



2019-2020

Student Handbook

WITTENBERG UNIVERSITY

Responsibility of Students to Read the Handbook

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

This PDF version of the Student Handbook is considered official and can be located on the Wittenberg website by clicking [here](#). 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. 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.

Table of Contents

Introduction	5
Notice of Non-Discrimination	5
Letter from the Dean of Students.....	5
Mission	6
Student Code of Conduct	8
Section 1: Preamble / Foundation / Philosophy / Goals.....	11
Section 2: Jurisdiction of the Student Code of Conduct and Ethics.....	15
Section 3: Codes of Conduct	15
Section 4: University Wide Policies	15
Commercial Solicitation Policy	15
Computer Use Policy	15
Dissent and Disorder Policy	16
Distribution of Political and Other Non-Wittenberg Printed Material	17
False Alarms Policy.....	17
Firearms Policy	17
Guest Speakers & Performers Policy	18
Discriminatory Conduct Policy	19
Non-Smoking Policy	19
Parental Notification Policy	20
Posting Policy	20
Safe Harbor Program.....	23
Sales, Solicitation & Fundraising Policy	23
Scheduling/Facility Use	25
Sexual Misconduct Policy.....	26
Section 5: Overview of the Conduct Process	26
Student Conduct Procedures	26
Accused Student Rights.....	26
University as Convener	27
Notice to University of Alleged violations.....	27
Interim Actions.....	27
Group Violations	28
Amnesty	29
Types of Hearings	30
Section 6: Assisted Resolution Procedures	31
Section 7: Formal Hearing Procedures	31
Intake and Investigation.....	31
Notice of Hearing.....	32
Hearing Options & Preparation	33
Board Hearing Procedures	34
Appeal Review Procedures.....	36
Section 8: University Hearing Board Authority.....	36
Section 9: Sanctions	37
Section 10: Student Conduct Definitions	42
Section 11: Resource Guides	46
Resource Guide A: Alcohol & Other Drug Resources	46
Resource Guide B: Hazing Prevention	57
General Policy Statements	61
Affirmative Action Policy	61
Dangerous and Threatening Behavior	61
FERPA - Family Educational Rights and Privacy Act.....	61
Financial Aid and Scholarships.....	63
Missing Persons Policy	63
Motor Vehicle Regulations.....	64
Student Complaint Procedures	65

Student Records Policy.....	66
Health Insurance	69
Residence Life Policies	70
Academic Information and General Academic Standards	94
School of Graduate & Professional Studies Handbook.....	94

Introduction

Notice of Non-Discrimination

Please see the university's Notice of Non-Discrimination at the following link:
http://www.wittenberg.edu/nondiscrimination_notice.

Letter from the Dean of Students

August 2019

Dear Witt Students,

Wittenberg University is distinctively an active and 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
Vice President of Student Affairs and 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.

Student Code of Conduct

Section 1: 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 reflect 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. 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 designed to be both developmental and educational and to hold students accountable for violating university policies.

Our Goals

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

Section 2: Jurisdiction of the Student Code of Conduct

Students at Wittenberg University can access the Student Code of Conduct daily via the Wittenberg website. Additionally, all new students are required to sign off that they have read the handbook through their myWitt portal. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

Wittenberg University's Student Code of Conduct 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 may be applied to behavior conducted online, on social media, 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. Online speech by students not involving university networks or technology will not be subject to this Student Code, with two 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 to the educational process.

The Student Code of Conduct 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 committed against them by members of the Wittenberg community.

Additional Guidance

Reporting

There is no time limit on reporting violations of the Code of Conduct; 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, however, 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. Employees are mandated to report any knowledge of abuse or suspected abuse of a minor and all designated Responsible Employees are required

to report knowledge of sex or gender abuse or discrimination to the Title IX Coordinator (Casey Gill, 937-327-7801 or gillc@wittenberg.edu)

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.

Privacy and Confidentiality

The University aspires to treat with discretion all inquiries and complaints about student misconduct. Although the University gives no assurance of confidentiality to any party or witness who participates in any proceeding under this Code, it is committed to informing only those who need to be involved with a complaint. In the interest of protecting confidentiality to the extent possible, as well as pursuing an effective investigation, all parties and witnesses are expected to limit the sharing of information to those with a need to know. In particular, the specifics of an investigation or investigatory interview should not be discussed with any person who does not have a legitimate need to know such information. Undue sharing of information could also be considered harassment or retaliation by the other party. Such harassment or retaliation may result in disciplinary action by the University. This expectation of confidentiality is not intended to limit either party's actions when sharing information for the purpose of obtaining support or counsel.

