week and until 2 a.m. on weekends, during the academic year. If you are out late at night, don’t walk alone! Call for an escort at 937-327-7900. After escort closes at 1 and 2 a.m., escort calls are forwarded to police dispatch and rides may be provided by police and security officers, if available.

**Security Cameras**

Wittenberg University adopts the following policy for the use of security cameras on campus. These policies and procedures are intended to meet the reasonable expectations of students, faculty, staff and campus visitors concerning their individual privacy while also protecting their physical safety and deterring crimes in the university district.

The principle objectives of the Wittenberg University security camera system include:

1. Enhancing public safety;
2. Protecting university assets and student belongings;
3. Preventing and deterring crime;
4. Identifying criminal activity;
5. Identifying suspects;
6. Gathering evidence;
7. Improving the allocation and deployment of Wittenberg Police resources.

The university will only use security cameras in public or open places such as streets, sidewalks, parking lots and athletic fields and courts. Cameras may also be installed in residential and academic facilities around entrances, exits, stairwells, lobbies and hallways. Cameras will not be used in private spaces on campus.

Questions and comments about the use of security cameras on campus may be directed to Wittenberg Chief of Police, 937-327-6231. Please report unauthorized or illegal use of security cameras to Wittenberg Police.
Campus Assistance Phones

There are three types of Blue Light C.A.P. Phones on campus. Most have both a keypad which can be used to dial other on-campus phones, and an emergency button which can be used to contact Campus Security.

Three locations have only the emergency button exclusively for emergency assistance and are signified as (E).

Three other locations have both the emergency button and an escort button. The escort button rings directly to the escort office. These locations are signified as (E/ES).

CAP Phone Locations

BDK Science Center (1) Blair Hall (3)
HPER Center (9) Koch Hall (11)
Hollenbeck Hall (19) Chakeres Theatre (23)
Ferncliff Hall (27) Hanley Hall (29)
Myers Hall (31) Firestine Hall (32)
South Hall (33) Tower Hall (34)
Woodlawn Hall (35) 467 Park Place (E)
Chi Omega House (E) Bill Edwards Dr. @ N. Fountain Ave. (E)
Tennis Complex (E/ES) Krieg Parking Lot (E/ES)
Ferncliff Parking Lot (E/ES) 40 College (E)

Emergency Assistance

Pushing the RED EMERGENCY button dials the campus Security dispatcher. Your location is identified automatically as the call is connected, and an officer is dispatched immediately.

The emergency phone number for the Campus Security and Police is 327-6363.

Non-Emergency Use

Push the ON button and enter the 4-digit on-campus number that you wish to call. If you need to contact the Switchboard for directions or a phone number, please dial “0.”

For non-emergency help, contact 327-6231 or 327-7307.
Fire

Whenever a fire alarm sounds, unless directed otherwise by Wittenberg Police and Security officers and/or personnel of the Springfield Fire Division, residents must evacuate the building until the cause of the alarm has been determined and may not reenter the building until approval has been given from Springfield Fire Division personnel or a Wittenberg Police and Security officer.

Pull the fire alarm and evacuate the building:

• Upon discovering a large, very smoky, or rapid-spreading fire, close the door to the room where the fire is located and immediately sound the building fire alarm by pulling the red alarm pull box and evacuate the building immediately and go to the designated assembly area.

• Floor Evacuation Plans are posted on each floor of every residence hall. Students who live in residence halls should familiarize themselves with the evacuation plan of their residence hall.

• Walk; do not run to the nearest stairway exit. Note: If the fire is small, you may be able to extinguish it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire. When in doubt, evacuate.

• As soon as safely possible, call the Wittenberg University Police and Security Department at 1-937-327-6363. Give your name, department, and the location and nature of the fire. Even if you were able to extinguish the fire yourself, the incident must be reported to the University Police and Security Department.

Checklist

• Advise the police of the size and location of the fire.
• Police will notify the appropriate fire department and will respond to assist.
• DO NOT enter a building that is on fire.
• Advise the police if you know that someone is in the building.
• Always report any fire, even if it has been extinguished.
• Report vandalized or discharged fire extinguishers to University Police.
• Make sure you know what your building’s fire alarm sounds like.
• Know your evacuation route (at least two exits).
• Close doors to help prevent the fire from spreading.
• Do not open doors if you suspect fire may be on the other side.
Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.

Never prop open or lock a fire exit. University policy dictates that when a fire alarm sounds, the building will be evacuated for student safety.

**Assist**

- Alert people in the immediate area to begin evacuation. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.

- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell and notify a Wittenberg Police and Security officer or any firefighter where the person is located. If you are disabled, proceed to the nearest stairwell and remain there until help arrives. Notify evacuating personnel of your situation.

- Notify either police personnel or firefighters on the scene if you suspect someone may be trapped inside. Identify yourself as the person who reported the fire.

- In residential hall facilities, the resident assistants or resident directors should assist Emergency personnel in evacuating all residents and in checking rooms, lounges, bathrooms, etc. They will meet with all residents at a pre-determined location outside the building to take roll, assess injuries, and receive approval from Springfield Fire Division personnel or the Wittenberg Police and Security officer(s) on the scene to reenter the building.

**Building Evacuation/Relocation of Residents**

The Chapel is the relocation center for students who live in any residence hall and need to temporarily relocate to another building due to weather or other circumstances related to the emergency.

The Student Center, Library or other open campus buildings are back-up relocation sites and may serve as the primary site during regular business hours. University Police and Security will make this determination.

**How to Evacuate a Burning Building**

- Walk, do not run, to the nearest stairway exit.

- The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department’s search and rescue efforts.
• NEVER, NEVER use elevators under any circumstances. may become inoperative due to the fire.

• Never enter a room that is smoke filled. Never enter a room if the top half of the door is warm to the touch.

• Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if necessary.

• If possible, cover your mouth and nose with a damp cloth to help you breathe.

• If you work in a building with multiple stories, a stairway will be your primary escape route. Most enclosed stairwells in buildings over two stories are “rated” enclosures and will provide you a safe means of exit; don’t panic descend stairs slowly and carefully.

• Once in the stairwell, proceed down to the first floor. Never go up.

• Once outside the building, report to a predetermined area so that a head count can be taken.

**What to Do if Trapped in a Burning Building**

• If you’re trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.

• If in a dorm room, use wet towels to seal the space under the door and prevent the entry of smoke. Cracks around the door can be sealed with masking tape if necessary.

• If trapped, look for a nearby phone and call the fire department, giving them your exact location.

• If breathing is difficult, try to ventilate the room.

**What to Do if Someone Catches on Fire**

If you should catch on fire:

**STOP** - where you are

**DROP** - to the floor

**ROLL** - around on the floor

This will smother the flames, possibly saving your life.
Just remember to STOP, DROP and ROLL.

If a co-worker catches on fire, smother flames by grabbing a blanket or rug and wrapping them up in it. That could save them from serious burns or even death.

Setting off a false fire alarm jeopardizes the safety and welfare of students, other members of the Wittenberg community, as well as members of the Springfield community. Because of this, any student found in violation of this policy will be subject to suspension from Wittenberg University. Ohio law imposes strict penalties for false alarms made by persons 18 years of age or older, Section 2917.32A. Tampering with fire extinguishers, fire alarms or fire equipment is strictly forbidden.

**Tornado Watches & Warnings**

In the event the National Weather Service issues a TORNADO WARNING, the Police and Security Department will send a text message alert. When a tornado is coming, you may have only moments to make a life or death decision. Advance planning is the key to surviving a tornado. All members of the Wittenberg Community are strongly encouraged to identify the best take-cover location for their own residences and the buildings they work in.

*Tornado watch* - means the atmospheric conditions are right for a tornado to develop. You should stay near the radio or TV to listen for more information about the situation.

*Tornado warning* - means that a tornado has been spotted or that Doppler radar indicates a thunderstorm circulation which can spawn a tornado. When a tornado warning is issued for your town or county, take immediate safety precautions.

**If You Are Outdoors**

- Attempt to seek inside shelter if it is close by. If not, lie in a low lying ditch, culvert, etc. Cover your face and head.

**If Inside of a Building**

- Proceed to a below-ground level floor if possible, or get to the center portion of the building inside of a closet, bathroom, hallway, or under a doorway or other structural support.

- Stay away from windows, book shelves, and other unsecured objects that might fall on top of you.
• Cover yourself with anything available that may provide protection from falling or flying objects.
• Stay in place until an all clear is sounded or rescuers get to you.

If You’re in a Car
Either leave the vehicle for sturdy shelter or drive out of the tornado’s path. When the traffic is jammed or the tornado is bearing down on you at close range, your only option may be to park safely off the traffic lanes, get out and find a sturdy building for shelter, if possible. If not, lie flat in a low spot, as far from the road as possible (to avoid flying vehicles). However, in open country, the best option is to escape if the tornado is far away.

Things to Avoid
• Wide expanse ceilings (avoid auditoriums, the dining room, and large conference areas). A long span building, such as a shopping mall, theater, or gymnasium is especially dangerous because the roof structure is usually supported solely by the outside walls. Most such buildings hit by tornadoes cannot withstand the enormous pressure. They simply collapse. If there is no time to get to a tornado shelter or to a lower level, try to get under a door frame or get up against something that will support or deflect falling debris.
• Avoid areas with large amounts of debris.
• Large open areas.
• Windows and display cases.
• Do not use elevators because the power may fail, leaving you trapped.

Ambulance Service
1. In the event of a serious injury in which the victim requires an ambulance, call the ambulance directly by dialing 911. Be prepared to give the dispatcher as much information as possible including your name, the nature of the injury, whether or not the injured person is conscious, the location of the injured person, and any other information pertinent to the situation. Immediately after calling 911, notify the Wittenberg Police and Security dispatcher (937-327-6363) of your actions.
2. Return to the injured person and attempt to keep him/her as calm and comfortable as possible. Do not move the person unless absolutely necessary to prevent further injury.
3. First aid should only be given to the injured person by a trained person.

4. Remain with the injured person until a Wittenberg Police and/or Security officer or an ambulance arrives. Advise the officials on the scene of the nature of the illness or injury.

5. Persons with serious illnesses or serious injuries are transported to the local hospital emergency room by the Springfield Fire Division Emergency Squad personnel.

6. Students with minor illnesses or minor injuries can be treated at the Student Health and Wellness Center during its hours of operation and, if the Health Center is not open, are advised to go to one of the local urgent care facilities or make an appointment to see a private physician. Always notify Wittenberg Police and Security when there is an issue regarding transportation for non life threatening issues and minor injuries. In most events a squad will be summoned for transportation and evaluation. In rare cases transportation can be made by our officers. This is based on a case-by-case basis.

7. No matter how insignificant an on-the-job injury may seem when it occurs, faculty, staff and student workers are required to notify their supervisor and the Human Resources Department. All reports should be made before leaving work on the day of the injury. This report is required by law and serves to protect your rights under the Workers’ Compensation Act.

8. The Wittenberg Police and Security dispatcher will initiate the proper notification procedure for contacting appropriate personnel when a student, employee, or visitor is injured on or near campus.

**Vehicle Accident Emergency Response Procedures**

1. In the event that an accident occurs on or near campus, notify the Wittenberg Police and Security dispatcher at 1-937-327-6363 immediately. Or call 911.

2. Give your name, location and telephone number, if possible, and describe the nature of the accident for the dispatcher. Remain at this location until an officer arrives.

3. Advise the dispatcher if the nature of the accident requires an ambulance, fire truck or police.

4. If there are injuries associated with the accident, return to the injured person and attempt to keep him/her as calm and comfortable as possible. Do
not move the person unless absolutely necessary to prevent further injury. First aid should only be given to the injured person by a trained person.

5. If the accident involves a University vehicle, you must report the incident to the Police and Security Department, whether or not damage or injury occurs and whether or not the accident occurs on or off campus. Do not leave the scene of the accident until excused by the proper authorities. A police report is required for insurance purposes. Do not make any statement regarding the accident to anyone except the police.

6. The Wittenberg Police and Security dispatcher will initiate the proper notification procedure for contacting appropriate personnel when an accident occurs on or near campus.

7. A Wittenberg officer will respond to evaluate the situation. Investigate or notify the proper agency necessary.

Jeanne Clery Act and Drug-Free Schools Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, “whistleblowers,” and others from retaliation.

The Drug-Free Schools and Communities Act Amendment of 1989 requires each institution of higher education that receives any form of financial assistance (including direct loans to students), to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this amendment, Wittenberg includes a detailed policy in the faculty, staff and student manuals.

To view Wittenberg’s Student Substance Abuse Policy, please see Section II of this handbook. Informational brochures regarding substance and alcohol abuse, are
available in the wellness rack at the Switchboard in Recitation Hall, the Health and Counseling Center in Shouvlín and in the Office of Human Resources.

Wittenberg University, as a church-related school in partnership with its supporting synods of the Evangelical Lutheran Church in America, respects and defends the Church’s position that substance abuse is destructive of God’s good gift of personhood.

The university recognizes drug/alcohol dependency as an illness and a major health problem. The university also recognizes drug abuse as a potential health, safety, and security problem. Campus members needing help in dealing with such problems are encouraged to contact their supervisor, the Pastor to the University, the Director of Student Counseling, or the Dean of Students.

### Weather-Related and Emergency Closing Procedures and Policies

#### Closing Procedures

For all weather-related and/or emergency situations that require the university to close, the following procedures will be followed:

1. The provost, in consultation with the vice president for finance and administration and the assistant vice president of physical plant will make the determination as to whether to declare a university closing. A weather-related closing will only be implemented under severe and extreme weather conditions, including when the Clark County Sheriff’s department has declared a level 3 Snow Emergency.

2. After the decision to close has been made, the Office of University Communications will place a closing message on the university’s homepage. An e-mail will also be sent to faculty and staff, and a broadcast message will be sent through the campus voice mail system, which can be accessed by calling 937-327-7599. **Please know that this communication method serves as the official notification of a closing.**

3. The Office of University Communications will also inform the public via the media. Announcements related to closings typically appear on the following television and radio stations, and serve as your signal to check your voicemail, e-mail or the university’s Web site:
   - WDTN/TV Channel 2 - Dayton
   - WKEF/TV Channel 22 - Dayton
   - WRGT/TV Channel 45 - Dayton
WHIO/TV Channel 7 - Dayton
WCMH/TV – Channel 4 – Columbus
WHIO/AM 1290 (also on FM 99.1, 95.7, 95.3)
WYSO/FM 91.3

4. The Police and Security Department will send a closing message via the text messaging system.

5. If regular day classes are cancelled, all School of Community Education (SCE) classes will also be cancelled. If a storm develops later in the day while classes are in session, the dean of the SCE may elect to cancel evening classes. That decision will be made by 4 p.m., and the SCE dean is responsible for communicating that decision to all SCE students and faculty.

Closing-Related Policies

1. When the university is closed, such activities as music and theatre performances, intramural activities, club meetings, athletic practices etc. are generally cancelled. If an activity is NOT cancelled, the schedule will be posted on the university’s website.

2. Generally, the fitness center, HPERC, Thomas Library, and Student Center will remain open although hours may be limited.

3. The determination as to whether to hold athletic-related events rests with the Department of Athletics. Information related to the cancellation of athletic contests, if necessary, will appear on the university’s Web site.

Emergency Numbers

Police & Security Phone Numbers
Non-emergency  937-327-6231
Emergency        937-327-6363
Office            937-327-7307
Escort            937-327-7900
Academic Information

Academic Calendar

Download the most up-to-date academic calendar at [www.wittenberg.edu/administration/registrar/calendar.html](http://www.wittenberg.edu/administration/registrar/calendar.html).

View tentative future academic calendars at [www.wittenberg.edu/administration/registrar/future_calendars.html](http://www.wittenberg.edu/administration/registrar/future_calendars.html).

