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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Introduction

Letter from the Dean of Students

August 2015

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 and 2014)
- One of just 283 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
- 24 varsity athletic teams
- Six fraternities and five sororities with one third of students participating in Greek life
- Exposure to nationally and internationally renowned performers, artists and thought-leaders through the annual Wittenberg Series.

Academic Programs
- More than 80 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)
- President’s Leadership Academy

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 Headcount (Fall 2014)
Full-time faculty: 127
Part-time faculty: 58
Total: 185

Staff Headcount (Fall 2014)
Full-time staff: 227
Part-time staff: 31
Total: 258

Total Employee Headcount (Fall 2014)
Full-time staff: 354
Part-time staff: 139
Total: 443
### Student Enrollment (Fall 2014)

<table>
<thead>
<tr>
<th>Academic Unit/Program</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Total</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences and School of Community</td>
<td>1,814</td>
<td>103</td>
<td>1,917</td>
<td>1,920</td>
</tr>
</tbody>
</table>

### Student Gender Profile – All Programs

Female 55%

Male 45%

### Student Profile (Fall 2014)

- From 38 states and 25 foreign countries
- 69% from Ohio
- Average SAT for first-year students reporting was 1,122
- Average ACT for first-year students reporting was 25
- In recent entering classes, 23 percent of students were in the top 10 percent of their high school class, and over 48 percent were in the top 25 percent

### Top U.S. Geographic Regions Represented

- Great Lakes (OH, IL, IN, MI, WI) 81%
- New England/Mid-Atlantic (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 7%

### 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.

### 2015-2016 Academic Year

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$18,615</td>
<td>$18,615</td>
<td>$37,230</td>
</tr>
<tr>
<td>Room*</td>
<td>2,579</td>
<td>2,579</td>
<td>5,158</td>
</tr>
<tr>
<td>Board**</td>
<td>2,435</td>
<td>2,435</td>
<td>4,870</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>150</td>
<td>150</td>
<td>300</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>250</td>
<td>250</td>
<td>500</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$24,029</strong></td>
<td><strong>$24,029</strong></td>
<td><strong>$48,058</strong></td>
</tr>
</tbody>
</table>

### 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.
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, non-consensual 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, illegal drug use, and/or prescription drug misuse 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.
4. 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.

5. 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.

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

7. 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.

8. 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 accident. 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 respiratory 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-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs 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, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, 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 stricter.

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 21and 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 passerby to make a monetary contribution
  2. seek membership applications from passerby 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 CD/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**

Please refer to the Information Technology webpage for more information regarding policy here.

**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:  
Sara Jurewicz  
Assistant Director of Athletics  
937-327-6457  
sjurewicz@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 University 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 University Hearing Board and does not vote.

In the event that an individual charged with creating a disruption wishes to challenge the decision of the University Hearing Board, they may file an appeal with an Appellate Panel. 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.
A. Registered Student Organizations
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 approved by the Director of Student Activities, processed by the Business Office, and signed by an authorized university representative. 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 Division 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.

B. Academic Departments or University Offices
Please note that the above policy and associated procedures regarding contracting with guest speakers or performers only applies to Registered Student Organizations who are required to abide by guidelines set forth by Student Senate and the Office of Student Involvement. All academic departments or other university offices that host programs or events on behalf of the university should work directly with the Finance & Administration Office for contracting and risk management needs.

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) 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.

Poster 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 consistent 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. General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above. However, in an effort to discuss a broad range of topics in an academic setting, controversial topics may be promoted in appropriate ways for the purpose of learning and dialogue.

All materials posted by academic departments and university offices are still expected to be hung/displayed in an appropriate fashion in approved posting locations in order to prevent unnecessary damage to surfaces according to the Approved Posting Locations section above.

c. In addition to publicly approved posting locations, academic departments and university offices have full control of the bulletin boards located in or near their offices that are dedicated to their use. If other organizations or departments wish to post in these areas, they 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
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 States 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.raim.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 rebbk@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 con-
tact their department chair or supervisor or the Office of Human Resources.
Department chairs or supervisors who need assistance in understanding, in-
terpreting, 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 mon-
toring adherence to this policy. Supervisors are expected to model good behav-
or 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 warn-
ing 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: inten-
  sity, 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 vic-
  tim; 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 cohabitat-
  ing 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 volun-
tary 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., inca-
pacitation, lack of consciousness, or lack of awareness) through their volun-
tary 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 effec-
tive consent.

e. Force – Physical force, violence, threat, intimidation or coercion.
f. **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.

g. **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.