If a person wishes to ensure that a discussion about sexual harassment remains confidential and that no action is taken, it is essential that the person making the inquiry talk to a confidential support or not disclose information sufficient to identify the accused to a mandated reporter. This is necessary because the University may be legally obligated to investigate an incident, even without the inquirer's consent, once it is informed that harassment has occurred or may be occurring. Exception: The University counselor and campus pastors are not obligated to report an incident to University officials. To the extent permitted by law, these individuals are permitted to maintain the client privilege of confidentiality. The University's Memorandum of Understanding with Project Woman provides for confidential victim advocates to Wittenberg students and employees. [Wittenberg's Sexual Misconduct Policy](#)

Right to an Advisor, Including Legal Counsel

Any person involved in any proceeding under this policy and procedure may be accompanied by an adviser of their choice, including by legal counsel chosen by that person. Any expense associated with retaining legal counsel in internal proceedings under this Code will be the responsibility of the person engaging such counsel. 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. The board of directors of the university has determined that the university will not pay the expense of legal counsel in internal proceedings. Therefore 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.

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

Records of complaints closed by Assisted Resolution or resolved through Adjudication will be retained in the Office of Student Development for a minimum of eight years after the case has been closed. Records of suspension or dismissal will be retained 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.

Discretionary Notification

The Director of Financial Aid and Scholarships may receive written notice of action that results in suspension or dismissal. Disciplinary action is normally treated as confidential however, the university reserves the right to notify faculty advisors, and/or coaches of disciplinary action any time it is deemed to be in the best interest of the student and the university to do so.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the respondent 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 non-forcible sex offense, the university will inform the complainant in writing of the final results of a hearing regardless of whether the university concludes that a violation was committed and the rationale for the findings and the sanction. Such release of information may only include the alleged student's name, the violation committed, and the sanctions assigned (if applicable) unless the case involves sexual assault, dating or domestic violence or stalking. 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 findings and sanction(s).

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.

Section 3: Codes of Conduct

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 9. Sanctions*](#).

1. **Academic Integrity:** Violation of the Code of Academic Integrity, including cheating, forgery, bribery/threats, fabrication, plagiarism, and/or facilitating academic dishonesty. Please refer to this [*PDF*](#) document for complete Code of Academic Integrity.
2. **Alcohol:** In Ohio, individuals must be 21 years of age to consume or possess alcohol. When a student engages in behavior, whether on or off campus, that violates university regulations concerning alcohol use and that violation could result in behavior, which, in the University's sole judgement, is destructive, abusive or detrimental to the University's interests, the University's conduct process shall apply.
 - a) Use and/or possession of alcohol under the legal drinking age, manufacturing, or distribution of alcoholic beverages (except where expressly permitted by Wittenberg University's regulations), possessing an open container in a public space including a motor vehicle, parked or moving, operating a vehicle while impaired or under the influence, or public intoxication is prohibited.
 - b) Abuse/misuse of alcohol, kegs or other means of a common source, use/possession of mass consumption devices, and mass consumption including the use/possession of drinking games that promote such behavior (i.e. beer pong, flip cup, card games) is

prohibited.

- c) Students may not possess or consume alcoholic beverages in academic buildings, athletic events (including intercollegiate, club or intramural practices or contests), and within residence halls in accordance with the students apartment/house or residence hall contract.
- d) Students who witness any of the above violations and fail to remove themselves or report the violation may be charged through the student conduct process for failure to separate.
- e) *The [Alcohol & Other Drug Resource Guide](#) for information on safe social hosting for individual students and organizations/groups including expectations for hosting social gatherings at University and Non-University owned rental properties and Fraternity and Sorority facilities.*

3. Discrimination/Harassment: Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors, for reasons of perceived or actual political grounds, race, religion, sex, gender, age, disability, and any other basis prohibited by state, federal, and/or local law. 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. This includes Violations of the Wittenberg University's [Discriminatory Conduct Policy](#).