Full-Time Status

Normally students carry 16 hours per semester. However, a student must carry at least 12 semester hours to be considered full-time. Full-time tuition covers 12 through 19 semester hours per semester. A student who wishes to carry more than 19 semester hours must request permission to overload by petitioning the Associate Provost for Success and Retention in Academic Services.

Registration

A student is expected to register for the next semester during the designated registration period. The registration dates are published in the University calendar and the Master Schedule each semester. Under certain circumstances, approved by the Registrar, a student may register during the first week of classes. The University reserves the right to cancel classes having low enrollments at the end of the registration period.

Cross-Registration

A student registered for 12 or more credits may cross-register for a course offered by a member of the Southwestern Ohio Council for Higher Education (SOCHE). The student may register only for courses that are not offered at Wittenberg. There is no additional billing as long as the student’s total credits for the semester remain below 20. Registration forms are available in the Registrar’s Office.

Auditing Courses

Auditing courses is permitted if a petition to audit is first approved by the professor whose course it is to be audited and then by the Registrar’s Office. The student must also agree in writing not to expect credit for the audited course at any future time. The student is not required to take examinations and is not given a grade (instead of a grade, the mark of “L” will appear on the student’s
transcript). Verification of auditor’s status must be confirmed by the instructor of the course prior to entry on the student’s permanent record. Permission to Audit forms are available in the Registrar’s Office. A traditional student who audits a course is billed for one credit of overload fee for the course.

Evening Courses

Courses scheduled for the evening through the School of Community Education are offered primarily for the benefit of part-time, non-traditional students. Accordingly, these classes are open to full-time students only on a space-available basis.

Repeating Courses

If a student repeats a course, the credit value and grade received from the last registration is used to compute the grade point average. Only the credits earned from the last registration count toward the graduation requirement of 130 semester hours, major requirements, or other requirements. A student’s transcript shows both the original grade for the course and the grade earned when the course was repeated. Only academic work that has been taken at Wittenberg is repeatable and it can be repeated only with a Wittenberg course.

Change of Registration

A student may add/drop normal 15-week courses according to the following schedule:

1. Adds are permitted only during the first week of the semester.
2. Drops without penalty are permitted through the fifth week of the semester.
3. Drops with a grade of “W” are permitted through the 10th week of the semester. All drops/withdrawals after this date appear on the student transcript with a grade of “F.” (However, first-year students in the first semester of their enrollment, not including transfer students, may withdraw late from one course and receive the mark of W for that course, through the last official day of classes. The petition for late withdrawal must be signed by the instructor for the course and the student’s faculty advisor. Students should submit the withdrawal to the Office of the Registrar, not later than the last official day of classes.

Note: Courses that meet for fewer than 15 weeks have different deadlines. Please consult the Master Schedule for appropriate dates.
All changes must be filed with the Registrar’s Office on an Add/Drop form before the specified dates. Credit or grades may not be adjusted on the academic record unless the appropriate forms have been correctly filed before the deadline. Changes of registration that occur after the first day of the semester do not qualify a student for a refund of tuition or overload fees.

**Petitions**

To request exemption from a University policy or regulation, a student must obtain a petition, complete it in consultation with his/her advisor, and obtain his/her signature denoting approval or disapproval. The student should then take the petition to the Associate Provost Student Success in Academic Services for decision.

The following petitions require the signature of the student, advisor, and other faculty members if necessary:

1. to request permission to enroll in 20 or more semester hours (tuition overload fee is charged),
2. to waive any part of the residence requirements,
3. to request an interdepartmental major,
4. to waive any general education requirements,
5. to request course substitutions for specific learning goal (general education) requirements, or
6. to withdraw from a course after the deadline.

**Withdrawal/Refunds**

When considering withdrawal from the University, students are encouraged to use fully the following resources available for counseling and consultation:

**Faculty**

Faculty advisor, a preferred professor, department chair

**Administrative Staff**

Assistant Provost for Academic Services and Student Success, Director of Career Services, Dean of Students, Associated Dean of Students, Assistant Dean of Students, Director of Financial Aid, Director of Student Conduct, Associate Dean of Multicultural Student Programs, Pastor to the University, Registrar, University Counselor, University Physician, Area Coordinators.
If the student believes it is in his/her best interest to withdraw, he/she needs to complete the appropriate form in the Registrar’s Office or Student Development Office and complete an exit interview with a staff member in the Dean of Students Office. An exit interview appointment may be arranged by calling 937-327-7806.

**Mid-Semester Withdrawal**

A student who wishes to withdraw from the University during a semester must apply for permission to withdraw in good standing. A mid-semester withdrawal form is available at the Registrar’s Office or Student Development Office. When the withdrawal form is completed, the student should have an exit interview with a member of the Dean of Students staff before leaving campus.

The date of withdrawal determines the grades to be received for the courses in which the student has been enrolled:

- one-five weeks ....................... Without Grade or Credit
- six-ten weeks ......................... W (Withdrawn)
- eleven-fifteen weeks ............... F

It is the student’s responsibility to petition the Academic Services Office if circumstances warrant a waiver of the above policy.

The student who withdraws mid-semester receives no refund of the application fee, student insurance premium, or comprehensive fees except as mandated by federal law. Prorated board refund is available through the fifth week of the semester.

Tuition charges and charges for applied music lessons are refunded according to the following schedule:

- one week or less ........................ 90% refund
- two weeks or less ........................ 80% refund
- three weeks or less ...................... 60% refund
- four weeks or less ...................... 40% refund
- five weeks or less ...................... 20% refund
- more than five weeks ................ no refund
End of Semester Withdrawal

Students are not officially withdrawn from the University until completion of an exit interview with the Office of Student Development. The date of the exit interview is the official date of withdrawal. If housed in University halls or houses, the student has 48 hours to vacate after withdrawal. The Admission Deposit Refund Policy requires a student to submit appropriate withdrawal paperwork to the University by the following dates: December 31st if withdrawing for the spring term; June 15th if withdrawing for the fall term. If the formal withdrawal process is completed before these dates, the student will receive a refund of their deposit. If the University doesn’t receive notification until after these dates, the deposit will be forfeited. The form is available at the Registrar’s Office and Student Development. The student who is interrupting attendance to study abroad or to participate in a special program may request a leave of absence.

Note: A student suspended or dismissed from the University for failure to maintain academic standards or for infringement of University regulations is allowed no financial refund of any kind except that mandated by federal financial aid policies.

Readmission

Students who withdraw from the college or who have been asked to withdraw are eligible to apply for readmission upon completion of a formal application for readmission. Application forms may be obtained from the Admissions Office. The completed application must be received by the Admissions Office at least four weeks before the beginning of the semester in which reapplication is sought.

Transferring Courses

Credit for course work taken at any institution accredited by an agency approved by the U.S. Department of Education, including distance-learning courses, may be applied toward the completion of a Wittenberg program, subject to review by the Registrar, the Director of General Education, and/or the Chair of the Department in which the credit is requested. In order to transfer credit back to Wittenberg, the student must complete a Request to Transfer Credit Form, obtained from the Registrar’s Office, and secure the required signatures.

1. Transfer credit from semester system institutions is evaluated and placed onto the academic record on a 1:1 ratio, e.g., three semester hours are evaluated as three semester hours on the academic record.
2. Transfer credit from quarter system institutions is evaluated and converted to semester hours on .67:1 ratio, e.g. four quarter hours are evaluated as 2.68 semester hours on the academic record.

3. The Registrar, in consultation with the Director of General Education, determines how, or whether, transfer credits may satisfy general education requirements. The Department Chair determines how, or whether, transfer credits may satisfy requirements in the department’s major and minor programs. The student may be asked to present a portfolio of work, syllabi, or other materials to assist with this determination and to establish placement in a major or minor program. At least 50 percent of the credits required for a major program must be taken in residence.

4. In applying transfer credits to general education requirements, three semester hours are sufficient to fulfill a four-semester-hour requirement. This rule can apply to major requirements if prior approval has been granted by the Department Chair.

Although the grades granted for the transfer work appear on the transcript, they are not calculated into the GPA.

An enrolled student who completes a course at another institution in mathematics, computer science, or statistics (including Management 210 and Psychology 107) will receive transfer credit at Wittenberg only if the student has met the prerequisites for the course at Wittenberg.

Course work to be taken through international education programs sponsored either by Wittenberg University or by other accredited institutions must be approved by the Office of International Education at Wittenberg prior to enrollment in the program.

Grades are reported for all study abroad programs (including affiliated domestic programs) as they are transmitted to the Registrar. The grades are shown on the transcript but not calculated in the GPA.

Transfer credit is not accepted for courses in which the content has already been included in previous credit on the record. Transfer credit is also not accepted for a course taken at an institution affiliated with the Southwestern Ohio Council for Higher Education if the course is available at Wittenberg.

Also, work taken at another institution does not count under the repeat rule; i.e., the grade earned at the other institution does not replace the grade earned at Wittenberg.
Advanced Placement (AP)

Superior students have the option of receiving advanced placement. Advanced placement is generally based on scores received on standardized examinations in such subjects as English, foreign languages, and mathematics. Advanced placement and credit are granted for a grade of 4 or 5 on any Advanced Placement Examination of the College Entrance Examination Board (CEEB). Based on departmental recommendations, advanced placement and/or credit is granted for a grade of 3. Neither placement nor credit is granted for a grade of 2 or 1. Notification of placement and/or credit is made soon after a student’s arrival on campus.

Internship and Independent Studies

A student may earn credits by participating in internship opportunities or independent studies supervised by a faculty member. In order to participate in either of these opportunities, the student must have completed the sophomore year and be in good academic standing with a cumulative grade point average of 2.000 or better. The student must fill out the appropriate form with the supervising faculty member, secure all necessary signatures and submit the form by the semester deadline for adding courses. Independent Study forms are taken to the Academic Services Office for final approval. Internship agreement proposals are approved in the Witt Pat Career Services Office. A student must register for an internship experience during the period the internship is completed. Credit will not be granted for an internship completed in a prior semester. A total of 16 semester hours of credit through a combination of internships, independent study, and/or senior thesis is permitted. A maximum of eight hours of internship credit is possible.

Placing Out

A student may request to place out of any required course or any prerequisite course in the curriculum by taking and passing an examination. To gain permission to take the examination, the student should present reasonable evidence of preparation to the department responsible for the course.

Credit by Examination

A student may also acquire credit by examination. However, a student may not receive credit for any course that includes content for which a grade has already been received (including NC or F) or that was audited officially or unofficially. The chair of the department and the instructor of the course in which credit is
to be earned must approve the student’s petition to attempt credit by examination. The petition must also be approved by the Academic Services Office. After all approvals are granted, the student must then pay the appropriate fee (cost of one overload credit) before taking the exam. The grade for the examination appears on the student’s transcript.

The Class Day

A typical four-semester-hour class meets three hours per week, normally in one of three patterns: three 1-hour (MWF), two 1.5-hour (TTh), or one three-hour period. A few classes may be held on a daily basis and some schedule additional laboratory periods.

Attendance Policy

Each Wittenberg student is expected to attend class except for reasons of ill health, of travel mishaps, or of illness or death in the family. From time to time legitimate educational activities or participation in university-sponsored co-curricular activities may result in student absences. In such cases, the faculty or staff members planning these activities should weigh carefully their educational benefits.

A student’s absence from class due to any of these circumstances is considered excused. Nonetheless, each student is expected to meet the academic responsibilities for each course, even though excused from class. Faculty members are expected to cooperate in helping the student to meet these responsibilities.

The Health and Counseling Center provides written verification of illness only when the university physician orders hospitalization or strict bed rest for a specific affliction.

The following procedures are to be followed for excused absences:

1. In each case, the student should tell the appropriate faculty members the circumstances of the absence and should request assistance in meeting academic responsibilities. This should be done before the absence, if possible.

2. Faculty or staff members sponsoring group activities will email the Faculty/Staff listserv a roster of the persons involved, an explanation for the absence and the date(s) on which the students are to be absent.

3. A student or faculty member may ask the Dean of Students to clarify the circumstances of an absence and to verify that the absence is excused.
Grading System

The letter grades A, B, C, D, NC (No Credit), S (Satisfactory), and F are awarded by instructors and describe the student’s performance relative to the expectations of completed course work. The first four grades may be further described by the use of a plus (+) or a minus (−) sign to indicate a greater or lower level of achievement for that letter grade. Marks of I (incomplete), L (audited course work), X (satisfactory, course in progress), NR (no report), W (withdrawal), and XF (failure due to academic dishonesty) may also be given under appropriate circumstances.

Grade-Point Average

For the letter grades A, B, C, D, including any related pluses or minuses, and for the grade F, the Registrar determines a grade-point average by dividing the total number of quality points earned (semester hours for each graded course times the quality-point factor for the grade awarded) by the number of graded semester hours attempted. The semester and cumulative grade-point averages reflect only course work so graded and are the averages used to determine scholastic standing, certification for selected honors, qualifications for graduation and other actions based upon a grade-point average.

Significance of Grades and Marks

- **Grades in the A range** indicate outstanding performance characterized by distinguished achievement in all aspects of the course.
- **Grades in the B range** indicate good performance characterized by a high level of achievement in major aspects of the course.
- **Grades in the C range** indicate adequate performance demonstrating a basic understanding of the subject.
- **Grades in the D range** indicate marginal performance characterized by recognizable deficiencies but still deserving credit.
- **A grade of F** indicates failure to meet the minimum standards of the course. No academic credit is given for course work so graded, even though the grade is calculated into the grade-point average.
- **A grade of XF** is assigned as a sanction for academic dishonesty. It is recorded on the student’s transcript with the notation “failure due to academic dishonesty.” The grade of XF is treated in the same way as the grade of F for the purposes of grade point average, course repeatability, and the determination of academic standing.
• **The marks S (Satisfactory) and NC (No Credit)** are used in several circumstances. An academic department or program may determine to use the S and NC marks for selected curricular offerings for all registered students in a course, subject to faculty approval.

• **The Pass/Fail Option:** A student may elect one course a semester under the Pass/Fail Option, provided that the student is registered for a minimum of 15 semester hours in the case of traditional students, and 12 semester hours in the case of adult/non-traditional students. The election is to be made during the third week of the semester by completing the appropriate form available in the Registrar’s Office. That a student has exercised this option for a course is known to only the Registrar, who converts the regular grade awarded to an S or NC mark. The S mark replaces all grades from C- to A+ inclusive; the NC replaces all grades from D+ to F inclusive. Neither the S nor the NC mark has any impact on the semester or the cumulative grade-point averages. Once elected, the Pass/Fail Option cannot be changed, nor can there be a subsequent reconversion of the grade. Students should be aware that graduate and professional schools are increasingly counting an S mark as a C when evaluating transcripts. Restrictions regarding this option are:

1. If a student registers for a departmentally determined Pass/Fail course that is weighted at three or more semester hours, the student can make no other Pass/Fail course selection during that semester.

2. A student may not elect the Pass/Fail Option in course work of declared major programs.

3. This option may be used for courses related to the major program only at the discretion of the chair of the major department.

4. In case a student changes the declared major in which one or more courses have already been completed with a mark of S, such courses may be counted toward the requirements of the new major only with the written approval of the chair of the new department, a communication to be forwarded to the Registrar.

5. A Pass/Fail course with the mark of NC is not counted toward the minimum number of credits required for graduation.

• **The mark I (Incomplete)** is given only at the end of a semester in which course work has not been completed because of illness or other circumstances beyond the control of the student. The mark of I must be
removed no later than the end of the eighth week of the next semester or it automatically becomes an F or NC (No Credit).

- **The mark X (Satisfactory, Course work in Progress)** is given only at the end of a semester for certain kinds of course work that may properly carry over more than one semester. The X is replaced by a final grade at the end of the grading period in which the work involved is completed.

- **The mark L (Audited Course)** is given to those students who, by petitioning the instructor and the Registrar’s Office, have gained permission to audit a course.

- **The mark NR (No Report)** indicates that a grade report is missing or has been left blank. The mark is replaced by the appropriate grade when the Registrar has been officially notified of a change.