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

i. **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.

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

k. **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.

l. **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.

m. **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.

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.

Stalking – Willful, malicious and repeated harassing or threatening of another person through activities, messages (including e-mail or text messages) or objects, vandalizing property or making harassing phone calls. Stalking is as a pattern of conduct (two or more incidents in a short period of time), that is unwanted and causes mental distress. This includes Cyber-stalking which is the use of e-mail, internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

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 University Hearing 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 identifiable information is provided to a mandatory reporter the university may be legally obligated to investigate an incident, even without the inquirer’s consent, once it is informed that sexual misconduct or gender related violence 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, victim advocates appointed and trained through Project Woman, 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.

iii. Formal Reporting Options: You are encouraged to speak to university officials, such as the Title IX Coordinator, Director of Student Conduct, Area Coordinators or Deans to make formal report of incidents of sexual misconduct or gender-related violence. 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. Filing a Criminal Report: Anyone who believes he or she has been sexually harassed, assaulted, or is a victim of gender-related violence may also elect to make a complaint outside the university by initiating civil and/or criminal charges against the offending party or parties. The Wittenberg Police Division (WPD) will assist the complainant in reporting an assault and filing a criminal charge. WPD works closely with the Springfield Police Department. 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;
- $200.00 fine;
- Parental notification.

**Third Offense**
- Deferred suspension from the university for 1 year;
- Substance abuse referral for continued assessment and treatment;
- $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;
- Drug awareness education;
- Referral to substance abuse counselor;
- $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;
- $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 risks 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 policy 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 University Hearing 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 University Hearing 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 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 University Hearing 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 hearing board 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: University Hearing Board Authority**

The Dean of Students or designee and Title IX Coordinator or designee (when required), will be responsible for assembling the Hearing Panel according to the following guidelines:

1. **Composition of the Hearing Panel**
   
   A. The University Hearing Board is composed of eighteen (18) members. Students will comprise eight (8) members of the board; faculty will comprise five (5) members; and staff will comprise five (5) members.

   B. Every year the Provost will submit the names of five faculty members to serve a one year term on the University Hearing Board to the President for approval. Every year the Dean of Students will submit the names of five staff members to serve a one year term on the University Hearing Board to the President for approval. Faculty and staff, if willing, are eligible to serve for multiple terms. Student members of the University 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 Selection Committee submits its recommendations to the Student Senate for approval.

   C. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, one staff member or administrator. Availability may determine a different composition for the panel. The Dean of Students or designee will appoint a non-voting chair of the hearing panel, who assures that university procedures are followed throughout the hearing.

   D. The Dean of Students designee, or Title IX Coordinator or designee, 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.)

E. 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.

2. Appellate Panel

A. A three-member Appellate Panel is drawn from members of the University Hearing Board, with the only requirement being that they did not serve on the panel for the initial hearing. The Appellate Panel reviews appeal requests submitted by the Dean of Students designee. For sensitive issues, such as Title IX related issues, the following will apply:

i. student-on-student and student-on-faculty/staff/administrator appeals will be sent directly to the Vice President for Strategic Initiatives for review and determination; and

ii. faculty/staff/administrator-on-student appeals will be sent directly to the President for review and determination (see Faculty/Staff Manual for details).

B. After reviewing an appeal, the Appellate Panel may decide as follows:

i. accept the report and decisions;

ii. direct the case to be reheard in accordance with the suggestions of the Appellate Panel;

iii. reverse the findings and decision and dismiss the case;

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

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

C. Appeals of decisions of the Appellate Panel will be to the Vice President for Strategic Initiatives. There are no disciplinary appeals beyond the Vice President for Strategic Initiatives. See the Faculty/Staff Manual for detail regarding appeals to the President.