- 4. Disruptive and Disorderly Behavior:** No student shall commit any act that amounts to disruptive behavior, or knowingly participate with others in conduct that amounts to disruptive behavior. Disruptive behavior includes, but is not limited to, any action that impedes, obstructs or interferes with the educational intent of the University and/or is detrimental to University interests or compromises the integrity of the University or University community, including, but not limited to:
- a) Disrupting the flow or movement of others on campus or at University sponsored events;
 - b) Trespassing or unauthorized entry;
 - c) Engaging in disorderly conduct, including, but not limited to, direct involvement in a verbal and/or physical altercation;
 - d) Any event occurring on or off campus that is disruptive to normal activities and has not received official support from University and/or local community officials. This may include, but is not limited to, parties, events involving live bands and/ DJs, etc;
 - e) Conduct that is inappropriate, disorderly or disruptive in nature. Examples include, but are not limited to: public urination, yelling, use of profanity or behavior that a reasonable person would consider disorderly;
 - f) Behaving obscenely, lewd behavior, or indecent exposure in public places; and
 - g) Pranks that cause or have the potential for causing damage to University or anyone's personal property.
- 5. Disturbing the Peace & Function of the University:** Obstruction or disruption of teaching, research, administration, other Wittenberg University activities, including its public services functions on or off Wittenberg University's premises, or of other authorized activities. 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. Violations of Wittenberg University's [Policy on Dissent and Disorder](#).
- 6. Drug:** The University prohibits the possession, use, consumption, manufacture, sale or distribution of drugs and/or drug paraphernalia. Illegal drugs, as referred to in this code, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes represents a violation of this code.
- a) Use, possession, manufacturing, distribution, sale of illegal drugs, drug paraphernalia (whether for intended or implied use), misuse of drugs including over-the-counter medication or sharing of prescription drugs, purchasing or passing of illegal drugs from one person to another and/or using mail services to purchase, pass,

or distribute drugs are prohibited.

b) The university does not allow the use of medical marijuana. Marijuana is illegal at the federal level. The Federal Drug-Free Schools and Communities Act disallows the use of drugs including marijuana. If the university fails to comply, it could be come ineligible for federal funding and financial aid programs for its students.

c) Students who witness any of the above violations and fail to remove themselves or report the violation may be charged through the student conduct process.

d) Please see the [Alcohol & Other Drug Resource Guide](#) for more information.

7. Environmental Disrespect: Wittenberg prohibits and will not tolerate the following forms of environmental disrespect:

a) Excessive noise, amplified sound, music or any other mechanism that produces noise that disrupts other students or the community is prohibited; hosting large open parties.

b) Any form of vandalism or damage of personal or University property, person or other entity is unacceptable regardless of intent.

c) Littering, unearthing plants, disturbing the aesthetics of the University and/or any other behavior that causes damage to the University grounds or facilities is not permitted.

d) Furniture intended/built for indoor use is not permitted outside or on porches.

8. Failure to Comply: Failure to comply with the directions of Wittenberg University official or agents, including law enforcement or security officials, 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. Violation of the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or other Wittenberg University policies and regulations. 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](#), [non-smoking](#), and [residence life](#).

9. Fire Safety: Initiating, causing, contributing, or knowingly causing a fire or 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, including but not limited to covering fire safety equipment and/or removal of the battery. Hover boards are prohibited on campus due to fire safety concerns. Additionally, any behavior that places a facility or community at risk for fire is not permitted. See [False Alarms Policy](#) for additional regulations.

10. Gambling: Gambling as prohibited by the laws of the State of Ohio. Gambling may include raffles, lotteries, sports pools and online betting activities.

11. Hazing: Hazing includes any activity or action that causes mental, emotional, or physical distress, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing. Any act that violates University policy; Student Involvement policies for recognized student organizations, groups and/or sport clubs; local/state/federal law; a student organization's charter/constitution/by-laws; the constitution/by-laws of the National Panhellenic Conference or North- American

Interfraternity Conference; Division of Athletics rules/policies; and/or policies and procedures of external affiliate organizations/groups. 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>) also constitute violations of the Universities hazing policy. All acts of hazing, both on- and off-campus by an organization, group or any of its members, are strictly forbidden. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused. *Please see the [Hazing Prevention Resource Guide](#) for more information including examples and how to report.*

12. Non-Academic Dishonesty: includes but is 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. This includes violations of the [Guest Speaker Policy](#).

13. Safety & Security: 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 represents a violation of the [University Firearms Policy](#).

14. Sexual Violence: Domestic violence, dating violence, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual harassment and/or stalking of any person, including, but not limited to, represent a violation of the [Sexual Misconduct Policy](#).

15. Solicitation & Commercial Activity: 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. Violation of the University [Commercial Solicitation Policy](#) or violations of the Policy Regarding the [Distribution of Political and Other Non-Wittenberg Printed Material](#).

16. Threatening & Endangering Behavior: 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 or that is severe, persistent or pervasive.

17. Unauthorized Possession/Use: Unauthorized possession, duplication, or use of identification cards and/or keys of any Wittenberg University premises or unauthorized entry or improper use of Wittenberg University's facilities or premises. Possessing or using a fake ID or an ID other than your own for any purpose. Unauthorized use of Wittenberg University's name, logo, or symbols. Attempted or actual theft or unauthorized possession

of Wittenberg or personal property is prohibited.

18. Violation of the Law: Engaging in behaviors that may constitute a violation of any federal, state, and local laws or ordinances that is directly related to university operations or policies.