- **The mark W (Withdrawal)** indicates that a student, after filing a Change of Registration form with the Registrar’s Office, has officially withdrawn from a course after the fifth week of the semester and before the beginning of the 11th week of the semester. This mark is also used when a student is suspended during the course of a semester for other than academic reasons. First-year students in the first semester of their enrollment may withdraw late from one course and receive the mark of W for that course, through the last official day of classes. The petition for late withdrawal must be signed by the instructor for the course and the student’s faculty advisor. Students should submit the withdrawal to the Office of the Registrar, not later than the last official day of classes.

### Notification of Grades

At the end of each semester, a grade report is available online or can be requested from the Registrar.

### Eligibility for the Dean’s List

At the end of each Fall and Spring semester, a Dean’s List announces the names of students who have earned a grade point average of at least 3.500 for a minimum of 12 graded semester hours. A traditional student who completes 12 or more graded semester hours over the summer session, with a GPA of at least 3.500 is also eligible for the Dean’s List. Further, students so honored may not have received a grade of F or NC (No Credit) for the semester and may not have been under disciplinary probation or suspension any time during the semester. Parents receive copies of the letters of notification.
Eligibility for Academic Honors

As a result of distinguished academic performance throughout their undergraduate education, graduating students may receive their degrees with academic honors. Students are awarded academic honors as follows: when the final grade-point average is between 3.500 and 3.699, the degree is conferred cum laude; between 3.700 and 3.799, magna cum laude, and between 3.800 and 4.00 summa cum laude.

Degree Audit

A degree audit is a computerized review of each student’s course transcript matched against the university’s requirements for a degree. Except for progress in some majors and residency requirements, it tells the student’s standing relative to graduation at a given moment. A degree audit is available online. Other than faculty advisors and university officials, third parties cannot receive copies. An audit is a planning aid only. Its accuracy is not guaranteed, and it cannot be considered a promise or a contract between the university and the student. The student is responsible for reporting printed audit errors to the Registrar. The responsibility for understanding and meeting degree requirements rests entirely with the student.

Transcripts

A permanent academic record is maintained by the Registrar’s Office for each student who registers at Wittenberg. Wittenberg student records are administered in accordance with the Family Privacy Act of 1974. An official transcript of the academic record is available only upon the signed, written request of the student. A telephone request cannot be accepted. The request must be accompanied by a payment of $6 per copy. Only official copies can be furnished. Normally, a transcript request is filled within three to five working days after receipt, though a longer time may be required at the end of each semester. An official transcript can be released only if the student’s account is clear of outstanding balances and university holds.
General Academic Standards

Degree Requirements
To qualify for a Bachelor of Arts, Bachelor of Music Education, Bachelor of Science or Bachelor of Fine Arts degree, a student must complete 130 semester hours. At least 50 of the 130 semester hours must be earned at Wittenberg or through Wittenberg courses offered off campus. Up to 80 semester hours of transfer credit may be counted toward the 130. At least 50 percent of the semester hour credits for course work in the major are to be completed at Wittenberg or through Wittenberg courses offered off campus. At least one of the last two semesters must be done in residence. A student’s average grade overall and in each major must be 2.00 or better. Each candidate for graduation must complete the general education requirements, a major and electives as may be needed to achieve the minimum 130 semester hours.

Student Classification
A student is classified according to the number of semester hours successfully completed: sophomore standing is achieved with the successful completion of 32 semester hours; junior standing, 64 semester hours; and senior standing, 96 semester hours.

Unclassified and Transient Students
All students designated as unclassified or transient are bound by the same University policies and regulations as regularly enrolled students. Transient students are normally enrolled for one semester only, after which they must be considered transfer students.

Standards of Academic Progress
Student academic records are reviewed at the end of each semester by the Board of Academic Standards (BAS). The BAS, a group of 6 elected faculty members and three administrators, apply the university’s standards in cases of academic warning, probation, academic suspension and dismissal. This group also serves as the first level of appeal after academic suspension or dismissal by the Board. Wittenberg’s standards of academic progress are available in the Academic Catalog online.
**Amount of Work to be Carried each Semester**

A normal load is 16 hours per semester. A student must carry 12 semester hours to be full-time. Full-time tuition covers 12 through 19 semester hours. A student who wishes to carry more than 19 semester hours must request permission to overload by petitioning the Registrar. The 20th credit triggers the first per credit overload charge, with each additional credit generating an additional fee.

**Makeup Examinations**

Students are expected to take examinations when scheduled unless exceptional circumstances make it impossible to do so. All arrangements for taking examinations at times other than the scheduled time or for taking makeup examinations are made only by the mutual agreement between the student and the professor responsible for the course.

**Final Exams**

A student must request the course instructor to take a final exam at any time other than its regularly scheduled time. Permission is granted only for exceptional reasons.

**Eligibility for Participation in Intercollegiate Athletics**

Any full-time student enrolled in Wittenberg may be eligible for participation in intercollegiate athletics depending upon appropriate Athletic Conference regulations. To conform to NCAA Bylaw 14.01.2.1, athletic eligibility is determined by the Board of Academic Standards (BAS). In order to support the academic process of student athletes, the athletic department has established a minimum grade point average needed for athletic eligibility. The athletic standard established is similar to the university’s policy for good academic standing. Athletes on academic probation (AP) are considered to be eligible to participate in athletics unless otherwise determined by the BAS.
Use of Campus Facilities, Vehicles, and Computing Resources

Computing Resources, Access and Use of

A wide range of information technology is provided to students, faculty and staff in support of the university mission. Standards of behavior are spelled out in a variety of university regulations and apply to computing resources. In general, acceptable use of computing facilities and network resources includes those activities consistent with learning, the university’s academic mission and general communication on and off campus. The Wittenberg Computing Center is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

Faculty, staff and students are expected to use the university’s computing resources in an ethical manner, including:

a. Use of hardware/software/periphery devices;

b. Legal use of licensed software;

c. Access to and use of data, including the confidentiality of data or information;

d. Safeguarding of security passwords, user identity and system access.

All uses must comply with all federal, Ohio, and other applicable laws; all generally applicable university rules and policies, and all applicable contracts and licenses.

A user is responsible for all activity originating from his or her account and for insuring that passwords or other security measures are not breached. Users may not share passwords, attempt to circumvent security measures, interfere with the ability of others to use the network, nor make any commercial use of university network resources. Users may not use university computing resources for obscene or harassing communication. Users must abide by the provisions of copyright law. Computing resources may not be used to operate a personal business.

All students are expected to use good judgment in determining the appropriate amount of time spent in explorations on the Web and other computer applications.

Users who violated this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside of the university. Wittenberg’s commitment to quality and
technology reaches nearly every aspect of campus life. State-of-the-art equipment is in place, in process, or in the planning stage to ensure that Wittenberg students receive the best of new and traditional means of education. In support of that goal, networked classrooms with a Windows workstation, overhead projection system, DVD players, and external video ports are available for both instruction and student presentation. Video projects and presentations alike enable students in any discipline to present ideas creatively.

**Access to and Use of Information Technology**

More than 1,000 networked Windows and Mac workstations and servers support instructional needs across campus. This network extends to all academic buildings with numerous computer lab locations and the residence halls. Standard software including Microsoft Office Professional Suite, programming, data analysis, geographic information systems, and specialized programs for individual classes are available in a variety of computer lab locations around campus. Students tap into Wittenberg’s extensive network, library, and Web services directly from any residence hall room with a personal computer, tablet or smartphone using wired and wireless access in selected common areas across campus, and available computer lab locations. The ITS Solution Center staff provides answers to questions concerning the network and other campus IT issues.

Wittenberg’s Web site contains updates on current happenings, visiting artists, speakers, athletic contests, and other campus events. Students use My Witt Portal (accessible from the Web site) to plan class schedules, register for courses, update account information, view grades, change passwords, read or send e-mail, and build a portfolio for use after graduation. Many professors offer additional online academic support via the Web. These and other services are globally accessible from any standard Internet Service Provider via username and password.

Please call 937-525-3801, e-mail solution@wittenberg.edu or stop by the Solution Center for any information regarding the services available, to request a work order, or for any University computer related questions.

The ITS Solution Center (Thomas Library, Main floor West Wing) is staffed during the school year as follows:

- Monday–Thursday 8 a.m.–10 p.m.
- Friday 8 a.m.–9 p.m.
- Saturday 10 a.m. - 4 p.m.
- Sunday 3–9 p.m.
ITS supports the educational mission and operational needs of the institution encourage community and contribute to open communication. Policies protect individual and institutional rights, and identify responsibilities associated with the privilege of access to institutional resources. By accepting the privilege of using University resources, the individual accepts the responsibility for learning the legal and policy restrictions on that use and agrees to abide by those regulations. The Wittenberg ITS is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources. A user is responsible for all activity originating from his or her account and for ensuring that passwords or other security measures are not breached. A user who suspects that someone else has accessed his/her account must contact the ITS Solution Center immediately. Faculty and staff members are responsible and accountable for their immediate family member accounts. Family-members include spouses and dependent children as defined by the federal government for tax purposes.

Users may not:

- share passwords,
- attempt to circumvent security measures,
- interfere with the ability of others to use the network,
- use university IT resources for harassing communication, and
- use IT or networking resources to operate a business unrelated to the mission of the university.

Users must:

- abide by the provisions of copyright law. Wittenberg’s information for the Digital Millennium Copyright Act can be found at http://www.wittenberg.edu/about/dcma.html, and
- comply with federal, Ohio, and other applicable laws, applicable university rules and policies and applicable contracts and licenses.

All staff is expected to use good judgment in determining the appropriate amount of time spent in accessing the Web and using other IT applications. Establishing and enforcing guidelines for at-work personal/recreational use of Wittenberg IT resources is the responsibility of each supervisor, within the general provision that there be zero impact on the employee’s work performance.
Users who violate this policy may be denied access to university IT resources and may be subject to other penalties and disciplinary action, both within and outside of the university.

**Use of Hardware/Software**

University owned or leased computer hardware, software, and software licenses are the property of Wittenberg University. With the exception of intellectual property, data stored on university property is the property of Wittenberg University.

Legitimate use of a computer or network system is based on the requirements of a user’s position, not on the knowledge of the user or whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible.

- Any modification of the network will not be permitted.
- Our pursuits are academic, and the University must abide by applicable legal and copyright law. You may not use your network connection to act as a server or to use software for copyright infringement.
- You will not be permitted to forge or misrepresent your identity or your network address. Only registered, approved devices may be used on the network.
- Excessive use of network resources hampering use by others is also not acceptable.
- The ITS Solution Center student staff members will not perform repairs or upgrades on personally owned computers. Our help is limited to getting your computer back on Wittenberg’s network. No program, virus software, or device can prevent all viruses, Trojans, bots, etc. There will be times where the software corruption on the computer may be beyond our purview to correct. In those cases, we will refer you to your manufacturer’s technical support or another third party for additional repair or assistance.
- You are responsible for your behavior on the network and on the Internet.
- Penalties for failure to comply with the University’s usage guidelines can include: immediate suspension of network service, suspension of computer use privileges, and pursuit of disciplinary procedures outlined in the Student, Faculty, and Staff Handbooks.
• We reserve the right to take appropriate action and/or suspend users who attempt to circumvent network security or post excessive network activity.

• All users are expected to follow the Access and Use IT resources policy

The University owns licenses to a number of proprietary programs. Users may not redistribute or reverse engineer software outside of the license terms with the software suppliers. Copyright protection also applies to many resources found on the Internet, including but not limited to images, audio and video files, and electronic versions of print materials. The use and redistribution of any software or other copyrighted materials without permission is strictly prohibited.

**Protection of Confidential Information**

Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintaining the security and confidentiality of those records to which they are granted access.

Additionally, all faculty, staff and students must comply with the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the release of student information.

**Access to and Use of Data**

Material that is damaging to the university, in violation of copyright laws, in violation of university contractual agreements, or otherwise contrary to university standards may not be downloaded or posted to university computers or transported across university networks. Violations include, but are not limited to:

• Accessing, or attempting to access, data or information without proper authorization regardless of the means by which this access is attempted or accomplished;

• Downloading copyrighted programs;

• Giving another person access to data or information to which they are not authorized;

• Obtaining, possessing, using, or attempting to use passwords or other information about someone else’s account;

• Forging, fraudulently altering, or willfully falsifying computer files/data identified as university records;

• Using electronic resources to hoard, damage, or otherwise interfere with administrative or academic resources accessible electronically;
• Using electronic resources to steal another individual’s work or otherwise misrepresent one’s own work;

• Interfering with the work of another user;

• Supplying or attempting to supply false or misleading information or identification in order to access another user’s account; and

• Deliberate, unauthorized attempts to access, use, or manipulate University computers, computer facilities, networks, systems, programs or data.

Users may not change, copy, delete, read or otherwise modify university leased or purchased software except where permitted.

Right to Privacy

Though users can expect the University to respect their privacy, the privacy rights of individuals using university owned equipment have some limits. In particular, Wittenberg reserves the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and other damaging programs. ITS personnel will not access programs, files or data without permission from one of the following:

• The creator/custodian of the materials,

• The Dean of Students or President if the creator/custodian is a student or prospective student, or

• The appropriate Vice President, Provost, or President if the owner is a member of the faculty, staff, alumni, parent, or family member of the faculty or staff.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions placed upon information stored or transmitted across computers and network systems, even when that data or information is not adequately secured.

Users may not change, copy, delete, read or otherwise access files or software without permission of the custodian of the files or the Director of Computing. Users may not attempt to modify software except where permitted.

You should also be aware that your privacy is also impacted by other federal legislation. For more information on this you can review the following site: http://epic.org/privacy/terrorism/ata2001_text.pdf
Safeguarding of Security Passwords, User Identity, and System Access

Investigating or reading another user’s files is considered the same as reading papers on someone’s desk - a violation of the person’s privacy. Reading protected files without authorization by the custodian of the file, by whatever mechanism, is prohibited.

Nevertheless, please be aware that from time to time, especially when you are away from your desk, your supervisor or another employee may need to access your computer or files. You should not expect information left on your computer or in your files to be unconditionally private.

Students, faculty and staff should report violations of this policy, potential loopholes in computer systems security, and cooperate with the Wittenberg Network Manager in the investigation of suspected policy violations. These issues should be reported to the ITS Solution Center (solution@wittenberg.edu) or by calling 937-525-3801.

Users who have valid accounts may only use computer and network resources that they are specifically authorized to use. Users shall use accounts for authorized purposes and are responsible for safeguarding their computer account. Users should not allow other person(s) to use their account. Passwords should be changed often to ensure that private and secure files are kept secure. Computer accounts may not be transferred or used by other individuals including family and friends.

E-mail and Worldwide Web Applications

Wittenberg maintains electronic mail, web, and other systems to facilitate university business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail system should be considered official university correspondence and could be subpoenaed by a court of law.

The university expects e-mail messages to be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee’s messages without permission. Communications via e-mail are subject to all university standards and policies that govern other forms of communication.

University email, web and other electronic services may not be used for commercial and/or private gain.
The university provides bulletin boards and chat rooms for communication purposes. As such, the university reserves the right to delete posted materials that violate standards of appropriate conduct.

The university also provides the opportunity for students, faculty and staff to post individual web pages. The university does not censor nor monitor web pages but individual student or staff members should be aware the university policies regarding harassment or inappropriate conduct may be brought based on web page materials posted.

**Vandalism**

Any user’s account, software, and hardware, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resource disruption or destruction, is considered vandalism.

Members of the university community are expected to follow all other polices, rules, or procedures established to manage computers or network systems, including those established to control access to or the use of, computer data, files or other information. Computer accounts may not be transferred or used by other individuals including family and friends.

**Violations**

Any user of IT and networking resources can be denied full or partial access to computing and networking resources if he or she violates this policy. Generally, denial of service will be justified by well-documented violations of policy and warnings. ITS may terminate or restrict any person’s access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the resources, or in the case of serious policy violations. ITS will notify the user and the appropriate Vice President, Dean or Provost when access has been restricted or terminated.