The Dean of Students or designee and Title IX Coordinator or designee (when required), will have final authority to approve all those serving on the panel. The non-voting Chair to the panel is the Dean of Students or designee or Title IX Coordinator or designee (when required), with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the panel, the Dean or Students or designee will solicit a replacement from the group from which the representative came.

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.

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.
To submit a report please visit Incident Report Forms on the Office of Student Development webpage. To submit an anonymous report please visit the Wittenberg Police Division’s webpage.
Any person looking to allege a policy violation regarding sexual misconduct or any type of relationship violence may also 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 Deputy Title IX 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 of section 6 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. In most cases the Director of Student Conduct will serve as the intake officer and/or investigator, when appropriate. 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 or student organization 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 serious 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. In cases found under the sexual misconduct policy, or crimes of violence, 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 or designee, 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. The 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). In cases found under the sexual misconduct policy, or crimes of violence, 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).

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 the 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 process. 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 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 or designee, or Title IX Coordinator or designee (when required), will serve as the chair to facilitate the hearing, but has a non-voting role. 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 Chair will be available as a resource during all deliberations, however they have a non-voting role. 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 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 or Title IX Coordinator designee within three (3) days of the end of deliberations.

13. The Dean of Students’ or designee or Title IX Coordinator or designee, when required, 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 complaint of 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, or other crimes of violence, 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. 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’ designee or the University Hearing Board. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below. The appeal must state the specific grounds for the appeal and should include all supporting documentation. Appeals must be made using the online appeal form, found on the Office of Student Conduct webpage, within three (3) class days following written notification of the action taken.

Submissions will be reviewed by the Dean of Students/Title IX Coordinator or designee. The appeal must be based on at least one of the following grounds for an appeal:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;

2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or

3. Disciplinary sanction imposed is substantially disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors and/or the cumulative conduct record of the responding student or organization.

Non-attendance by the accused student may not be the sole grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

General appeals are as follows:

• appeals of Area Coordinators’ decisions are to the Director of Student Conduct;

• appeals of the Director of Student Conduct or University Hearing Board decisions are to the Appellate Panel;

• appeals of the Appellate Panel are to the Vice President for Strategic Initiatives; there are no appeals beyond the Vice President for Strategic Initiatives.

Appeals in cases of sexual harassment, sexual assault, relationship violence, stalking and/or crimes of violence are as follows:

• appeals heard by the Director of Student Conduct are to the Vice President for Strategic Initiatives; there are no appeals beyond the Vice President for Strategic Initiatives;

• appeals heard by the University Hearing Board are to the Vice President for Strategic Initiatives; there are no appeals beyond the Vice President for Strategic Initiatives; and

• appeals related to faculty/staff/administrator-on-student cases are to the President or designee (see Faculty/Staff Manual).

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 Dean of Students/Title IX Coordinator or designee determines whether to refer the appeal to the Appellate Panel, Vice President for Strategic Initiatives, President 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 rehearings by the Appellate Panel or Vice President for Strategic Initiatives 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 Appellate Panel, Vice President for Strategic Initiatives or President 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 Appellate Panel, Vice President for Strategic Initiatives and President must limit its review to the challenges presented.

On reconsideration, the Appellate Panel, Vice President for Strategic Initiatives, President 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 respondent or responding organization’s cumulative conduct record.

All decisions of the Appellate Panel or Vice President for Strategic Initiatives are to be made within five (5) days of submission to the respective appeal party 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 Appellate Panelists, Vice President for Strategic Initiatives or President 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 University Hearing Board.

**Case Packet:** The packet of materials for submission to the University 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 student’s 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:** Willful, malicious and repeated harassing or threatening of another person through activities, messages (including e-mail or text messages) or objects, vandalizing property or making harassing phone calls. Stalking is as a pattern of conduct (two or more incidents in a short period of time), that is unwanted and causes mental distress. This includes Cyber-stalking which is the use of e-mail, internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

**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.

**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 University Hearing Board. This person is not permitted to be a person who is indicated as a witness for the case.