Section 4: University Wide Policies

A. 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.
- ask for, seek, beg, or entreat passerby to make a monetary contribution
- seek membership applications from passerby to any organization not organized by Wittenberg University; or
- 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 Involvement and the Student Center
- Proselytizing is not allowed. Groups, campus organizations, clubs and/or individuals cannot stop, intimidate, distribute literature and/or CDs/DVDs, or entreat others for the purpose of redemption, religious conversion and or persuasion. Persons from outside the university are not allowed to solicit within residence halls. The residence hall space is private.
- The above policy is not construed to prohibit the membership drives and activities conducted by recognized Wittenberg University organizations. Permission for such activities is granted by the Dean of Students or designee on a first-come, first-served basis. Ohio law states that any organization conducting more than six sales per year must obtain a vendor’s license.

B. Computer Use Policy

Please refer to the Information Technology webpage for more information regarding policy [here](#).

Access and Use of Computing Resources

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 copy-right 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.

C. Dissent and Disorder Policy

Wittenberg University has established free and open channels of communication; every member of the Wittenberg community can express their concerns 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 request immediate cessation of the disturbance so that discussion may be carried out under suitable conditions
 - to offer to establish within a stated length of time special channels of communication with spokespersons of the disturbing group, and

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, sufficient to disrupt the

educational process or campus life or threaten the safety of members of the campus community, it is the immediate responsibility of the Dean of Students, acting in consultation with the President and the Provost, to determine that a disruption does in fact exist, to take initial steps as outlined above, and to call upon such agencies and authorities as deemed necessary to restore order.

Once order has been restored, and if the disorder has been declared a disruption, the university then acts as follows: The Dean of Students, believing there is a need for judicial action, refers the case to the student conduct process.

D. Distribution of Political and Other Non-Wittenberg Printed Material

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 office. 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. Student organizations may not use university funds in support of partisan political activity including candidates for office or political party activity.

E. False Alarms Policy

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. Whoever violates this section shall be charged by the Springfield City Fire Marshall or by a law enforcement official 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.

F. Firearms Policy

The possession or use of firearms, dangerous weapons or other materials which endanger any person(s) or student(s) 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 Wittenberg Police Division. Ohio state law prohibits the carrying of concealed firearms on any premises owned or leased by any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle. See Ohio Rev. Code Ann. § 2923.126(B)(5) Weapons discovered on university premises in violation of this policy will be seized by Wittenberg 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.

G. 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.

Registered Student Organizations

1. A student organization, may invite guest speakers and/or performers to campus, subject to the following provisions:
2. 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.
3. The process of contracting must be done within the guide lines set forth by The Office of Student Involvement, namely:
 - a. Contracts must be approved by the Director of Student Activities and Involvement, 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 Involvement.
4. Proper arrangements for the use of Wittenberg University facilities must be made, consistent with institutional policy, by contacting the Scheduling Coordinator.
5. 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.
6. 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.
7. 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.
8. Food and non-alcoholic beverages will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

Academic Departments or University Offices

Please note that the above policy and associated procedure 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 official that host programs or events on behalf of the university should work directly with the Finance & Administration Office for contracting and risk management needs.

H. Discriminatory Conduct Policy

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.

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.

I. Non-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.

- 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 twenty-five 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 twenty-five foot distances as a guide.
- 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 Student Development or Human Resources.

J. 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.

The Dean of Students or designee may notify parents or guardians of dependent students and/or the Director of Financial Services 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.

K. Posting Policy

Any academic department, campus office, or registered student organization that is affiliated with Wittenberg University may publicize activities and distribute materials relating to functions that are 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.

General Posting Guidelines:

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:

1. 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.

2. The content of all postings must comply with Wittenberg University mission, philosophy, values and policies.
3. 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.)
4. 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.
5. Materials will also be denied if they display or encourage any form of aggressive behavior, violent acts, or weapons.
6. 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.

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

1. Only 120 postings will be approved per event, 45 to be distributed throughout university residence halls and 75 to be distributed in campus buildings.
2. Paper postings such as flyers, posters, handbills and signs will be limited in size to a standard 8 ½” x 11”. Other sizes may be permitted with specific approval from the Director of Student Involvement and will be limited to special circumstances and events.

Posting Approval Expiration

1. 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.
2. Publicity without proper stamping is in violation of the policy and may be removed and discarded at any time.
3. 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.

Approved Posting Locations

1. Postings are to be displayed on bulletin boards and in designated display space only.
2. Doors, walls, windows, tables, benches, brick walkways, lamp posts, and trees are not appropriate display places.
3. 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.
4. 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.
5. Advertisements may not be distributed on vehicles in any university owned parking lot or campus drive.
6. 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.
7. 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).