Appeals will be handled through existing processes. (Student violations will be referred through the student conduct or academic misconduct system as outlined in the Student Handbook. Faculty and staff violations will be referred through conduct processes outlined in the Faculty Manual and the Administrative and Hourly Staff manuals. Where directly applicable the Student Handbook, and the Administrative and Hourly Staff manuals take precedence over this policy:

- The student handbook:
- The hourly and administrative *staff manuals*:

Back to Contents
Any user of IT and networking resources is subject to disciplinary action up to and including termination of employment or expulsion from school for serious violations of this policy. Examples of serious violations include, but are not limited to, violations of the law (child pornography, FERPA), software piracy, and unauthorized access to and/or modification of data (academic records, financial, payroll, donor information). FERPA information: http://www.wittenberg.edu/students/ferpa.html. Should it become necessary to deny faculty, staff, or current student access to IT or networking resources, a notice will be sent to them within 24 hours by mail. Should it become necessary to deny any other individual access to IT or networking resources, a notice will be sent to them within 48 hours by mail.

**Statement regarding SPAM and Abusive E-mail**

To support users’ ability to read mail from anywhere through various web browsers and e-mail programs, Wittenberg chooses to retain messages on a central mail server. As a result, most SPAM software is not compatible with this service, many are cost-prohibitive, and many solutions block desired messages as SPAM. Currently Wittenberg performs checks on incoming mail including:

- Checking each message for known viruses and quarantining infected messages
- Assessing e-mail addresses presented by users to the Computing Center as abusive
- Evaluating messages according to a weighted system of typical SPAM indicators in order to tag messages as possible SPAM for users’ convenience.

Wittenberg does not block entire domains or any message from an address unless it is specifically requested by a Wittenberg user and meets criteria as abusive. While this system is not comprehensive or perfect, it does allow the greatest measure of personal freedom and choice in the use of a Wittenberg e-mail address for users while blocking repetitive abuse of those addresses by outside sources. To report abusive e-mail, forward the message with header information to abuse@wittenberg.edu.

**Anti-Virus Protection**

Network users are responsible for installing and maintaining anti-virus, anti-spyware, or other required programs on his/her personal computer, including keeping the anti-virus list up-to-date. The university’s anti-virus program does protect personal computers and is available to you free of charge. Download a copy via myWitt Portal. Neither Wittenberg University nor its designated
agents may be held responsible for any damage to the student’s computer and/or loss of data due to a virus, trojan, worm, etc. or efforts to repair or reconnect your computer to the network.

Note about malware: Some malicious programs are becoming more prevalent on the Web. There is no protection currently available from these programs. In some cases the only known fix to eliminate these from the computer completely is to delete and reload the software and/or operating system. We urge users to practice “safe” computing.

**The Digital Millennium Copyright Act at Wittenberg Statement**

Wittenberg University complies with the provisions of the Digital Millennium Copyright Act (DMCA). If you have a concern regarding the use of copyrighted material on any site on the wittenberg.edu network, please contact the agent designated to respond to reports alleging copyright infringement. The designated agent for the Wittenberg University campus to receive notification of claimed infringement under Title II of the DMCA is:

Scott Powell
Director, IT Infrastructure
Phone: 937-525-3821
Fax: 937-327-7372
spowell@wittenberg.edu
Wittenberg University
Post Office Box 720
Springfield, OH 45501-0720

**Claims**
The DMCA specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

- A physical or electronic signature of the copyright holder or a person authorized to act on his or her behalf;

- A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;

- A description of the material that is claimed to be infringing or to be the subject of infringing activity, and information reasonably sufficient to permit the service provider to locate the material;
• Information reasonably sufficient to permit the service provider to contact you, such as an address,
• telephone number, and, if available, an electronic mail address;
• A statement that the you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
• A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Resources
Digital Millennium Copyright Act Summary from the U.S. Copyright Office (PDF document) http://www.loc.gov/copyright/legislation/dmca.pdf

In addition to DMCA, Wittenberg complies with the Higher Education Opportunity Act of 2008 regarding the downloading or making available for downloading copyrighted material. Wittenberg’s policy is found in the Student Handbook and additional information regarding this legislation is available at the following link: http://www2.ed.gov/policy/highered/leg/hea08/index.html

Who Can Schedule Events
Any officially registered student organization, faculty, or staff group can schedule events through the stated procedure. Student groups receive official University recognition from the Office of Student Involvement via Student Senate. See the Office of Student Involvement for clarification and assistance with registration as well as with program planning.

Health, Physical Education, and Recreation Center (HYPERC) Field-Facility Use by Students
The HPERC fields and facilities are for student recreation, intramural and club sports, and intercollegiate athletics. All Wittenberg students may use the HPERC during open recreation times. To use the facilities they must show their Wittenberg I.D. cards.

Scheduling of the field and facilities is the responsibility of the Director of Operations and Facilities. The possession and use of alcoholic beverages by spectators and activity participants are strictly prohibited. Initial responsibility for the enforcement of this policy rests with the club officer and intramural
representatives. Organizations, clubs, and individual students jeopardize their use of the fields and facilities if found to be in violation of this policy.

The HPER Center has a no guest policy all other athletic facilities may have guest participants.

**Facilities Available**

Shoes with non-marking soles must be worn at all times when using the HPERC facilities.

- 4 gymnasium modules
- 2 fitness centers
- (1) cardio intensive center
- (2) strength intensive center
- 5 racquetball courts, 1 squash court
- 1 swimming pool, 25 yards x 25 meters
- 2 diving boards
- 12 outdoor tennis courts
- 1 outdoor all-weather track (no bicycles, skateboards, pets, or chewing gum allowed – tennis shoes required)
- 1 stadium – turf field (no bicycles, skateboards, pets, or chewing gum allowed – tennis or turf shoes required)
- Zimmerman Field – football, soccer, lacrosse
- Bill Edwards Field – rugby, intramurals, practice field
- Betty Dillahunt Field – softball, practice field

For more information concerning the scheduling and use of the HPERC fields and facilities, contact HPERC at 937-327-6469.

**Use of University Vehicles**

1. All applicants must complete the authorization form, sign the Policies and Procedures acknowledgement form and submit a copy of their valid driver’s license. Once this paperwork is received by our office, a Bureau of Motor Vehicles check of the applicant’s driving record will be run through the university’s insurance carrier. The insurance carrier will reply with “approved” or “not approved” which will confirm or deny the applicant’s authorization to drive a motor pool vehicle. Any person who drives a university vehicle must sign an acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving a university vehicle. This process may take up to 10 days so please be sure to plan ahead.
Please Note: To be eligible to drive a 12 passenger van, drivers must be 20 years or older.

2. Drivers may not drive more than 10 hours in a 24-hour period and must include at least one 30-minute rest stop in any trip or trip segment that exceeds six hours. Drive time is limited to a maximum of 16 hours of continuous travel after which a layover of at least eight hours is required.

3. Drivers are required to keep a cell phone in the car for emergency purposes. Do not use the phone while driving unless it is absolutely necessary. Cell phones are available by request at the Transportation Office.

4. The Transportation Office reserves the right to cancel use of a university vehicle as a result of severe or adverse weather conditions.
Offices and Services

Academic Services

Academic Advising

Basic to Wittenberg’s mission is a deep and abiding concern for the welfare of each of its students and the education of the whole person. Accordingly, an important responsibility of its faculty and staff is to provide professional, competent advice for each student with respect to educational, vocational, and personal planning. The approach is person-centered, treating each student as a distinct individual.

Wittenberg recognizes that personal growth and maturity are reached through acceptance of responsibility. The college, therefore, affirms that the primary responsibility for the pattern and outcome of the student’s educational program and for the development of social responsibility lies with each student. The role of the advisor is supportive; the student is responsible for knowing institutional policies and programs and has full responsibility for all decisions made.

While Wittenberg recognizes the interest and concerns of parents, it considers the student to be a young adult and a responsible agent, acting in the pursuit of educational goals and social responsibility. The college believes that its relationship with the student complements the students’ changing relationship to the parents. Accordingly, the University does not assume the role of parent. Rather, the faculty and staff work along with the parents to cultivate independent and responsible action of the part of the student.

Statement of Objectives

The objectives of the academic advising program are as follows:

- To help the student understand the nature of a liberal education
- To help the student obtain maximum benefit from the total educational experience by discussing emerging interests and relating these interests to University opportunities and opportunities beyond the classroom
- To help the student determine career goals based on the student’s aptitudes and interests and outline a course of study that will enable the student to achieve these goals
- To assist students in understanding the policies and regulations which give structure to the students’ educational experience
• To offer support to a student as academic and developmental problems arise by counseling or referring the student to appropriate resources

**Program Description**

Academic advising at Wittenberg is provided by members of the Wittenberg faculty. The advising role is viewed by the institution as an integral part of the faculty member’s responsibilities. Each student entering the college is assigned to a faculty advisor. The advisor is also the student’s instructor in their First-Year Seminar.

Students may request a change of advisor at any time by submitting an advisor change form to the Registrar’s office. Most students retain their originally assigned advisor until they declare a major. At that time the student requests an advisor from the department in which the student has declared a major. Each department determines how it wishes to work with its major advisees. Students who opt for double majors will have an advisor for each of their majors, and students who declare a minor will have an advisor for the minor course of study.

Transfer students with declared majors are assigned directly to the chairpersons of the major department. After the initial conference, the chairperson may reassign these students to a faculty advisor within the department. Transfer students who have not identified a major are assigned to the Assistant Provost for Academic Services.

In all cases of advisee assignments, the advising load will be considered within the context of the faculty member’s total set of responsibilities and commitments.

**The Advising Program for First Year Students**

The advising program for first year students reflects the philosophy and objective of Wittenberg’s academic advising program. However, since this program is specifically designed to assist the entering student in the process of adjusting to the college experience, it has the following special features:

• First-year students are enrolled in a First-Year Seminar course. The content courses are taught by faculty members who are the academic advisors during the fall semester. This placement strengthens the relationship between advisor and advisee and also provides a common time for daily information or problem-sharing.

• There is a one-hour seminar that meets every Tuesday from 12:30 to 1:30 p.m. that is instructed by the academic advisor as well as a professional staff member and an upper-class student (WittTeam). The intent is to provide
comprehensive advising support to first-year students and to facilitate multiple advising relationships that involve advice regarding curricular, co-curricular, and extra-curricular interests.

- During the seminar, the WittTeam leads activities associated with a common reading (completed prior to the start of school), discusses transition issues, provides opportunities for vocational exploration, and provides information and assistance in helping each student map out a four-year academic plan that involves learning experiences inside and outside the classroom.

- It is in the context of the advising relationship that students will begin their Wittfolio. This electronic portfolio will allow students to keep track of and update each semester their achievements as well as their goals. It will be used to assist students as they schedule for courses each semester, plan their goals, and prepare for life after Wittenberg.

All first-year students are required to meet with their advisors each semester prior to course registration and to have the opportunity to discuss and plan their class schedules and overall academic program. However, students are encouraged to meet with their advisors more frequently throughout the semester. Multiple touch points allow for a more comprehensive and responsive advisor/advisee relationship.

There is also a First-Year Advising Corps made up of faculty and staff who represent different areas on campus and who are available to answer questions. The names and contact information of the Advising Corps members can be found on the webpage of the First-Year Seminar as well as Academic Advising.

**Advising Responsibilities**

For the objectives of the academic advising program to be achieved, the faculty advisor should seek to exercise the following basic responsibilities:

- Being acquainted with the advisee. Know the advisee’s academic abilities and background, become familiar with objectives, interests and motivations of the advisee. (This may extend to some acquaintance with the advisee’s non-academic background, such as home influences, financial needs, campus residence, hobbies, etc.).

- Establishing a rapport with the advisee by showing interest, understanding and respect. (In this connection it may be appropriate for the faculty member to make the student aware of the possibility of changing faculty advisor).
• Clearly outlining the advisor’s role and responsibilities in the advising process and help the student define and understand responsibilities.

• Being available, keeping office hours for appointments.

• Providing accurate information on University requirements, procedures, and policies related to the academic program.

• Being familiar with courses in the curriculum (prerequisite, content, availability) and the registration system.

• Keeping accurate records on the advisee’s profile, academic program and progress, conferences and conversations.

• Being familiar with graduate education possibilities.

• Having an understanding of the nature of student development and the relationship of liberal education opportunities to student development.

The Assistant Provost for Academic Services

The Assistant Provost for Academic Services is a member of the Provost’s staff who is responsible for the coordination of the academic advising program. Duties related to this area of responsibility include training of first year student advisers, maintenance of advising resources and webpages, implementation of programs, practices and procedures that benefit the advisement of students, assisting with on-going training for advisors, and evaluation of the academic advising program to ensure that the objectives of the program are being met.

Advisor Resources

To assist the faculty member in the advising role, Wittenberg provides the following resources to all advisors:

• A Wittenberg catalog

• A Faculty Manual, which includes a section on advising information and procedures

• A cumulative adviser file, initiated by the Registrar at the time of matriculation, which serves as an academic working field for the student and advisor during the student’s enrollment

• Course content information, which is distributed prior to each registration period

• A comprehensive list of other advisory services on campus

• Information and instructions on how to use the Early Alert System
Advising Undecided First Year Students

First-year students who arrive at Wittenberg undecided about their major will need special help in planning their class schedules. They may also need clear indications from the advisor that it is normal and acceptable to be undecided at this entry point, coupled with advice on how to get closer to a decision over the course of their first year. This will be especially important to those who want to take advantage of Wittenberg’s Four Year Graduation Guarantee.

Those Wavering Between Two Majors

Those who are wavering between two majors should consider scheduling the suggested first-year courses in both majors while completing general education requirements where possible. This may assist them to clarify which major best suits their capabilities.

Pre-Major Students

Those who are undecided (or are considering three or more majors) should probably be advised to design their schedules so that at least three courses taken each semester fit General Education requirements. Their other course can be used to explore possible majors. These courses can be used as electives later if the discipline is not chosen as a major or minor. Undecided students might also be encouraged to visit lower-level classes in subject areas in which they think they might have some interest, and perhaps to visit upper-level classes in that major, before scheduling classes for the coming semester. These visits can serve as mini-explorations into a discipline, and help students determine how deep their interest in a particular discipline runs.

It is important to encourage undecided students to widen their interests first and narrow them only after considerable exploration of majors and careers, since choices made from among a wide range of alternatives tend to be the most stable choices in the long run. However, the semester system makes it important to begin exploring majors earlier to allow students to complete graduation requirements on time while still making it possible to take advantage of opportunities to study abroad, complete career-related internships, etc.

Community Service experiences often provide opportunities for undecided students to test out environments in which they are interested in building careers
- potential education majors can get experience in the classroom; possible management majors can work with Junior Achievement projects; students interested in medicine can volunteer in a hospital emergency room, birthing room, pediatric ward, etc. Advisors are encouraged to suggest early community service as a form of career exploration.

Most of all, it is important to undecided students, to our efforts to retain them, to encourage these students to take charge of their educational experience - to gain the information and experiences that will make them feel ready to set academic and career goals for themselves.

**Career Services as a Resource**

Advisors can assist undecided students by directing them to Career Services. Career Services offers a number of interest and values inventories that may be particularly helpful to undecided students as they begin to identify interests and strengths. The Career Services website contains a wealth of useful information.

**“Don’t Cancel Class” Career Services Presentations**

Often a brief classroom presentation by the Career Services Director will encourage students to begin thinking about careers as expressions of their creative spirit, their personal values and interests, and their unique combination of abilities. Faculty sometimes choose to schedule these presentations during a class period they cannot personally cover.

**Alumni Careers Day Program**

Participating departments coordinate panel discussions in which successful alumni/ae share insights into their chosen career. Designed to show the diverse career paths taken by graduates with the same major but differing interests, values and abilities, this program is co-sponsored by the Career Center and the Alumni Office.