**University Hearing Board:** Convening of faculty, staff and students responsible for resolving cases that are not resolved in a disciplinary conference meeting.
University Hearing Board Chair: The non-voting advisor to the panel is the Dean of Students or designee or Title IX Coordinator or designee (when required), with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the panel, the Dean or Students or designee will solicit a replacement from the group from which the representative came.

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 established 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 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

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**

Wittenberg University regards the safety of the members of our campus community as the highest priority. This policy contains the procedures for Wittenberg University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this is to promote the safety and welfare of members of the university community through compliance with HEOA requirements.

Missing student reports will be immediately referred to the Wittenberg Police Division. The appropriate university faculty, staff and the student's parents/guardians or other persons so designated by the student, once permitted, will be notified.

If you believe a student is missing you should notify the Wittenberg Police Division (327-6363) or Dean of Students Office (327-7800) immediately and provide as much information as possible. These offices will immediately start an investigation to determine the location of the missing student.

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

Wittenberg Police will conduct a thorough investigation to determine the location of the missing student. This may include interviews with known acquaintances, family members, faculty, residence hall staff, and others who may individually or collectively aid in the investigation. The investigation may also include checking the student’s residence, student’s vehicle and calling the student’s cell phone.
The HEOA requires institutions of higher education to provide students the option of designating an emergency contact person who is not necessarily a parent or legal guardian whom the institution may contact if the student is deemed missing. Students wishing to register a contact person may do so on the Portal or by contacting Student Development at 327-7800. The emergency contact person designated by the student will become the primary contact person during the investigation. If no contact person is designated, the university reserves the right to contact parents or 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 Police Division 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 Division web page](http://www.wittenberg.edu) 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 Wittenberg Police Division.

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 the Police Division.

Persons with a permanent disability may receive a special parking permit by applying directly to the Chief of Police. 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.

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. 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.

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.

Student Access to Records

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.

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 2015-2016 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 provides and trains 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 request, the University provides local telephone service, caller ID, and call messaging if the student provides a room telephone.

Vending Machines
Coin-operated vending machines are located in each residence hall. The number 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.

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 toothbrush/water picks
- lighted makeup mirrors
- scented-oil air fresheners
- electric blankets
- heating pads
- microfridges
- blenders
- electric coffee makers, such as Keurigs
- hot water makers/dispensers
- closed-coil popcorn poppers
- refrigerators (see section on these)
- computers
- irons (clothes, flat, curling)
- lamps (no halogen)
- televisions

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, including George Foreman grills
- high wattage spot/flood light
- convection ovens
- power tools
- potpourri burners
- electric candle wax warmers
- 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.

**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 any time. 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:
   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).
3. Upon approval of the Office of Residence Life, the RA, or a staff assistant will place the materials on approved bulletin boards.
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. The appearance of all room decorations must be appropriate for a community living environment. Students may not promote a culture of alcohol by displaying empty containers or packaging in residence halls. 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 Wittenberg Police Department 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 exempted 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/Screen**s
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 cleanup. 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 2015-2016
(subject to change without notice)

- Bed Frame/Bed Ends & Springs $300.00
- Bed Mattress Replace $175.00
- Bulletin Board Frame/Cork Replace $100 - $150.00
- Ceiling Tile Replace (each) $25.00
- Ceiling Paint $75.00
- Ceiling Grid Replace $25.00 - $100.00
- Chair – Desk Replace $180.00
- Chair – Lounge – Repair $150.00
- Chair – Lounge – New $450.00
- Chest of Drawers Replace $350.00
- Chest – Drawer Replace (each) $120.00
- Closet Rods Replace $55.00
- Desk – Replace $200.00 - $475.00
- Desk – Drawer Replace (each) $100.00
- Door – Closet Refinish $50.00
- Door – Closet Re-hang $25.00
- Door – Closet Replace $90.00
- Door – Lock Assembly Replace $350.00
- Door – Room - Refinish $100.00
- Drapes/Blinds Replace $175.00 - $300.00
- Dusty/Un-swept Room - Clean $25.00
- Failure to Check Out $50.00
- Floor Tile Repair (each) $30.00
- Furnishings Left at Move-Out Not Belonging to Wittenberg (each item) $100.00
- Furniture Refinish (per surface) $75.00 and up
- Furniture Hardware (each) $20.00
- Furniture Refinish (per surface) $75.00 and up
- Hooks – Replace $50.00
- In Key/Replace $50.00
- Light Fixtures Replace $100.00
- Mirror Replace $65.00
- Thermostat Replace $100.00 - $300.00
- Towel Rack Put Back on Wall $25.00
- Towel Rack Replace $50.00
- Walls – Holes/Gouges Repair & Paint $125.00 - $225.00
- Walls – Paint $75.00
- Walls – Tape Marks Repair & Paint $100.00
- Window Glass – Replace $100.00 - $300.00
- Window Screens Repair $55.00
- Window Screens Replace $100.00 - $200.00
- Wood Trim in Room – Replace $50.00 - $200.00