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

Banner Space

1. 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.
2. Buildings that allow for displaying large banners or sheets are the Benham-Pence Student Center, Hollenbeck Hall, and Barbara Deer Kuss Science Center.
3. 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.
4. Banners should not be removed by anyone other than the sponsoring organization as organizations may wish to keep banners for future use. (Exception: The Office of Student Involvement may remove a banner at any time if the content is inappropriate or incorrect.)

Residence Hall Posting Procedures

1. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development.
2. General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above.
3. 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.
4. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.
5. 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.
6. RA programming publicity, RA announcements, RA bulletin board materials, and RHA/Hall Government materials do not need “stamped” approval.

Dining Services Posting Procedures

Posting in facilities managed by Dining Services, including Post 95, CDR, and Science Center Market, is managed by Parkhurst and requires their approval before any advertisements may be hung/ distributed. Visit the Parkhurst office on the second floor of the Student Center for more information.

Academic Department Posting Procedures

1. 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.
2. 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.
3. All materials posted by academic departments and university office 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. In addition to publicly approved posting locations, academic departments and university office 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.

Requests for Posting by external, for-profit or non-university entities

1. External, for-profit non-profit or non-university business entities are not permitted to advertise openly on campus.
2. Requests from said organizations or enterprises to advertise events or services at Wittenberg University must be made to the Director of Student Involvement. Quantities, types, and scope of advertising will be arranged with the Director of Student Involvement. Requests from individuals for personal promotion are not permitted.

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 Involvement.

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.

Posting Violations

Postings that do not meet the above guidelines will be removed and processed by the Office of Student Involvement.

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 Involvement.

As a reminder, common Posting Violations Include, but are not limited to:

1. Posting materials without proper approval.
2. Posting materials in restricted areas or on restricted structures.
3. Postings with alcohol or drug use as the primary emphasis.
4. Postings depicting acts of violence.
5. Postings with any discriminatory language or promoting discriminator behavior.
6. Postings that utilize tape or other adhesive.
7. Postings that cover another advertisement, impair an individual's line of sight, or block emergency signage or essential safety structure.
8. Posting on glass doors or windows, painted or varnished surfaces.
9. Postings that are distributed on vehicles parked on university grounds.

L. Safe Harbor Program

Wittenberg University has a Safe Harbor program for students. The university believes that students who have a drug and/or alcohol addiction problem deserve help. If any university student brings their own use, addiction or dependency to the attention of university official outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct incident will not be pursued. Student Development staff may work to help create a written action plan used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan may nullify the Safe Harbor protection and the campus conduct process will be initiated. For additional resources, please see the [Alcohol and Other Drug Resource Guide](#).

M. Sales, Solicitation & Fundraising Policy

Registered Student Organizations.

- A. 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. Wittenberg-affiliated groups that are not registered student organizations or campus department may be sponsored by a registered student organization or campus department. The following guidelines apply for all student organizations or groups sponsored by student organizations or campus departments.
- B. All requests for sales, solicitation and fundraising must be approved by the

Director of Student Involvement (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. The form may also require approval by the Office of Advancement following submission to the Director of Student Involvement.

- a. Student organizations wishing to sponsor an outside vendor for the purpose of fundraising or other sales must ensure the vendor has on file with the Office of Student Involvement: a proof of Ohio Sales Tax Registration and Ohio Vendor's License.
- b. Sales must be conducted in stationary locations that are reserved using 25Live 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 Involvement and the Scheduling Office.
- c. Organization representatives must be present at all times while sales, solicitation and fundraising activities are being conducted. If a Wittenberg-affiliated group is being sponsored by a student organization/department, a representative from that organization/department must be present.
- d. Funds from sales, solicitation or fundraising must be collected by cash or check (unless another method is expressly approved by the Director of Student Involvement) and immediately deposited into the organization's account in the Student Financial Services office (after hours deposits can be submitted to Wittenberg Police). Multi-day sales must deposit funds on the same day they are collected.
- e. All sales, solicitation and fundraising must clearly state and promote the intended outcome, beneficiary, or charitable organization the activity is supporting. The beneficiary must also be noted on all marketing and promotion of the sale/fundraiser.
- f. 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.
- g. Funds raised may not benefit any specific individual.
- h. 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 Involvement in consultation with the Office of Advancement.
- i. If an organization violates this policy, they will be asked to cancel the sale, solicitation, or fundraising efforts immediately and may be sanctioned by The Office of Student Conduct.
- j. 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, conflict with any university standards, or causes harm to any member of the university community.
- k. Some fundraising activities may require a meeting with the Office of Student Involvement to ensure compliance with University policy and procedures.
- l. Individual students may not engage in sales, solicitation or fundraising efforts without the express permission of the Dean of Students.