**Career Consulting**

The Career Services Director will be glad to consult with advisors to determine what intervention might be made in the case of a particular advisee who needs assistance in academic or career decision-making. Strategies for your use in working with a student may be suggested, or a referral for career counseling may be encouraged. In support of that process career testing is available including the Myers-Briggs Type Indicator, Campbell Interest and Skills Test, and the interactive guidance system, FOCUS.
Majors/Minors Fair
This event assists students with examining their interests in relationship to academic programs and career options. It is held in the fall prior to Academic Advising Week.

Special Advising

Graduate Study
All departments share the important task of promoting interest in graduate study and advising students for advanced academic work. Each department is asked to designate one of its members as a graduate study advisor to work with the Career Center in the dissemination of materials and to assist students directly by providing personalized graduate school advising. Faculty with expertise to advise students interested in professional schools – law, medicine, theology, business, library science, etc. – are also designated to assist students with those interests. Each department is expected to maintain files on graduate study in related fields and to communicate information on graduate school placements to the Center so that complete records may be maintained for assessment and accreditation purposes. Graduate school advising resources can be accessed through our homepage under the heading “Get Into Graduate School.” This section contains on-line versions of Peterson’s Guides to Graduate Study, testing and financial aid information, advice on writing graduate school essays, etc. Additional books, periodicals and handouts are available in the Patmos Career Resource Center, 210 Shouvlin.

Graduate School Testing
Graduate School Testing Information for the GRE (arts and sciences), LSAT (law), GMAT (business), MCAT (medicine), VCAT (veterinary medicine), DAT (dentistry), OAT (optometry), APHAT (allied health), PCAT (pharmacy) is available at Career Services. The computer based testing programs for the GRE and GMAT are now available through Sylvan Learning Centers on a year-round basis.

Note: Pre-Med students and students from all majors who are planning to study off-campus fall semester of their senior year, should plan early to take graduate school tests in the spring semester of their junior year, or during the summer prior to their senior year.

Graduate School Fellowships
Graduate School Fellowship information is available from a variety of sources within the advising network. The Assistant Provost for Academic Services handles competitions for National Science Foundation, Fulbright, Rhodes,
Marshall, and Mellon Fellowships. Career Services maintains resources on Fellowships sponsored by specific graduate programs, and Professional School advisors receive information relevant to their specific areas of expertise.

**Study Abroad**

Wittenberg places students in a wide variety of study abroad programs. The University maintains an office of International Education for the purpose of housing a library of pertinent materials, advising students of available programs, counseling them, and facilitating their study abroad. Students should be directed to the Director of International Education.

The Committee on International Education assists and advises the Director of International Education in developing study abroad policy, in counseling students, and in approving credit for their program.

**International Students**

International students will be assigned routinely for their academic advising. The Director of International Education will counsel international students in matters unique to their status as international students.

**Education**

All students interested in pursuing licensure to teach should consult with a faculty member in the Education Department as early in their college career as possible to assure timely planning of required courses. Formal application should be made following the guidelines contained in the Policy on Admission to the Teacher Education Program, contained in the Education Department’s listing in the *Academic Catalog*. Only students who have been admitted to the teacher education program may apply for permission to student teach. The Policy on Permission to Student Teach is also contained in the *Academic Catalog*.

**Pre-Professional Programs**

Pre-law, pre-medicine, and pre-theology advisers cooperate with the appropriate committees in the counseling of these students.

**Other Advising Services**

- Career Consulting and Program Development – Wendy Smiseck
- Financial Aid – J. Randy Green
- Greek Life – Carol Nickoson
- International Education – JoAnn Bennett
- Minority Students – John Young
- Personal Counseling – Linda Lauffenburger
• Placement Services: Wendy Smiseck
• Religious Counseling - Rachel and Anders Tune
• Residences – Mark DeVilbiss
• Selective Services – Jack Campbell (Registrar)
• Substance Abuse - Linda Lauffenburger
• Student Activities – Elizabeth Ames
• Veteran’s Coordinator - Lynn Thoma
• Math Workshop – Obed Lewis
• Writing Center – Mike Mattison

Faculty members are encouraged to contact the residence coordinators for assistance in matters relating to students in the respective halls.

**Declaration of Major**

It is required that every student declare a major not later than the end of the spring semester of the sophomore year. This is one means of helping to ensure that students will finish a major program of study within four years.

Before the first registration subsequent to the declaration of a major, the student and the student’s advisor must plan a program of studies for the balance of the student’s degree program.

The student is free to change the major at any time that it is academically feasible. Application for a change of major should be made to the chairperson of the department to which the student will transfer.

**Declaration of Minor**

It is required that every student declare a major not later than the end of the spring semester of the sophomore year. This is one means of helping to ensure that students will finish a major program of study within four years.

Before the first registration subsequent to the declaration of a major, the student and the student’s adviser must plan a program of studies for the balance of the student’s degree program.

The student is free to change the major at any time that it is academically feasible. Application for a change of major should be made to the chairperson of the department to which the student will transfer.
Course Information
Course content information will be available for advisors and advisees during Academic Advising Week. Department chairpersons will secure from members of their respective departments a short paragraph describing the content of their courses in the forthcoming semester. This information is available on myWitt under Course Descriptions. This course information is also available on Wittenberg’s Website under “Academics” and under each major or minor.

Student Records
A cumulative advisor file will be initiated at the time of matriculation and will accompany the student during enrollment, remaining always in the hands of the advisor. The file will contain a transcript of the student’s academic work, a form for accumulative record of interviews, grade reports, and such other information as the adviser considers necessary. The file shall be forwarded to any new advisor and, at the time of graduation, will remain with the department. The advisor file is an academic working file for the convenience of the student and the advisor. The official student personal file is maintained in the Student Development Office. All copies of correspondence and records having a bearing upon the student’s personal status should be forwarded to the student personal file which is confidential.

Disability Services
The individual must submit typed documentation on official letterhead of the professional/service provider describing the disability. Professional evaluators must have comprehensive training and experience relevant to the adolescent and adult LD population, including populations that are culturally and linguistically diverse. Please note that the provider cannot be a family member of the student submitting documentation. Documentation must include:

- Name
- Title
- Professional Credentials
- License or certification
- Area of specialization
- Employment and state of employment

Documentation should include a narrative description of the disability and a comprehensive assessment:

Narrative Description
A narrative description should include the following:
1. **Comprehensive overview:** It is helpful when documentation reflects the current impact of the disability on academics and the living/learning environment.

- Evidence of early impairment of a LD should demonstrate that the symptoms of the LD existed in childhood and manifest in more than one setting.
- An explanation of the current impact on functionality in daily college life, such as academics, living, and social should be provided.

2. **Diagnostic interview:** An evaluation report should include the summary of a comprehensive diagnostic interview with relevant academic historical information.

- a summary with a description of the presenting problems
- relevant medical history, including absence of a medical basis for the symptoms
- academic history, with prior standardized test scores
- relevant family history, including primary language and level of English fluency
- reports of class performance
- relevant psychosocial history
- relevant employment history
- a discussion of dual-diagnosis
- alternative or co-existing mood, behavioral, neurological, and/or personality disorders
- an exploration of possible alternatives that may mimic an LD

**Assessment**

For the neurological or psychological evaluation to illustrate a substantial limitation to learning, the comprehensive assessment battery should contain the following domains:

1. **Aptitude/Cognitive Ability:** A complete intellectual assessment with all subtests and standard scores. Suggested tests might include:

   - WeschlerAdult Intelligence Scale III (WAIS-III)
   - Woodcock-Johnson Psychological Battery – Revised
   - Tests of Cognitive Ability
   - Kaufman Adolescent and Adult Intelligence Test
   - Stanford-Binet Intelligence Scale (4th ed)
2. **Academic Achievement:** A comprehensive achievement battery with subtests and standard scores indicating current level of functioning in the academic areas of: reading (decoding and comprehension), math, oral and written language. Suggested tests might include:

- Scholastic Abilities Test for Adults (SATA)
- Stanford Test of Academic Skills (TASK)
- Woodcock-Johnson Psychological Battery-Revised: Tests of Cognitive Ability
- Weschler Individual Achievement Test (WIAT)
- Nelson-Denny Reading Skills Test
- Stanford Diagnostic Mathematics Test
- Test of Written Language (TOWL-3)
- Woodcock Reading Mastery Tests-Revised

3. **Information Processing:** The specific areas to be addressed include short and long-term memory, sequential memory, auditory and visual perception, processing speed, executive functioning and motor ability. Acceptable instruments might include:

- Detroit Tests of Learning Aptitude-3 (DTLA-3)
- Detroit Tests of Learning Aptitude-Adult (DTLA-A)
- Information from subtests on WAIS-III or Woodcock-Johnson Psychological Battery-Revised: Tests of Cognitive Ability

4. **Evaluation/testing should provide a clear indication of a diagnosed Learning Disability**

- Please use direct language in the diagnosis and documentation of a learning disability
- The presence of a dual diagnosis should be ruled out, as well as educational and cultural factors affecting the individual

5. **Actual test scores from standardized instruments should be provided.** The data, including standard scores and/or percentiles, must logically reflect as substantial limitation to learning, and both the nature and severity of the LD(s) the candidate is requesting accommodations for. The tests used must be reliable, valid, and standardized for use with an adolescent/adult population.

6. **An interpretative summary should be provided.** A well-written interpretative summary based on a comprehensive evaluative process may include:
• evaluator having ruled out alternative explanations for academic problems such as poor education, poor motivation, and/or study skills, emotional problems, attention problems, and cultural/language differences

• how the presence of an LD is evident in patterns of cognitive ability, achievement, and information processing

• the degree of substantial limitation to learning presented by the LD and the degree to which it affects the individual in the context for which accommodations are being requested

• indication of how specific accommodations mediate the effects of the LD symptoms

• any record of prior accommodation(s) or auxiliary aids

7. **Rationale for recommendations for academic accommodations should be provided.** Please include:

• the impact of the LD on a major life activity

• the degree of impact on the individual, including intensity and frequency of symptoms

• specific test results or clinical observations to support recommendations

Please suggest recommendations for specific academic accommodations. The documentation should provide rationale that supports the type(s) of accommodation(s) being requested that are based on the individual’s present level of functioning in the educational setting.

Documentation should be submitted to the Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.

**Guidelines for Documenting a Medical Disability**

Students should work with their medical provider to submit documentation on official letterhead of the professional/service provider. The provider must be a professional qualified to diagnose and treat the medical disability. Please note that the provider cannot be a family member of the student submitting documentation.

Because medical disabilities may change over time, given the nature of the condition, impact of medication, and other treatments; it is helpful when documentation speaks to the current impact on the student and their living/learning environment.
The documentation should include a narrative description of the disability. The following information should be included:

1. Diagnosis, date of diagnosis, relevant medical history, and last contact with student.

2. Description of the diagnostic criteria, evaluation method, and symptoms of the diagnosis.

3. Description of current and past accommodations, services, treatment, and/or medication(s).

4. Describe the current functional limitations of the disability, including physical limitations.

5. Describe the functional impact of the condition on the academic and/or residential environment for the student.

6. Please suggest recommendations for academic and/or housing accommodations.

7. The documentation should also provide rationale that supports the type(s) of accommodation(s) requested.

Documentation should be submitted to Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.

**Guidelines for Documenting a Psychological Disability**

Students should work with their mental health care provider to submit typed documentation on official letterhead of the professional/service provider describing the disability. The provider must be a professional such as psychiatrist, psychologist, or other appropriate professional who is qualified to diagnose and treat the psychological disability. Please note that the provider cannot be a family member of the student submitting documentation.

Because mental health diagnoses may change over time, given the nature of the condition, impact of medication, and other treatments; it is helpful when documentation speaks to the current impact on the student within their living/learning environment.

The documentation should include a narrative description of the disability. The following information should be included:

1. Diagnosis, date of diagnosis, relevant medical history, and last contact with student.
2. Description of the diagnostic criteria, evaluation method, and symptoms of the diagnosis.

3. Description of current and past accommodations, services, treatment, and/or medication(s).

4. Describe the current functional limitations of the disability, including physical limitations.

5. Describe the functional impact of the condition on the academic and/or residential environment for the student.

6. Please suggest recommendations for academic and/or housing accommodations.

7. The documentation should also provide rationale that supports the type(s) of accommodation(s) being requested.

Documentation should be submitted to the Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.

**Guidelines for Documenting Attention Deficit Disorder (ADHD)**

Documentation should be submitted on the official letterhead of the professional/service provider describing the diagnosis. The provider must be a professional such as psychiatrist, psychologist, neuropsychologist, or other medically trained doctor who is qualified to diagnose and treat Attention Deficit Disorder (ADHD). Please note that the provider cannot be a family member of the student submitting documentation. Documentation should include:

- Name
- Title
- Professional Credentials
- License or certification
- Area of specialization
- Employment and state of employment

The documentation should be current and reflect the impact of on the student’s living and learning environment.

1. **Documentation should be comprehensive**, including:

   - Evidence of early impairment of ADHD should demonstrate that the symptoms of ADHD existed in childhood and manifest in more than one setting.
• An explanation of the current impact on functionality in daily college life, such as academics, living, and social should be provided.

2. **Diagnostic interview and relevant testing**: The diagnostic interview should include, non-exclusively, the following:

- history of presenting attentional symptoms
- developmental history
- relevant medical and medication history
- relevant psychosocial history and any relevant interventions
- academic history
- relevant employment history
- relevant history of prior therapy
- relevant family history of any learning, physical or psychological difficulties
- a review of prior psycho-educational test reports for support of diagnosis
- a description of current attention-related functional limitations in educational settings

Neuropsychological or psychoeducational assessment is required and is important in determining the impact on an individual’s current ability to function in academically related settings. The evaluation report should determine the following:

- intellectual ability
- memory functions
- attention tests
- continuous performance

Please note the following by themselves do not substantiate the diagnosis of ADHD:

- grade equivalent scores
- test scores
- subtest scores
- surveys and checklists

3. **Evaluation/testing should provide a clear and specific diagnosis of ADHD**: An identification of DSM ADHD criteria should include a description of symptoms of hyperactivity/impulsivity or inattention causing impairment throughout childhood, adolescence, and adulthood (to the present) in two or more settings, and how the current symptoms are an impairment in social, academic, and occupational settings. The current symptoms must be present for at least the past six months.
The presence of a dual diagnosis should be ruled out, as well as educational and cultural factors affecting the individual.

**4. An interpretative summary should be provided:** An interpretative summary based on a comprehensive evaluative process may include:

- evaluator having ruled out alternative explanations
- indication of how characteristics of ADHD are chronic and evident in different settings
- indication of whether or not the individual was evaluated while on medication, and if the medication was beneficial
- indication and discussion of the limitation ADHD presents to the individual in the testing context for which accommodations are requested
- indication of how specific accommodations mediate the effects of ADHD symptoms

**5. Rationale for recommendations for academic accommodations should be provided:** Please include:

- the impact of ADHD on a major life activity
- the degree of impact on the individual, including intensity and frequency of symptoms

Suggested recommendations for specific academic and/or other accommodations is requested. The documentation should provide rationale that supports the type(s) of accommodation(s) being requested that are based on the individual’s present level of functioning in the educational setting.

Documentation should be submitted to the Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.

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**Foreign Language Learning Center**

Equipped with the latest in language technology, the Foreign Language Learning Center (FLLC) is vital for all members of the Wittenberg community seeking cultural and linguistic resources. Students and faculty from all disciplines come to the center to meet with our trained tutors, to work on our computers, to relax between classes, and to benefit from our various technologies that bring foreign culture within easy access. Contact with native speakers is a daily opportunity through our own international tutors as well as through webcams for long distance conversations.
A lounge area with a large screen TV allows students a relaxed setting for viewing foreign films from our extensive library, for reading our magazines and newspapers, both in English and in our target languages, for testing language skills through children’s books, or for engaging in casual conversation. With continually updated resources, including the latest in language software, this multi-national learning environment helps prepare our students for participation in the ever-expanding global market and community.