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. Damage to University assets such as trash cans, carpet, television, etc. will be billed according to the current replacement or repair costs.

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 Dollars; the 225 Flex Meal Plan allows 225 meals per semester (about 14 a week) with 100 Bonus Dollars. 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 Dollars. 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 Dollars) or the 45 Flex Plan (average 3 meals/week and including 200 Bonus Dollars) 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 Dollars are convenient and cost-effective ways to enjoy campus dining options. Bonus Dollars are extra funds attached to the meal plans. These dollars work like a debit account and may be used at any campus dining location. Each Bonus Dollar is valued at one dollar ($1.00). Additional dollars may be purchased using the Witt Gold program. Three guest meal passes per academic year are also available. Guest passes may not be applied toward special events or for meals taken by the meal plan holder. After three guest passes have been used, no further meals may be transferred to students or guests. Parents eat free in the CDR when accompanied by a student using a meal plan, with the exception of Move-In Weekend, Parents’ Weekend, Homecoming, Thanksgiving and Valentine’s Day. Meals and Bonus Dollars do not carry over from one semester to another.

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 expected 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 may request special permission to not participate in the University dining program by submitting the following to the Office of Academic Services: a statement from his/her physician specifying the diagnosis and the accommodation needed as well as a statement from Dining Services confirming that the dining program cannot accommodate the specified medical or dietary condition. All meal plan drop requests will be reviewed with timely notification to the student.

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 27, 2015

Spring Semester – Thursday, January 14, 2016

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 MyWitt. 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**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 a.m. to 8 p.m.</td>
</tr>
<tr>
<td>Full Breakfast</td>
<td>7:30 a.m. to 9:30 a.m.</td>
</tr>
<tr>
<td>Full Lunch</td>
<td>11 a.m. to 1 p.m.</td>
</tr>
<tr>
<td>Full Dinner</td>
<td>5 p.m. to 7 p.m.</td>
</tr>
<tr>
<td><strong>Saturday and Sunday</strong></td>
<td><strong>11 a.m. to 7 p.m.</strong></td>
</tr>
<tr>
<td>Brunch</td>
<td>11 a.m. to 1 p.m.</td>
</tr>
<tr>
<td>Full Dinner</td>
<td>5 p.m. to 7 p.m.</td>
</tr>
</tbody>
</table>

**Meal Plan Calendar**

**Fall Semester**

August 23 (Dinner) to November 24 (Dinner). Meal Plans resume after the Thanksgiving holiday: November 29 (Dinner) to December 19 (Lunch). This is the last day to use Fall Bonus Dollars. Witt Gold added in the Fall rolls over to the Spring. Unused meals and/or Bonus Dollars are non-refundable.

**Spring Semester**

January 10 (Dinner) to March 4 (Lunch). Meal Plans resume after Spring Break: March 13 (Dinner) to May 11 (Lunch). This is the last day to use Spring Bonus Dollars and Witt Gold. Unused meals, Bonus Dollars and/or Witt Gold are non-refundable.

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 portion of the payment with the understanding that this allocation is an accommodation 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 damages 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 notification 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 electric 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 account 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 purposes 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 concerns. 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 operation 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.

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 are available on the Residence Life web site.

** Furnished, all utilities, cable, internet included.
Safe Living

Escort Service Assistance

From one of the three phones with this function, press the BLACK NON-EMERGENCY button. The Escort Service can also be reached at extension 7900 from any phone with a touch pad. Before parking your car, notify the service of the location from which you need an escort. Park your car, lock your doors, and wait until an escort arrives.