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.

N. Scheduling/Facility Use

Any official 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 fields and facilities is the responsibility of the Assistant Athletic Director of Facilities and Events. Club Sports, intramurals, and student organizations should formally request space using 25Live. The final approval will be given by the Assistant Athletic Director of Facilities and Events. The HPER Center has a no guest policy, all other athletic facilities may have guest participants.

The possession and use of alcoholic beverages by spectators and activity participants are strictly prohibited. Initial responsibility for the enforcement of this policy rests with the club officer and intramural representatives. Organizations, clubs, and individual students jeopardize their use of the fields and facilities if found to be in violation of this policy. The HPER Center has a no guest policy. All other athletic facilities may have guest participants.

Facilities Available

Shoes with non-marking soles must be worn at all times when using the HPERC facilities.

- 4 gymnasium modules
- 2 fitness centers
 - cardio intensive center
 - 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 field and facilities, contact HPERC at 937-327-7074.

O. Sexual Misconduct Policy

Please see the University’s Sexual Misconduct Policy. This policy applies to all forms of sex and/or gender-based harassment, discrimination and violence, including sexual violence, stalking, and intimate partner violence.

<https://www.wittenberg.edu/sites/default/files/media/health/SexualMisconductPolicy-Rev2019.pdf>.

P. University Vehicle Use

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

Section 5: Overview of the Conduct Process

A. Student Conduct Procedures

The following provides 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 code/policy.

- A. Students and/or student organizations cited for violations of university code of conduct or university policy are notified by the Dean of Students designee regarding a scheduled disciplinary conference meeting.
- B. Violations of university code/policy is 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 hearing before the University Hearing Board.
- C. Disciplinary conferences and all other hearing types 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 code of conduct or 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.

B. Accused Student Rights

Students charged with a possible violation of the Code of Conduct have the following rights:

- To have a disciplinary conference or hearing.
- To receive written notice when accused of a possible violation.
- To have a support person accompany them for any case heard by the University

Hearing Board.

- To provide their own account of events.
- To be notified in writing of the outcome of any hearing for the decision rendered.
- To request an appeal in accordance with the appeal process described in the Student Conduct process.
- To choose not to verbally and/or orally respond to accusations in the student conduct system. In exercising this right it is important to note that the process will proceed regardless of participation and may have implications on the finding given the lack of information submitted from the accused student's perspective.

C. University as Convener

The university is the convener of every action under this code. Within that action, there are several roles. The respondent 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 respondent. There are witnesses, who may be called, at the discretion of the University Hearing Board or chair, to 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.

D. Notice to University of Alleged Violations

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

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.

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

To submit a report please visit Incident [Report Forms](#) on the Office of Student Development webpage. The Report Forms on the Office of student Development webpage allow for individuals to make anonymous reports without disclosing their name. Depending on the extent of information available about the incident or the individuals involved, however, the University's ability to respond to an anonymous report may be limited.

Any person looking to allege a code/policy violation regarding sex discrimination, sexual misconduct, stalking, or any type of relationship violence should refer to the Title IX Policy for more information and may also contact the following:

- Dean of Students/Title IX Coordinator (Casey Gill, 937-327-7801, gillc@wittenberg.edu), Director of Student Conduct/Deputy Title IX Coordinator (937-372-7804) or any other administrative personnel in the department of Student Development (student-initiated complaints)
- Director of Human Resources and Deputy Title IX Coordinator, Mary Beth Walter, 937-327-7520, walterm@wittenberg.edu (student-, faculty- or staff-initiated complaints)

E. Interim Actions

Under the Student Code of Conduct, the Dean of Students, Dean of Students' designee, and/or Title IX Coordinator may impose interim actions and/or separate a student from the community or university housing pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct and 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 interim actions 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;
3. Removal from or alteration of university housing; and
4. Directing appropriate university officials to alter a students’ academic schedule, university housing, and/or university employment arrangements.
5. When taking steps to separate the students involved, the university will seek to minimize unnecessary or unreasonable burdens on any 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.

F. 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.

G. Amnesty

For Those Who Report 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 may be explored, but no conduct proceedings or record will result.

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

Medical Assistance Amnesty

Wittenberg is committed to providing a safe and healthy environment for all members of the campus community. There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the University considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance under those circumstances, the University will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

The College may apply Medical Assistance Amnesty as a resolution to minor policy violations under the following circumstances:

- For a student who requires medical assistance.
- For a student who is a victim of certain crimes, such as physical assault, sexual assault, or sexual misconduct.
- For a student who is assisting another student in need of medical assistance.
- For a student who is reporting a serious crime and/or policy violation to the appropriate authorities.