We are open from 9 a.m. to 5 p.m. Monday through Friday, 6:30 to 9 p.m. Monday through Thursday evenings, and on Sundays from 3 to 5:-00 p.m. and again from 6:30 to 9 p.m. We are located on the second floor of Hollenbeck Hall, room 232, in the language wing. Please visit our website for our tutor schedule and a complete listing of materials: http://www.wittenberg.edu/administration/flc/index.html. You may also contact the director, Dr. Tim Bennett, directly: tbennett@wittenberg.edu.

**Math Workshop**

The Math Workshop provides tutoring for students in all levels of math, ranging from basic math skills to calculus. The Math Workshop also can help a student raise their math placement score to the required level of their major. Students are encouraged and regularly use the workshop as a place to study, whether alone or with a group of students. Trained student tutors are available to assist students with math and other subjects like accounting, economics, statistics, computer science, physics and chemistry. The Math Workshop, located in 370 Barbara Deer Kuss Science Center, provides a comfortable, friendly environment, a place where help is readily available if needed. The Workshop is open Sunday evening 5 to 9 p.m., Monday through Thursday 9 a.m. to 9 p.m. and Friday 9 a.m. to 5 p.m. during the regular school year, with reduced hours over the summer. Please call 937-327-6155 for additional information.

**Oral Communication Center**

The Oral Communication Center provides students with assistance on oral communication assignments of all types, including formal presentations, discussion/debates, class participation and oral reports. Working one-to-one with a trained consultant, students can learn how to effectively develop, organize, and deliver the content for these assignments. Consultants can assist students during any part of their process: brainstorming content ideas, developing visual aids such as PowerPoint, organizing material, and practicing their delivery.

The Oral Communication Center is located in Thomas Library, room 210. Normal hours are 7 to 11 p.m., Sunday through Thursday, beginning the third
week of the semester. For more information, and to access our online calendar, please visit our website: http://www.wittenberg.edu/academics/occ.html.

**Tutors**

Assistance in writing and math is available through the Math and Writing Centers. Tutors for other academic areas are also available. Assistance with oral presentation is available through the Oral Communication Center. Contact either the Department Chairs of the Academic Services Office.

**Writing Center**

The Writing Center provides friendly, professional support for all types of writing projects: from academic and professional papers to personal statements and or poetry. Trained student advisors work with writers at every stage of the writing process - brainstorming, drafting, revising, editing. The Writing Center is located in 112 Hollenbeck Hall and can be reached at 937-327-6154. The Center is open 9 a.m. to 4:30 p.m. Monday through Friday, 7 to 9 p.m. Sunday through Thursday evenings, and 2:30 to 4:30 p.m. Sunday afternoons. For more information, and to access our online calendar, please visit our website: http://wittenberg.edu/administration/writingcenter.html.

**Athletics and Recreation**

**Athletic Department**

Wittenberg’s Department of Athletics is an integral part of the university that strives to achieve the same standards of excellence that exist within various academic disciplines at the university. Furthermore, the athletic department embraces the concept that the student-athletes are first and foremost students, possessing individual rights, academic abilities, personal interests and ambitions comparable to those of other members of the general student body.

Wittenberg University is committed to the principles and practices of amateurism, student-athlete welfare, gender equity, sportsmanship and fair play, cultural diversity and overall athletics excellence and this commitment shall reflect in every aspect of the athletics departmental operations.

Student-athletes are primarily responsible for balancing academics and athletics. However, recognizing the pressure that student-athletes face from competing time demands placed upon them by both professors and coaches, we establish the following statement of responsibility. The statement assumes that the student’s primary responsibility is to academic coursework and that practice sessions are always subordinate to class attendance.
Students should work with advisors to schedule courses so that practices and contests are not in conflict with academic courses.

Student-athletes are expected to contact professors in advance in order to resolve conflicts between class attendance and participation in athletic contests. It is recommended that student-athletes miss not more than four sessions of any class in a semester for regular season athletic contests. Permission of a Faculty Athletic Representative is required before additional excused absences will be permitted.

Coaches will, as necessary, establish and maintain communications with the professors of team athletes regarding academic progress. Professors should feel free to contact coaches regarding the academic responsibilities of student-athletes.

Professors, coaches, athletic administrators and student-athletes should feel free to bring concerns about athletic participation and academic responsibilities to the attention of the Faculty Athletic Representatives. The Faculty Athletic Representatives may serve as mediators involving the Committee on Athletic Policy and Recreation, as necessary.

The Department of Athletics, overseen by the Director of Athletics and more generally by the Office of the Provost, is strengthened by a healthy relationship with the university’s faculty. A high level of cooperation and support is made possible by the department’s academic liaisons, the Faculty Athletic Representatives (FAR). The FARs also represents the academic interests of our student-athletes within the North Coast Athletic Conference and as delegates to the NCAA.

**Intramural Sports Program**

Wittenberg strives to provide every student with the opportunity to develop themselves physically, and for those that aren’t varsity athletes, club sports and intramurals are the perfect opportunity. At Wittenberg, you don’t have to be a varsity athlete to Tiger Up!


**Questions?** Contact intramurals@wittenberg.edu

**Fall Sports**

- Flag Football
- Kickball
• Ping Pong
• Sand Volleyball
• Ultimate Frisbee

**Spring Sports**
• 5-on-5 Basketball
• Dodgeball
• Flag Football
• Soccer
• Softball
• Volleyball

**Rosencrans Fitness Center**
The Bob Rosencrans Fitness Center at the Athletics Hall of Honor has served the entire Wittenberg community since its completion in 2005.

Overlooking the north end of campus, including a beautiful view of Weaver Chapel, Thomas Library and Tower and Firestine Halls through seven large windows, the Fitness Center is constantly awash in light. The center is fully air-conditioned and features mirrors along the north wall and weight-resistant flooring.

The center features treadmills, multiple types of bicycles, stairclimbers, elliptical machines, rowing machines and a line of Hammer Strength weight machines.

The Fitness Center is equipped with televisions, viewable from throughout the facility, broadcasting audio on short-range FM radio signals, which can be listened to using any portable radio device.

At the east end of the Fitness Center, Excel Sports Medicine maintains a therapy room, convenient for student-athletes or other members of the Wittenberg community rehabilitating an injury.

Use of the Fitness Center requires a Wittenberg student ID or HPER Center pass, available to faculty, staff and a limited number of alumni. The pass also includes access to the Strength Center, racquetball courts, natatorium, locker rooms and gymnasium. Rosencrans Fitness Center and the HPER Center complex are fully accessible to individuals with disabilities, and the Athletics staff is happy to make accommodations for interested patrons.
Heinzen Strength Center
The Heinzen Strength Center serves the student-athletes and Wittenberg community at large with a full complement of state-of-the-art Hammer Strength weight machines and free weights.

The facility is equipped with weight-resistant flooring throughout to accommodate the 64-piece Hammer Strength Weight System and over 15,000 pounds in free weights, all emblazoned with the classic Wittenberg ‘W.’

The Strength Center is reserved at certain times for use by varsity athletics teams, but remains open throughout most of the day year-round to the Wittenberg community. Use of the Strength Center requires a Wittenberg student ID or HPER Center pass, available to faculty, staff and a limited number of alumni. A pass also includes access to the Fitness Center, racquetball courts, natatorium, locker rooms and gymnasium.

Benham-Pence Student Center
Located on Alumni Way, the Benham-Pence Student Center, is the central meeting place for Wittenberg’s campus community and is home to many helpful resources for students and guests. Open seven days a week, from 8 a.m. to 1 a.m., and offering wireless internet throughout, the Student Center is a hub of activity and information.

On the main level of the building is the Office of Student Involvement which provides oversight to many involvement opportunities on campus, including student organizations; club sports; fraternity and sorority life; and a wide variety of programming opportunities, ranging from New Student Days to the Student Involvement Fair to the Witt Wednesday programming series. Other professional staff members with offices in the building include the university event planner and scheduling coordinator.

Also on the main floor, patrons can visit Post 95, a restaurant-style eatery that serves light meals and snacks. Opened in January 2005, Post 95 is named for Martin Luther’s posting of the 95 theses on the castle church in Wittenberg, Germany, on Oct. 31, 1517. The name was selected because the space is not only a place where the community can gather for friendship, fun and conversation, but also for the exchange of ideas throughout the university. In addition, the main level houses the university bookstore, managed by Barnes and Noble; the office of The Torch, Wittenberg’s student-run newspaper; and a range of meeting rooms. Plus, in the main lobby, student employees staff the Campus Information Desk and are available to answer questions and give directions.
On the second level of the building is the 500-seat Center Dining Room (CDR), which serves as the main dining area for students. In the evenings and on weekends, the CDR transforms into a popular programming venue for student organizations, university departments, and is also available for special banquet and reception rentals. All food service at Wittenberg is managed by Sodexo, whose offices are located just down the hall from the CDR, across from the Alumni Room, which serves as another meeting space.

The lower level of the Student Center saw extensive renovations in 2009. The modernized games room, Doppelganger’s, opened in February, while Founders, a popular performance venue and pub, reopened in October. Doppelganger’s features big screen televisions, multiple video gaming systems, popular arcade games and classic table games such as table tennis, air hockey, foosball and billiards. Founders Pub is open Wednesday, Friday and Saturday evenings from 5 p.m. to 1 a.m. On the menu, guests can enjoy a variety of pub-style food items and a full-service bar. The venue is used throughout the school year for a variety of programs ranging from live music to comedy to spoken word poetry. In addition, an electronic dart board and other games are available.

Also in the lower level, students are invited to use the Gus Geil Lounge, which features a large-screen television above the fireplace, a seating area and several new computers; frequent the Service Center, Wittenberg’s campus mail room, where they can send and receive mail and packages; and visit the Union Board office, the primary campus programming organization.

**Bookstore**

Managed by Barnes and Noble, the bookstore carries all required materials needed for classes plus a wide selection of clothing, art supplies, office supplies, gifts and general reading books. The bookstore strives to create an environment that helps each student, faculty, and staff member have a unique and great experience each and every day. Visit the bookstores at [www.wittenberg.bncollege.com](http://www.wittenberg.bncollege.com) for more information and store hours.

**Dining Services**

The Center Dining Room (or CDR) is the primary campus dining facility for using your university meal plan. Located on the upper level of the Benham-Pence Student Center, it offers all-you-care-to-eat, continuous weekday meal service from 7:30 a.m. to 8 p.m. and weekends from 11 a.m. to 7 p.m. The CDR offers a variety of food stations, including: Smart Market, which provides vegetarian and vegan dishes; Red Hot Chef, featuring international selections such as made to order stir fry; and built-to-order subs and sandwiches at the
Deli. More traditional, home-style entrees can be found at Classics; pepperoni and cheese pizzas are complimented by rotating daily specials like BBQ Smokehouse Chicken or Taco pizzas at the Pizza station; and students enjoy a variety of sandwiches hot off the griddle at The Grill. In addition, a variety of greens, vegetables, and deli salads or slaws are available throughout the day at the Salad Bar along with soups, hummus, yogurt, granola, and a selection of bakery breads and bagels. Other CDR features include the frozen yogurt machine that compliments homemade sweets at the Dessert station and two Coke Freestyle machines. As a reminder, come and enjoy as much as you like when you’re here, but the only approved foods to take away from the CDR are one piece of whole fruit or one ice cream cone. If you have special dietary needs, please contact the General Manager at 937-327-6161 to make accommodations.

Post 95, located on the main floor of the Student Center, is a popular retail cafe on campus. Open from 7:30 a.m. on weekdays (10:00 a.m. on weekends) until 1 a.m., choose from Sandella’s Flatbread Cafe, Pastabilities, The Grill, or Jazzman’s Cafe and Bakery. In addition, lots of grab-and-go options and groceries are available for purchase. Post 95 accepts meal plan Bonus Dollars, Witt Gold, cash and credit cards.

Another dining facility, Simply to Go, is located in the lobby of the Barbara Deer Kuss Science Center. Open from 7:30 a.m. to 2 p.m. on weekdays, Simply to Go is designed to offer a convenient working (or running!) breakfast and lunch alternative to the CDR. Meal plans can be used as a “meal swap” once per meal period for a defined set of selections. In addition, Bonus Dollars, Witt Gold, cash and credit cards are accepted.

All dining facilities are managed by Sodexo. For more information about Wittenberg Dining Services, including meal plans; locations and menus; and nutrition information, visit them at http://www4.wittenberg.edu/administration/dining/index.html.

**Doppelganger’s**

Following a huge renovation in 2009, Doppelganger’s now boasts big screen televisions, multiple video gaming systems, popular arcade games and classic tables such as table tennis and billiards. With décor that focuses on student life and Wittenberg traditions, the games room serves as a glimpse into the past, by displaying countless pictures of Wittenberg students over the span of 60 years.

Doppelganger’s is a German word referring to any double or look-alike of a person and it symbolizes the other half of the Wittenberg student. The renovation
was led by Student Senate in an effort to provide students with an additional space on campus where they can use to relax and unwind.

**Founders**

Founders serves as a programming and meeting space for Wittenberg students, faculty and staff. In the lower level of the Student Center, Founders, is open on Wednesdays, Fridays and Saturdays from 5 p.m. to 1 a.m. With casual pub-style dining, comfy seating, and lots of big-screen televisions, it is a popular after-hours destination to come and relax with friends! Founders is open to all students. For those 21 and over, there is a full selection of great beers, wines and mixed drinks to choose from. During the day and on non-operational evenings, Founders is also available for reservation by student organizations and university departments. Contact the Schedule Office for more information.

**Scheduling Office**

All activities on campus requiring University space and/or services (e.g., food service, custodial service, and security) are scheduled through the Student Center Scheduling Office by submitting a schedule request via 25Live at least 3 days prior to the event. Any event which requires technical services or a meal should be scheduled at least two weeks in advance.

Following approval of the space, facilities are made available to registered student organizations (as approved by Student Senate), and university departments as long as the event is directly related to some facet of University life.

A maintenance fee is assessed for use of the facilities by non-campus organizations. Scheduling services for non-campus organizations are honored only after university-related meetings and programs have been assigned space.

The Scheduling Office staff reserves the right to alter the space and/or services requested. Furthermore, it is understood that the facilities be used in accordance with the laws of the State of Ohio and the policy of Wittenberg University and that they be left in the same condition in which they are found.

For more information about reserving facilities at Wittenberg University, please contact the Scheduling Coordinator at 937-327-7447.

**Service Center**

Also known as the campus mailroom, the Service Center is the central location for student mailboxes. While enrolled at Wittenberg, all full-time students have access to a mailbox in order to receive mail. Staff at the Service Center receive, inventory and help with mail and package distribution from the United States
Postal Service, UPS, FedEx, and other package distributors. In addition, staff can help students weigh outgoing USPS packages and purchase stamps. Students are also invited to drop off outgoing UPS and FedEx packages for pickup at the Service Center, however labels must be pre-paid by purchasing online and attached to packages before being brought to the Service Center for shipment. For more information about the Service Center, please call 937-327-7443.

**Center for Student Success**

The Center for Student Success is a collaborative effort built with your experience in mind. We assist in helping you maximize your college experience.

From quick answers to common questions, to helping remove roadblocks that stand in your way, the Center for Student Success is here to assist. Visit [www.wittenberg.edu/administration/studentsuccess.html](http://www.wittenberg.edu/administration/studentsuccess.html) to connect today!