The Escort Service is available to the entire Wittenberg community, daily from 6 p.m. to 1 a.m. during the academic year. To alleviate the possible dangers associated with walking alone, please call for an escort.

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 or Security officer.

Pull the fire alarm and evacuate the building:

- Upon discovering a 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. Immediately evacuate the building 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 predetermined 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.

**What to Do During a Tornado**

• The safest place to be is an underground shelter, basement or safe room.
• If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
  – Mobile homes are not safe during tornados or other severe winds.
  – Do not seek shelter in a hallway or bathroom of a mobile home.
• If you have access to a sturdy shelter or a vehicle, abandon your mobile home immediately.
• Go to the nearest sturdy building or shelter immediately, using your seat belt if driving.
• Do not wait until you see the tornado.

If you are caught outdoors, seek shelter in a basement, shelter or sturdy building. If you cannot quickly walk to a shelter:
• Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
• If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
  – Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
  – If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
• Your choice should be driven by your specific circumstances.

**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 in 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 Division 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 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 Division 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 will be evaluated 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 Division 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 Division 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 Division, 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 to the police.

6. The Wittenberg Police Division 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 Shouvlin 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 Division 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
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.

University Network and Computer Use

Please refer to the Information Technology webpage for more information regarding policy here.

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 (HPERC) 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 Assistant to the Athletic Director. Club Sports, intramurals, and student organizations should formally request space using 25Live here. The final approval will be given by the Assistant to the Athletic Director.

The HPERC 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
• 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 937-327-7088.

**Use of University Vehicles**

The Motor Pool/Transportation department has a fleet of vehicles available for use by academic and athletic departments and student organizations. Please refer to the [Transportation Office-Motor Pool webpage](#) to review policies and procedures for use.

**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 (FYS).

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:

• A June Orientation program and New Student Days are held prior to the fall semester for first year and transfer students. The program provides several opportunities for first year students to meet/talk with faculty members. Topics of discussion include the nature of a liberal arts education, making the transition to college, results of placement exams, fall semester course schedules, and institutional academic requirements. Additionally, special activities are arranged for transfer, minority, commuter, and international students.

• All first-year students are enrolled in the First-Year Seminar course taught by their advisors fall semester. This placement strengthens the relationship between advisor and advisee and also provides a common time for daily information or problem-sharing and faculty advisers are encouraged to relate to their advisees in a social context through such activities as pizza parties, concerts, faculty home visits, etc.

• All first year students are required to meet with their advisers each semester to obtain course registrations and to have the opportunity to discuss and plan their class schedules and overall academic program.

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 and materials on the Early Intervention early warning system
- The Assistant Provost for Academic Services
- Online watch report and degree audit

**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 Wittenberg’s high impact practices, including 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.

**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.

The Career Center offers programming each year to prepare students for the graduate school preparation process.

**Graduate School Testing**

Graduate School Testing Information and site scheduling 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 Wittenberg Career Services; free online practice tests for the GMAT, GRE, LSAT, MCAT, Miller Analogies, and PRAXIS I & II are available through Thomas Library.

**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**.

**Music**

During the fall semester of the first year, a student planning to complete the B.A. or B.M.E. should consult with a faculty member in the Music Department to plan for timely completion of required courses.

**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 – Jo Ann Bennett
- Minority Students – John Young
- Personal Counseling – Linda Lauffenburger
- Placement Services: Wendy Smiseck
- Religious Counseling – Linda Lauffenburger
- 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 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.

**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 will be available under Course Descriptions in MyWitt. Course information is also available on Wittenberg’s Website under “Academics.”

**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:
   - Weschler Adult 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 medical 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 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
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.

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 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.

The FLLC is located on the second floor of Hollenbeck Hall, Room 232, in the language wing. Please visit the website for the tutor schedule, hours of operation and a complete listing of materials: http://www4.wittenberg.edu/academics/lang/labs/.

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 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 President, 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!