The determination of whether or not Medical Assistance Amnesty is granted is based on the totality of the circumstances and is determined by the Office of the Dean of Students or designee. The list of minor policy offenses for which a student may be granted Medical Assistance Amnesty includes:

- Possession or consumption of alcohol by persons under 21 years of age;
- Irresponsible use of alcohol;
- Open container violation; and/or
- Possession or consumption of drugs.

The granting of Medical Assistance Amnesty by Wittenberg University has no bearing on any criminal or civil proceeding that may be filed through the City of Springfield or State of Ohio court systems. Medical Assistance Amnesty may, but will usually not, be granted under the circumstances similar to those listed below:

- When there are multiple or repeated incidents involving the same student;
- In cases in which a drug offense could result in a criminal arrest or a felony drug violation; or
- When a student has a history of conduct violations at the University. (Exception: If the student is a victim of a crime, their history of conduct violations does not prevent the granting of Medical Assistance Amnesty.)

In cases where Medical Assistance Amnesty is granted, no violation of the code of student conduct will be recorded against the student. However, the University reserves the right to require a student to complete one or more educational programs in lieu of formal, conduct sanctioning. Failure to complete the required program(s) may result in the loss of Medical Assistance Amnesty in which case the University would proceed with formal charges against the student for the policy

violation(s).

H. Types of Hearings

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 code/policy has been violated. However, a record of the incident and its resolution is maintained in the file 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 University reserves the right to offer assisted resolution once an alternative process has been started.

Informal Resolution

At the discretion of the Dean of Students or designee, some incident are most appropriately resolved informally. Matters meeting criteria for resolution under the Medical Amnesty Policy are resolved informally. Students may also participate in mediation or restorative justice conferences as methods of informal resolution, which may obviate the need for more formal proceeding. Resolution via informal process is determined by the Dean of Student or designee and mutual consent of the all involved parties. Matter that are resolved informally, even where responsibility for policy violations is decided, are not released as part of a student's University disciplinary record, but can be considered internally (eg., to influence educational outcomes in case of future policy violation, or determine participation and or eligibility or recognition by the University). Informally resolved matters are considered finally decided, with no subsequent process or appeal.

Formal Hearings

Disciplinary Conference

A hearing conducted by a Hearing Officer (Administrator) for disciplinary action and/or referral to the University Hearing Board. 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 respondent is not responsible for violating a Student Code(s) of Conduct, the process will end. If the finding is that the respondent is in violation, the hearing officer conducting the disciplinary conference will then determine the sanction(s) for the misconduct, which the respondent may accept and the process ends or appeal the decision (see section 9).

University Hearing Board

The purpose of a University Hearing Board is to conduct a hearing to receive testimony from the designated investigator(s), the complainant, the respondent and other witnesses, as the board deems necessary. 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.

Section 6: Assisted Resolution Procedures

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 code/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 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 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 University Hearing Board 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. 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 for resolution by adjudication.

Section 7: Formal Hearing Procedures

A. Intake and Investigation

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;
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the 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, 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. The university will 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;
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 respondent or student organization violated university code/policy, and to determine what specific code/policy violation(s) should serve as the basis for the complaint;
 - a. Investigators will be appointed by the Dean of Students or designee. In cases of 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, an investigation can take several 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 an investigatory report detailing interviews, documentary evidence, and physical evidence;
 6. The investigatory 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 investigatory report or may participate in the hearing.

B. 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 within a Disciplinary Conference or, where necessary, make appropriate disciplinary referrals to the University Hearing Board.

Students or student organizations referred to a Disciplinary Conference or the University 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 code violations and notification of where to locate the Student Code of Conduct and university procedures for resolution of the complaint; and
2. Direct the respondent of the date/time of the scheduled conference/hearing or 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 respondent may indicate, either

verbally or in writing whether they admit to or deny the alleged violations.

C. Hearing Options & Preparation

The following sub-sections describe the university's conduct hearing process. No student may be found to have violated the Student Code of Conduct 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 board presiding over the hearing.

Where the respondent admits to violating the Student Code of Conduct or the facts of the case seem to be clear, the case will be addressed using a Disciplinary Conference, the hearing officer will hear the case and determinations will be made and appropriate sanctions assigned. The student may request at the Disciplinary Conference that the incident be handled by the University Hearing Board.

If the violations are of an egregious nature and/or are complex a hearing will be conducted with the *University Hearing Board*. This process is considered a University Hearing Board hearing.