Services and opportunities available to all students include:

- Academic Coaching
- Success Coaching
- Success Ambassadors
- Connection to campus resources and support
- Various programs on student success related topics
- Remediating roadblocks that may be in your way as a student
- Navigating and understanding campus procedures
- Academic and Co-Curricular goal setting

**Copy Center**

Services of the Copy Center, Room 53, Ground Floor, Recitation Hall, are available Monday through Friday, 8 a.m. to noon, 1 to 5 P.M. A three-day turn around time is guaranteed for routine jobs; large or complex jobs may require more time, rush jobs and even same day service can often be accommodated. Just call the copy center and explain your need. Recognized student and Greek organizations may establish an account for billing purposes through the Accounting Department. All others must be paid by cash or check at the time the job is picked up. Various sizes and colors of paper are available. Some folding, collating, and stapling can also be performed with additional time allowed. Call 937-327-6300 for copier pricing or other information.
Printing Regulations

These procedures should be followed to help ensure quality control relative to Wittenberg printing. All printing bearing Wittenberg’s name and meant for distribution off campus or to visitors or guests on campus should be referred to the Office of University Communications for advice relative to layout, format, weight, color of paper stock, size and measure of type, margins, etc.

The Wittenberg logo may be reproduced only with the approval of the Office of University Communications. The President’s Office has reserved the use of the Seal for only a select number of official publications. Approval for use of the Seal has been delegated to the Office of University Communications.

With the exception of recognized student organization publications, all contacts with commercial printers and typesetters should be arranged through the Office of University Communications. All requests for use of the Wittenberg logo, typesetting and external printing should be submitted to the Office of University Communications on a Publications Scheduling Request Form, available from that office by request, or on its Web site at http://www.wittenberg.edu/administration/university_communications.html.

The university reserves the right to refuse use of its publishing services when there is evidence that the material to be published may be slanderous, libelous or detrimental to the university.

Finance and Administration

Witt One Card

Students at Wittenberg receive Student Payroll and Credit Balance Refunds via direct deposit. Those funds can be directed to an account (The OneAccount) accessible by the Wittenberg OneCard (University ID) or to an existing bank account that the student may already be utilizing. The choice is yours and you can make your selection when activating your ID card. In addition, if you choose to use your Wittenberg OneCard in conjunction with the OneAccount for all your banking needs you will be able to: make free withdrawals at the OneAccount ATM located on the lower level of the Student Center, transfer money electronically and efficiently among students that are also utilizing the OneAccount, and receive money instantly and electronically from family and friends.
Student Meal Plan

Dining Services is excited to guide you through a delicious world of food. We hope to provide all of the information our students, parents, faculty and staff, as well as prospective students and their families, will need.

We encourage your involvement and input through our surveys, comment cards, or feel free to speak to one of team members! We look forward to serving you and trust that the upcoming academic year will be exciting and rewarding for all of us.

Meal plan options are described in detail in the Residence Life section of this handbook. Every meal plan includes Bonus Dollars available to spend at Post 95, Founders or Simply to Go. If these funds run low, you can always add more dining money – called WittGold – by contacting Dining Services.

Student Accounts

The primary mission for the Office of Student Accounts is to assure that funds due the University are billed, collected, posted, deposited, and reconciled timely and accurately in a manner that is compliant with not only University Policy but also all applicable Federal Regulations. In an effort to preserve the performance of this mission, the Office of Student Accounts is continually re-evaluating resources and technology to insure that we are providing services that are consistent with the needs of our times.

While performing the above mission statement, the Office of Student Accounts is to represent Wittenberg University with a professional and courteous demeanor to students, parents, University departments, and external agencies.

Office Location & Hours:
Recitation Hall; Third Floor, Room 308
Monday-Friday 8 a.m. to 4 p.m.

Financial Aid and Scholarships

Wittenberg awards financial assistance to promising and worthy students as its scholarship and aid funds permit. In the assignment of scholarships, grants, and loans, scholarship record, personal character, general cooperation in the affairs of college life, economy of personal expenditures, and need for aid are considered.

Application

Wittenberg subscribes to the principle that the amount of financial aid awarded to a student should be sensitive to financial circumstances. In order to determine
this, applicants for financial aid must file the Free Application for Federal Student Aid (FAFSA). Students are required to make application by March 1 for full consideration. A new application is required each year for which the student wishes to be considered for financial aid.

**Eligibility**
The following principles are observed in considering all applications for student aid:

1. Scholarships are awarded for either one or four academic years. Renewal of scholarships is automatic if the student maintains full-time enrollment and demonstrates good academic and social character.

2. Grants also take into account the student’s academic standing, but are awarded primarily on the review of the financial aid application materials. Most grants require demonstration of good academic and social character.

3. Loans are granted to students who fulfill the requirements of good academic standing (a minimum GPA of 2.00) and are based on the review results of financial aid application materials.

**Payments**
All awards granted for a school year are payable in two installments, one in each semester. If a student does not enroll for both semesters of the year, only the portion of the award which is payable for the period of attendance is disbursed.

**Student Obligation**
Acceptance of institutional financial aid by a student involves certain clear obligations:

1. The student is obligated to do the best work possible in the courses enrolled and carry a full course load each semester (at least 12 credits).

2. The student may be called upon to perform special services contributing to the general welfare of the University community.

3. The student accepts a moral obligation to help meet the financial needs of the University in future years and, if possible, to add to scholarship and loan funds for the benefit of future generations of students.

4. The student’s life on campus must be marked by good character and good citizenship.
Statement of Satisfactory Progress

Students may continue to receive financial assistance as long as they meet the academic standards of the college and as long as they make “satisfactory progress” toward their degree requirements. Federal regulations require that this progress be measured both qualitatively and quantitatively. This progress is measured in the following manner:

<table>
<thead>
<tr>
<th>Year Completed</th>
<th>Semester Hours Required</th>
<th>Accumulative GPA</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>24</td>
<td>1.75</td>
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<tr>
<td>5</td>
<td>130</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Termination of Aid

If a student fails to earn the required number of credits and/or maintain the required GPA, the student may be ineligible for further financial aid until the minimum standards are met.

Appeal Procedures

If a student fails to meet one or more of the satisfactory academic progress requirements due to mitigating circumstances (such as illness or family emergency), he/she may appeal in writing to the Executive Director of Financial Aid. If the student’s financial aid is restored, an individual progress plan for that student will be developed.

Satisfactory Progress Guidelines

1. Satisfactory progress is determined at least once a year for each recipient of financial aid. However, if at any time it becomes evident that a student is not making satisfactory progress, the student can be declared ineligible for further assistance.

2. A student can receive federal assistance for a maximum of 10 semesters. This is to allow for a change of major or loss of credit due to a transfer. (Please note that institutional aid may be available for a ninth or tenth semester based on a special appeal filed with the Director of Financial Aid.)
3. A transfer student is considered as any other student initially enrolling and is evaluated on only the academic record (including semester hours transferred) at Wittenberg University.

4. The summer semester is considered a regular semester and part of the academic year in determining satisfactory progress requirements.

**Refunds and Withdrawals**

University policies regarding midterm withdrawals and refunds may be found in the Academic Catalog. However, if any part of a student’s account is paid with federal funds, Wittenberg must follow federal regulations for return of those funds. The amount of federal funds that must be returned is determined by a calculation based on the number of days the student was in attendance before withdrawing. For specific information about return of federal funds, please contact the Financial Aid Office.

**International Education**

**Study Abroad**

Information including literature describing various foreign study programs during the academic year and applications may be obtained from the Director of International Education. Information on financial aid for study abroad can be obtained from the Director of Financial Aid and Scholarships.

To receive credit for study abroad, a student must have an interview with the Director of International Education, must have a minimum cumulative GPA of 2.5, and must have completed four academic semesters at Wittenberg (or the equivalent). A student must apply to programs through the Director’s Office. Additional criteria for study abroad is available from the Office of International Education. Credit earned for at least 16 of the last 32 semester hours taken for a degree must be earned on campus. Grades for student abroad are shown in the student academic records but are not calculated into the grade-point average. Information on Wittenberg run summer programs, Witt in Wittenberg semester program and Wittenberg run-faculty semester programs are available from the Office of International Education.

**Pastor to the University**

Rachel Sandum Tune and Andy Tune, Co-pastors to the University. When school is in session, there are 3 Sunday services on campus – traditional at 11 a.m. in Weaver Chapel; 5 p.m. contemporary service in Ness auditorium; and 9 p.m. Catholic Mass in Weaver Chapel led by area priests. Weekday chapel
is Tuesdays and Thursdays at 11:20-11:50 a.m. with a variety of campus and off-campus speakers. Festival services mark the special days of the church year.

Numerous student organizations on campus provide diverse religious and spiritual opportunities, such as a weekly fellowship group, speakers, prayer walks, discussion groups, bible studies, and special events such as hayrides, movie nights, and weekend retreats. In addition, the pastors’ office plans some events such as the Spring Break trip to El Salvador to work on Habitat homes.

An interfaith reflection and prayer room is available in the library, and an interfaith task force comprised of students, faculty and staff helps to coordinate and promote activities that foster understanding, respect, and fellowship for people of diverse faiths and spiritual backgrounds.

More information is available for all the ministries and other activities on the campus ministry web page: [http://www.wittenberg.edu/administration/chapel.html](http://www.wittenberg.edu/administration/chapel.html). Student involvement in the planning of all activities is welcomed and encouraged.

**Campus Ministries at Wittenberg University**

We invite you to explore spiritual opportunities on campus, whether through a student organization, a worship opportunity, an independent bible study, or other activities, listed below. If you’d like more information, please contact Pastor Rachel Tune, rtune@wittenberg.edu.

**Student Organizations**

These student-run campus ministries provide fellowship, spiritual growth, leadership development, worship, and opportunities to serve others. Every student organization is open to all students, regardless of their affiliation.

You can learn more about these ministries at the *Student Involvement Fair* and at various events in the fall - see the campus ministry calendar for more information.

- Common Ground
- Weaver Chapel Association (WCA)
- Athletes for Christ (AFC)
- CRU/Campus Crusade for Christ
- IMANI Gospel Choir
- The Jewish Culture Club-Hillel Affiliate
- Lutheran Student Movement (LSM)
- Newman Club
- Young Life
Other Opportunities

- Bible Studies
- Chapel Choir
- Contemporary Worship Music Team
- Interfaith Committee
- Interfaith Reflection and Prayer Room
- Pre-Theological Studies Committee
- Service Trips

Weaver Chapel

Weaver Chapel is the center of Christian life and ministry on campus, with weekly fellowship opportunities, social outreach projects, festival worship services, Bible studies, and an off-campus retreat each semester in addition to regular weekly worship. The Weaver Chapel Association, an interdenominational student organization, plans most of these activities.

Police Division

Wittenberg University is committed to providing a safe living and learning environment for its students, faculty, staff and visitors. The Wittenberg University Police and Security Departments, housed in the lower level of Recitation Hall Annex, is composed of Wittenberg Police and Security Officers. Sworn officers, employed by the University as Wittenberg Police, have the power of arrest and may bear issued arms. Our Security Officers are trained professional employees of Wittenberg University. These officers are not authorized to carry firearms while on duty at Wittenberg and do not have the legal authority to physically detain, search or arrest any individual.

The department has three basic purposes. They are, to protect members of the community and their visitors while in the University District; to protect university property and the property of community members; and to maintain order in the University District. It provides security and patrol services to the University District, 24 hours a day, seven days a week, 52 weeks a year. Patrols are continually reviewed and adjusted to meet the changing needs of the university.

As a church-related institution, we are committed to the principles of self-discipline and self-governance that require that misconduct be reported and that appropriate sanctions be imposed when violations are found. Members of our community and visitors to the university are expected to abide by university regulations as well as federal, state, and local laws. Violators will be subject to disciplinary action by the university. Furthermore, Wittenberg supports rigorous prosecution of persons arrested in connection with illegal acts against persons or
property in the University District. Experience shows that this approach is an effective deterrent.

As members of a campus community, each individual shares in the responsibility of helping to preserve a safe and civil community and are expected to cooperate with the department. Students must present University identification when asked by an officer. Failure to identify oneself openly as a member of the campus community can result in the assumption by officers that the person is not a member of the University community. Each person needs to take preventive measures for their own safety and each person who has a security concern or situation should make a report to the Police and Security Departments immediately. All reports will receive an appropriate response, and will be treated in a respectful manner.

See the Safe Living section of this Student Handbook for information about our campus Escort Service, security cameras, CAP phones, and emergency text alerts service.

**Motor Vehicle Regulations**

Students are reminded that all motor vehicles must be registered with the University. It is the operator’s responsibility that registered vehicles have the validation tag affixed to the vehicle in a visible, prescribed manner. Vehicle registration is accomplished in advance online, by mail or by filling out an application at the Police and Security Department.

All students are expected to familiarize themselves with the University motor vehicle regulations received at registration and found herein and operate their vehicles with caution and good judgment. Validation tags are valid only for areas designated as student parking. Faculty, staff, and visitor areas are not for student parking. It should be noted that careless operation, driving at an excessive speed, driving while under the influence of alcohol, or driving on any campus grounds other than campus roads are among the more serious abuses of the motor vehicle code and are not tolerated. The maximum speed limit on campus roadways is 15 m.p.h. Parking in any University cross-walk is prohibited.

Wittenberg is a walking campus with limited parking space. Parking on campus is a privilege closely regulated by the University. Traffic and parking violations are cause for University disciplinary action. Regulations are enforced by the Police & Security Department. Legal parking areas for students are the lot at Ferncliff Hall, the lower end of Ward Street, the non-designated section of East Campus Drive below Myers Hall, the lot at Tower and Firestine Halls, the lot at New Hall and the west lot at the Benham-Pence Student Center. (NOTE:
there is no overnight parking permitted in the east lot of the Student Center). Students may also park in any legal spot on city streets. There are no other legal parking spaces on campus either signed or unsigned.

Parking regulations are enforced in the following manner: vehicles parked illegally receive citations; vehicles receiving more than three citations for the academic year will be booted or towed whenever found in violation. The fee associated with recovering towed vehicles is separate and unrelated to University fines. Fines assessed by the University are credited to the bill of the offender. Extended non-payment or non-identified vehicles are still subject to the total fine when identified. These fines are placed on the student bill and, if not taken care of, can delay graduation or prevent registration.

It is the responsibility of students who operate and own vehicles to ensure that their vehicle is parked legally on campus. Loaned vehicles are the financial responsibility of the owners and no differences in enforcement are shown to multiple offenders who claim their car was not within their control. Visitors are required to follow the same regulations as their relatives or sponsors. They are expected to obey parking regulations just as are other members of the University community. Persons with a temporary handicap may receive a special parking permit to cover the period of their disability by applying directly to the Chief of Police. Non-traditional students attending night and weekend classes may park in areas designated for their use.

Only citations issued in error, to the wrong party, or in verifiable emergencies are considered for review by the Chief of Police. Financial hardship is not a cause for review. This review must occur within five working days of the violation. Citations are not reviewed outside the five day time frame. Violations not subject to the appeal process include unsafe operation of a motor vehicle and fire lane occurrences.

Lost and Found

Lost & found items are turned in to the Wittenberg University Police & Security Department. If you have lost or found an item please visit Police & Security in the Recitation Annex. To claim an item, you must provide the make, model and serial number or describe an owner applied identification of the item. A photo ID must also be provided. Please keep in mind that any unclaimed items are disposed of on July 1 of each year.
Provost’s Office

The Provost is the chief academic officer of the university. The Office of the Provost at Wittenberg University provides academic leadership and fosters collaboration across the university in areas that affect the academic life of the institution.

Registrar’s Office

This office supervises scheduling of and registration for classes, issues grade reports, qualifies candidates for graduation, maintains complete academic records, and issues official transcripts. All requests for transcripts of credits should be directed to the Registrar’s Office. A transcript of credits is an authentic copy of the student’s academic record. No partial transcripts are issued. Transcripts are released only on written request of the individual concerned. This order may be placed in person, or by mail to the Registrar’s Office or in MyWitt. No phone orders can be accepted. See the General Academic Standards section of this handbook for more information about the Registrar’s Office.

Student Development

Career Services

The mission of Wittenberg University Career Services is to provide quality services that help students effectively choose, prepare for and launch meaningful and rewarding careers. Using both personalized and technological resources, we assist students in enhancing their Liberal Arts education with “the power of experience.” The Career Services office supports the university mission to help students develop a sense of vocation.