Wittenberg administers all intramural sports via IMLeagues.com. All those wishing to participate in intramurals must register with IMLeagues.com at the following address: http://www.imleagues.com/Schools/Wittenberg.

**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 Firestone 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.-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; student employment; 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 first floor, patrons can visit Post 95, a newly renovated 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 5pm-1am. On the menu, guests can enjoy a variety of pub-style food items and a full-service bar. The stage 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 bookstore 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. Traditional entrees plus all the staples of a well-rounded breakfast, lunch or dinner can be found at Classics. Breakfast cereals, homemade soups, hummus, and granola are also features of the CDR. In addition, Pizza, The Grill and Desserts are available. 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, allergies or concerns, please see the Director of Dining services to discuss solutions and accommodations.

*Post 95* on the first floor of the Student Center is a popular retail cafe on campus. Open from 7:30 a.m. on weekdays (10:00 am on weekends) until 1 a.m., choose from Sandella’s Flatbread Cafe, Jazzman’s Cafe and Bakery, Grill 155 plus lots of grab-and-go options and groceries. Post 95 accepts meal plan Bonus Dollars, Witt Gold, cash and credit cards.

*Simply to Go (STG)* is located in the lobby of the Barbara Deer Kuss Science Center. Open from 7:30 a.m. to 2 p.m. on weekdays, STG 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” for a defined set of selections. In addition, STG accepts Bonus Dollars, Witt Gold, cash and credit cards.

**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 Pub is Wittenberg’s own full service bar and fun food place to be! While you must be at least 21 to drink, everyone is welcome to try the exciting menu designed just for this uniquely Witt-themed destination! Founders accepts Bonus Dollars and Witt Gold (except for alcohol purchases) and cash and credit cards.

Founders serves as a programming/meeting space for Wittenberg students, faculty and staff. Group activities are coordinated by the Scheduling Office staff.

In the lowest level of the Student Center, Founders, is open on Wednesdays at 7 pm and at 4 p.m. on Friday. Closing time is 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!

**Scheduling Office**

All activities on campus that require University space and/or services (e.g., food service, custodial service, and security) are scheduled centrally through the Student Center Scheduling Office. To schedule a meeting or event, use the online scheduling program. Any event which requires multiple resources – food service, housekeeping, or technical services may require a meeting with the Scheduling Coordinator or the Director of Scheduling and Events.

To schedule your meeting or event online, visit events.wittenberg.edu, and sign in using your University profile. Follow the step-by-step instructions for scheduling your event. You may input set-up time, check conflicts for other already scheduled events, as well as request resources, such as food service or housekeeping, etc.
Following approval of the space, facilities are made available to recognize campus organizations. Scheduling services for non-campus organizations are honored only after University meetings and programs have been assigned a 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. Facilities must be left in the same condition in which they are found.

**Student Mail Room**

The Student Mail Room 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 mail room receive, inventory and help with mail and package distribution from the United States Postal Service, UPS, FedEx, and other package distributors. Students are also invited to drop off outgoing UPS and FedEx packages for pickup at the mail room, however labels must be prepaid by purchasing online and attached to packages before being brought to the Student Mail Room for shipment. If students need help weighing outgoing packages, they can request the assistance of a mail room employee. Postage stamps are available for purchase at the Bookstore. 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](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.

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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>
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<th>Year Completed</th>
<th>Semester Hours Required</th>
<th>Accumulative GPA</th>
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<tr>
<td>5</td>
<td>130</td>
<td>2.0</td>
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**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, whether through Wittenberg or an outside program, a student must have an interview with the Director of International Education, and must have a minimum cumulative GPA of 2.5. A student must apply to programs through the Office of International Education. 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 study 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 consortia-run programs is available from the Office of International Education.
Pastor to the University

Rachel Sandum Tune and Andy Tune, Co-pastors to the University. The pastors are available to all Wittenberg students, regardless of religious affiliation, for confidential conversation about a wide range of needs and topics. To make an appointment, email Pastor Rachel at rtune@wittenberg.edu or Pastor Andy at atune@wittenberg.edu, or drop by the chapel office.