Our supporting goals are to:

- Provide individual career consulting to assist students in understanding the relationship of their values, interests, personality, abilities and sense of vocation to a changing work world.
- Guide students through creating personalized four-year plans to help them make the most of their Wittenberg experience and to maximize their career potential.
- Direct students to experiential learning resources related to their goals, including summer jobs, volunteer work, internships, and special study programs.
• Provide services to seniors to assist them in making the transition from Wittenberg University to graduate/professional schools or the world of work.

• Maintain a network of Wittenberg alumni, parents and friends to advise and provide contacts for students and alumni in a wide range of career fields.

Career Services will help you make connections: with vocation, with majors, with internships, with potential employers. Your success in using those connections to find your calling will ultimately depend on the steps you take to build self-knowledge and experience while at Wittenberg.

Contact us at:
Shouvline 210
937-327-7521
careers@wittenberg.edu

**Counseling Center**

Counseling is free (to students* who are registered for classes) and confidential (except in life threatening situations). Crisis intervention and brief counseling services are offered. The Counseling Center can provide referral services to further other mental health resources in the local community.

* not enrolled in Community Education Program

Counseling services are provided for a variety of concerns including depression, anxiety, relationship problems, adjustment issues, grief over the loss of a loved one, eating disorders, sexual assault, and alcohol and other drug abuse problems.

Location: The Counseling Services Office is located in the Health & Counseling Center, 003 Shouvlin Center.

Counseling services are offered Monday - Friday. Daytime and Evening appointments may be made by scheduling with the counselor. Call 937-327-7811 and ask to speak to the counselor. If she is not available, please leave your name and number and she will return your call as soon as possible. You do not need to be referred by someone (doctor, professor, residence life staff, etc.) to seek counseling services. Appointment times will be offered around your class schedule. Students may call our community mental health center, Mental Health Services of Clark County at 937-399-9500 if a crisis occurs after hours.

**Dean of Students**

The purposes of the Office of the Dean of Students are to act as an advocate for students, to consult and work with individual students and student groups,
and to work with other campus offices in creating an active and engaged sense of community at Wittenberg University. Assistance is available on a “drop-in” basis or by appointment.

The Dean of Students Office assists students through the following services and interactions:

- Consulting or troubleshooting for students.
- Administering and interpreting the Student Code of Conduct and Ethics.
- Coordinating services offered through Career Services, Health and Counseling, Fraternity and Sorority Life, Student Involvement, Residence Life, Multicultural Programs and Student Employment.
- Providing general information or assistance.
- Coordinating the CARE Team.
- Managing emergency absences from school for personal or health reasons.
- Coordinating the University Withdrawal process.
- Monitoring institutional compliance with Title IX, providing annual notification and education to the campus community, and overseeing the sexual misconduct grievance procedures for students.

Contact Information:

Casey Gill          Angie Fairbanks
Dean of Students   Executive Assistant to Student Development
937-327-7806       937-327-7806
gillc@wittenberg.edu afairbanks@wittenberg.edu

Health Center

Our mission is to diagnose and treat illness, promote healthy behaviors and lifestyle choices through ongoing education and to prepare students to be their own health advocates.

The Health Center recognizes the interconnection of physical and psychological health, hence services are provided in both areas, and referral and consultation between the medical service and counseling service is emphasized. Prevention programs often address this mind-body connection in teaching lifestyle management. Services include triage, education in self-care, basic treatment for uncomplicated and short-term problems and referral to specialists for complex
conditions. In addition, through consultation with the faculty and staff, the Health Center assists the university in maintaining an environment that supports health.

The Health Center is part of the Student Development Department. The Health Center provides primary triage for illness or injury, short-term treatment as appropriate, allergy services, and referral to community resources as necessary. The Health Center hours of operation are 8 a.m. to 5 p.m., Monday through Friday. Urgent and emergent care may be accessed through a variety of locations after hours.

**Multicultural Student Programs**

Wittenberg University’s fundamental purpose is to help educate the “creative minority of a civilization,” to develop in harmony the intellectual, spiritual, aesthetic, social, and physical qualities which characterize wholeness of person. Wittenberg strives to foster a strong sense of community and to maintain an environment where students can gain self-understanding, fulfill their potentials, accept their limitations, and learn to understand and care about people whose backgrounds and cultures differ from their own.

This work is accomplished through the staff members of the department as well as the student organizations Concerned Black Students, American International Association, and Gay/Straight Alliance.

**Office of Student Involvement**

The Office of Student Involvement is located on the main level of the Benham-Pence Student Center. Two professional staff members – the Director of Student Activities and the Director of Fraternity & Sorority Life and New Student Days – provide oversight to many involvement opportunities on campus, including student organizations; club sports; fraternity and sorority life; and a wide variety of programming opportunities. If you’re looking to get involved on campus or want to stay connected to campus events and programs, be sure to check out our social media channels. Like “Witt’s Happening” on Facebook and follow us on Twitter @Witts_Happening, @WittGreekLife, and @WittClubSports.

**Student Organizations & Activities**

At Wittenberg University we take pride in our traditions, our campus community, and our variety of involvement opportunities. From the sports stadium to the Student Senate floor, Wittenberg encourages its students to stay active, involved and engaged. With over 120 organizations and activities to choose from,
Wittenberg’s dynamic campus life experience provides an outlet for everyone and partners with the academic experience seamlessly. As studies have shown, students who get involved in co-curricular activities tend to have better grades, higher satisfaction with college, increased job marketability, and better connections with faculty, staff, and other students. To find out more about opportunities for involvement, visit the Student Involvement Fair at the beginning of each semester, fill out the “Get Involved” form on the Student Involvement website, or stop by The Office of Student Involvement and talk to one of our staff.

**Club Sports**
Wittenberg’s Club Sports & Recreation organizations allow our students to engage in competitive, recreational, and developmental experiences while gaining skills in various sports and athletic pursuits. Student driven and student run, our programs offer students hands-on experience running competitive and recreational club teams, organizations, and activities with many students taking an active role in the coaching of their peers. Club Sports teams are coached by volunteer advisors.

**Fraternity and Sorority Life**
For more than a third of Wittenberg’s population, “going Greek” is more than just a catch phrase; it’s a life-changing decision in their college career.

Aside from having the chance to explore unique, alternative living environments in some of Wittenberg’s most architecturally inspiring sorority and fraternity houses, and ample opportunities for leadership development, Greek life encourages students to think beyond themselves through community service and philanthropic activities.

Whether it be spending time at the Ronald McDonald House, coordinating life-saving blood drives, or supporting the local foodbank, sorority and fraternity members consistently reflect their values in their actions and commitment to service. At the same time, the bonds of friendship formed through sisterhood and brotherhood remain throughout members’ lives.

**Leadership Programs**
**Emerging Leaders Program:** The Emerging Leaders program is a six week leadership program developed specifically for first-year students who want to make a difference and distinguish themselves as leaders on campus. Based on the Social Change Model of Leadership, the program focuses on making positive, social change in individuals, groups, and society. Emerging Leaders aims to help students develop the skills, leadership, and knowledge they will need to be effective leaders both on campus and after graduation. By participating in the
Emerging Leaders program, students will have the opportunity to get involved on campus, interact with Wittenberg students and staff, develop a better understanding of themselves and how to work with others, learn the value of a diverse community, and prepare to make a difference at Wittenberg. If you have questions about the Emerging Leaders program or would like to nominate a first year student, please contact the Office of Student Involvement (937-327-7815).

**Leadership Awards:** The annual Leadership Awards ceremony recognizes campus events and honors organizations, students, staff, and faculty who have had great influence on the campus community in the areas of: leadership, student organization impact, community-wide programs, and achievements. Nominations are gathered from the entire campus community, and through a selection committee comprised of students, faculty, and staff, winners are selected and announced at a campus-wide event each spring.

**StrengthsQuest:** Begun in 2013, StrengthsQuest is a program offered at various times throughout the year that allows students, through taking an inventory assessment and by participating in a formal program, to explore their strengths in relation to leading groups and others, approaching their work, and developing a deeper understanding of vocation.

**New Student Days**

New Student Days is an orientation program designed to introduce first-year and transfer students to Wittenberg and assist them with their transition to college. New students, faculty advisors, resident advisors, and selected upper-class orientation assistants come together each day for a variety of activities. The program includes major presentations, small group discussions, the first meeting of the First-Year Seminars (FYS) classes, individual conferences with faculty advisors, residence hall gatherings, and many social events.

**Residence Life**

At Wittenberg, life tends to unfold in ways unimagined and through means unanticipated thanks to the university’s friendly, dynamic, yet down-to-earth atmosphere.

Here, students’ passing interests can quickly ignite into powerful passions as a result of the diversity of living environments, gathering places, recreational opportunities, annual events and organizations that together fuel the campus’ welcoming feel.
Indeed, life at Wittenberg is as varied as our students’ backgrounds and personalities, but the common thread is clear: with collaboration and creativity, anything is possible.

The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

**Student Conduct**

**Our Foundation**
Wittenberg University’s community obligates each member to a code of civilized and ethical behavior. Each student of Wittenberg University is required to practice personal and academic integrity; respect the dignity of all persons; respect the rights and property of others; and engage in responsible and ethical social conduct that reflects the principles of Wittenberg University.

The Wittenberg University student conduct system supports the goals of the University by providing and maintaining behavioral standards and expectations for students that promote:

- safety and security
- personal dignity
- self-regulation of behavior
- respect for the rights of others

Thus, students create an environment essential to the healthy development of the individual and community while enhancing student engagement, satisfaction and success.

**Our Philosophy**
Wittenberg University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of sanctions that are educational and hold students accountable for violating University policies.

**Our Goals**
- Engaging student in discussions about their behavior in light of the requisites of community living and the academic mission of the University;
- Providing learning experiences for student who participate in the implementation of the conduct process;
• Fairly and consistently enforcing University policies and procedures; and
• Collaborating with students, faculty, and other key members of the University community to improve awareness of value-based behaviors.

**Student Employment**

Student Employment opportunities may be available for students who indicate a need or desire to work while enrolled full-time as a Wittenberg student. Student Employment opportunities, while limited and competitive, are made available to students. Student Employment awards may be granted as part of a student’s financial aid package. Most incoming students will receive a work award as part of their financial aid package awarded through the Office of Financial Aid. Returning students may be granted a work award if they are able to secure a position and submit a completed student employment contract by May 1 of the current academic year for a position the following academic year.

Student Employment offers jobs both on campus and off campus. Students with work awards may apply for any position that is of interest to them. Preferably, students will obtain positions that help foster their success after college.

All students and departments must coordinate employment through the Office of Student Employment. While some employment opportunities are posted on the Student Employment web site, students may contact departments directly.

**Limitation on Part-Time Work**

The maximum amount of part-time work, which may be undertaken by a student, is limited to 20 hours per week (all jobs included) during the academic year, and 40 hours per week during vacation periods (all jobs included).

Students must follow all policies and procedures as indicated by the Office of Student Employment as well as any position-specific policies and procedures. This includes completing all tax paperwork prior to starting work, filling out a time card accurately and in appropriate time periods, and working within the indicated work award amount.

**Susan Hirt Hagen Center**

**Community Service Program: Service Opportunities**

Wittenberg students will enrich their liberal arts education through a mandatory community service experience. The 27 hours of service completed by each graduate is a hallmark of the Wittenberg education. In addition to the 27 hours of service, students also attend an orientation and a reflection session and write a reflection essay during the semester they are registered for CMSV 100.
Supported by the Community Service staff, students select a service activity from among 40+ sites in the Greater Springfield/Clark County area or with an approved service immersion trip to various locations throughout the US and the world. Students also have the opportunity to self-design an experience with a partner not on the Community Service Opportunities List (must be approved by the Director of Community Service).

Students register for Community Service 100 preferably any semester before their senior year. Service requirements must be completed during the semester the student is registered for Community Service 100. Transportation to the service sites is provided by Motor Pool, Recitation Annex, Monday–Thursday, 8 a.m. to 6 p.m. and Friday, 8 a.m. to 4 p.m. (subject to availability).

The Community Service program in the Hagen Center, 723 N. Fountain Avenue, also serves as a resource for campus organizations and individuals interested in continuing their service throughout their Wittenberg experience. Visit www.wittenberg.edu/communityservice for more information.

Hagen Center for Civic and Urban Engagement

The Hagen Center provides ongoing support to Wittenberg students as they explore community service, research, student employment and internship opportunities in the local community. Springfield is a small city facing many of the same challenges as large metropolitan areas across America. What sets Springfield apart? As urban expert David Rusk stated during a visit to campus, “Springfield is small enough to do something about the problems it’s big enough to have.” The Hagen Center celebrates Wittenberg’s distinct urban environment by linking students with unique opportunities for hands-on learning experiences in their major field of study, their future career path or their personal area of interest. By working with local non-profit organizations, government agencies and businesses, to better understand the challenges and rewards involved in trying to create change in a community, students are prepared for a lifetime of active citizenship.

Thomas Library

Library facilities and services are important resources for Wittenberg students including a full range of traditional and nontraditional learning materials and information. Thomas Library, originally built in 1955-56 and renovated and
expanded in 1982, provides space for multimedia materials and equipment and houses more than 436,000 volumes, including bound periodicals, current periodicals in print with additional periodicals in electronic form, DVDs, videotapes, compact discs and audiocassettes. The library includes the Research Help Center, a large computer lab on the main floor, where students using online resources can get assistance from the Library staff. Additionally, students may check out equipment and media at the Library circulation desk. Resources on the main floor of Thomas Library include the Solution Center (computer help center), a multipurpose AV theater/classroom, a media viewing area, a multimedia production lab and an equipment repair area. The teaching-learning process is supported further by the provision of circulating audio visual material and equipment, media production services, consultation in the selection and use of instructional media equipment, and equipment and instructional facility maintenance services. The smaller Group Study Lab is managed by staff at the Circulation Desk. Library facilities are open more than 100 hours per week, with extended hours during exam periods.

A computerized library system (EZRA) facilitates use of the library collections. Computers are located on all three floors of the library building and the library was one of the first buildings on campus to be on Wittenberg University’s wireless network. Students can access library resources from anywhere on campus and around the world. Besides showing the library’s holdings by author, title and subject, the system provides other access points allowing users to “browse” shelves electronically and see whether an item is checked out or available. Users can call up a list of items checked out to themselves and find out what material is on reserve for a particular class. Electronic materials for classes are now available through the Moodle page for the class.

Library use is no longer limited to locally owned items, however. From Wittenberg’s library catalog one can easily access the OhioLINK Central Catalog, a consolidated listing of the library materials of more than 90 colleges and universities in the state. Wittenberg library users can make online requests for any of 50 million volumes and expect delivery in three days. Additionally, more than 20 million journal articles are available online through the OhioLINK Electronic Journal Center (EJC). Wittenberg students and faculty may also visit any OhioLINK member library and directly check out or return books; this is especially convenient during breaks and weekend visits home. If OhioLINK’s holdings do not suffice, individuals may use the services of interlibrary loan, which operates through the Online Computer Library Center, an international network of more than 20,000 libraries. Using OCLC, Wittenberg interlibrary loan staff will find the item that is needed and request it for use by
Wittenberg students. Internet access to numerous individual library catalogs further links the student to the world of information, as do connections to various databases and Web resources on the Thomas Library home page.

To help the student develop the knowledge and skills needed to make use of this wealth of material, librarians and other library staff provide instruction directly related to specific classes and assist students individually in the library at the reference and circulation desks.

**Womyn’s Center**

The Womyn’s Center is an integral part of the university’s liberal arts mission and functions to ensure moral responsibility and value development by focusing on the issues, needs and concerns affecting women students, faculty and staff.

**Student Senate Constitution**

The Student Senate Constitution is available online [here](#).

**Student Athlete Handbook**

The Student Athlete Handbook is available online [here](#).

**School of Community Education Handbook**

The School of Community Education Handbook is available online [here](#).