When school is in session, the pastors hold a Sunday morning worship service with Holy Communion that is open to all at 11 am in Weaver Chapel. In addition, Catholic Mass is held in Weaver Chapel at 9 pm on Sunday nights when classes are in session, led by area priests. Weekday chapel is Tuesdays and Thursdays at 11:10-11:30 am 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. Contact the Pastors’ office or the Interfaith Senator for more information or to get involved.

More information is available for all the ministries and other activities on the campus ministry web page: http://www.wittenberg.edu/faith. 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, on the web at www.wittenberg.edu/faith/ or on Facebook at Wittenberg University Campus Ministries, and at various events in the fall - see the campus ministry calendar for more information.

- Common Ground – an umbrella group for the Christian campus ministries
- Weaver Chapel Association (WCA) – an interdenominational campus ministry
- Athletes in Action (AIA – note that the International Students club is also called AIA)
- CRU/Campus Crusade for Christ
- IMANI Gospel Choir
- The Jewish Culture Club – Hillel Affiliate
- Lutheran Student Movement (LSM)
- Newman Club – Catholic student group
- Young Life – ministry to students in county high schools

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

Designated the 9th most beautiful college chapel in the world by Best College Reviews, Weaver Chapel is the symbol of Lutheran heritage of Wittenberg and the center of Christian life and ministry on campus, with weekly fellowship opportunities, social outreach projects, festival worship services, Bible studies, and an off-camp 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 Division, 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 Division 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.

Lost and Found
Lost & found items are turned in to the Wittenberg University Police Division. If you have lost or found an item please visit the Police Division 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.

We can help you:
• bridge the gap between the classroom and the real world,
• learn about your interests, skills, abilities, and values,
• synthesize your experience into a strong résumé,
• broaden your network of contacts,
• investigate further educational options,
• change the way you look at the world – and how you see your place in it.

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.

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. A part-time board-certified physician, who supervises all medical functions in collaboration with a certified nurse practitioner. The physician and nurse practitioner are available for telephone consultation with the staff at any time during open clinic hours. In addition, educational brochures, books, and tapes are available to all students. The Health Center hours of operation are 8 a.m. - 5 p.m., Monday through Thursday. The physician and nurse practitioner are seen by appointment. 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.

When it comes to diversity, this mission is pursued through the work and support of the staff members of Multicultural Student Programs as well as several student organizations; Concerned Black Students (CBS), American International Association (AIA), Gender and Sexual Diversity Alliance (GSDA), Minority Men Striving to Succeed (M2S2) and Shades of Pearl (Women of Color Student Organization).

The student organizations committed to social awareness, the American International Association, Concerned Black Students and the Gender and Sexual Diversity Alliance have offices in the William A. McClain Center for Diversity. The Center is also available for meetings, social events, and just simple relaxation.

Office of Student Involvement

The Office of Student Involvement is located on the main level of the Benham-Pence Student Center. Three professional staff members – the Director of Student Activities, Director of Fraternity & Sorority Life and New Student Days, and Student Employment Manager – provide oversight to many involvement opportunities on campus, including student organizations; club sports; fraternity and sorority life; student employment; 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, and follow us on Instagram @ WittsHappening.

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 program is specifically developed 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.

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.

Student Activities
They say college is the best four years of your life, but you can’t spend every moment inside the classroom, can you?! At Wittenberg University we take pride in our traditions, and foremost would have to involve sports. From the football stadium to the Student Senate floor, Witt encourages its students to stay active. With over 120 organizations and activities to choose from, Witt provides an outlet for everyone. 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.

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
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 found in larger metropolitan areas across America. What sets Springfield apart? As urban expert David Rusk stated during his 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.

Community Service Program: Service Opportunities
Wittenberg students will enrich their liberal arts education through a mandatory community service experience, Community Service 100. During the semester they are registered for the course, students complete 27 hours of service, attend an orientation and a reflection session, and write a reflection essay. Supported by the Community Service staff, students select a service activity from among 40+ sites in the Greater Springfield/Clark County area or with a Wittenberg-sponsored service immersion trip to various locations throughout the U.S. 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. – 6 p.m. and Friday, 8 a.m. – 4 p.m. (subject to availability).
The Community Service program 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.

**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](#).