When a UHB hearing will be held students will be given a minimum of three (3) days to prepare unless all parties wish to proceed more quickly. Preparation for a 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 a victim of the conduct in question, the 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 victim, the university administration will serve as the party bringing the complaint forward. If a respondent 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 hearing may be scheduled and held on the student's behalf.
3. The Dean of Students' designee will ensure that the hearing information, including the investigatory report 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 the board members in advance. Should any party object to any member, that party must raise all objections, in writing, to the Dean of Students' designee immediately. Board members will only be unseated if the board chair concludes that their bias precludes an impartial hearing of the complaint. Additionally, any board member who feels they cannot make an objective determination must recuse themselves from the proceedings.
4. Both parties are expected to offer their own testimony. The chair may call witnesses, including expert witnesses, to aid the hearing board in its consideration of the complaint.
5. Members of the hearing board 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 board. Any notes or recording will become part of the official records of the case.

D. Board Hearing Procedures

The Dean of Students or designee, 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 respondent fails to give the requisite minimum three (3) day notice, or if the respondent 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 board will convene as promptly as possible, but not later than ten days after receiving the investigative officer's final report. The hearing board will hold a formal hearing to receive testimony from the designated investigator(s), the complainant, the respondent and other witnesses, as the board and parties deems necessary. The chair of the hearing board 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 UHB will conduct 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 chair and the Dean of Students or designee.
3. In hearings involving more than one respondent, the standard procedure will be to hear the complaints jointly; however, the Dean of Students' designee may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent. The parties have the right to an advisor or other support person of their own choosing with them during interviews or hearings, 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. This person may not be documented as a witness in the investigatory packet. The person sitting as the advisor or other support person may not make a presentation or represent the party bringing the complaint or respondent during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair at appropriate times and suggest questions to their advisee as long as such communication is not disruptive to the hearing process.
4. The party bringing the complaint, the respondent and the board 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 board Chair, Dean of Students' designee and/or Title IX Coordinator. Character witnesses are not permitted as witnesses in the hearing process.

5. Pertinent records, exhibits, and other evidence may be accepted from either party as information for consideration by the board to be included in the investigatory packet. All items must be obtained no later than five (5) days before the scheduled hearing.
6. All procedural questions are subject to the final decision of the board Chair, Dean of Students' designee.
7. The respondent(s) will be asked to make a plea of responsible or not responsible to each of the charges brought as the result of the incident.
8. Both parties are entitled to expeditious hearings. The hearing body must render a decision within ten (10) business days from the time the hearing has concluded.
9. Both parties are entitled to a hearing by a quorum of the hearing body, which is three (3) members.
10. After a board hearing, the board will deliberate and determine, by majority vote, whether it is more likely than not that the respondent has violated the Student Handbook. The Chair will be available as a resource during all deliberations; however, the chair has a non-voting role. Once a finding is determined, if the finding is that of a code/policy violation, the board will determine an appropriate sanction(s). The Dean of Students' designee is responsible for informing the board of applicable precedent and any previous conduct violations or other relevant pattern information about the respondent. The chair will prepare a written deliberation report detailing the finding and sanctions, how each member voted, the information cited by the board in support of its recommendation, and any information the board excluded from its consideration and why. This report should not exceed two pages in length and must be submitted to the Dean of Students' designee within five (5) days of the end of deliberations.
11. Notification of the outcome 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.
12. There will be a single verbatim record, such as an audio recording, for all University Hearing Board proceedings. 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.
13. The respondent will be notified of the right to appeal the decision of the judicial body. Should a party wish to appeal, any action taken by the UHB will be held in suspense pending consideration by the appellate body, unless interim action/suspension is initiated to maintain the wellbeing and/or safety of the community.
14. Appeals may be submitted following the procedures outlined in the General Conduct Appeal Review procedures outlined in section E below.

E. General Conduct 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.

Students are entitled to no more than one appeal review. The appeal must state the specific grounds for the appeal and should include all supporting documentation at the time it is submitted for review. Appeals must be made using the online appeal form, found

on the Office of Student Conduct webpage, within three (3) business days following written notification of the action taken. Non-attendance by the student may not be the sole grounds for an appeal. Dissatisfaction with the decision is not grounds for appeal. Students may not appeal a decision when they have admitted responsibility; they may only appeal to request evaluation of the sanction.

Submissions will be reviewed by the Dean of Students 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 respondent or organization

General appeals are as follows (hereinafter Appeal Officer):

1. Appeals of Area Coordinators' decisions are to the Director of Student Conduct;
2. Appeals of the Director of Student Conduct are to the Dean of Students or designee;
3. Appeals of the University Hearing Board are to the Appeal Board;

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/or designee refers the appeal to the Appeal Officer, 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 hearing will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeal Officer are not permitted.

The Appeal Officer will review all documentation associated with the case and will take one of the following actions:

- a. Concur with the original action in which the original decision is affirmed;
- b. Grant the appeal and modify the sanction to be fair to the facts or findings of the case (modification can increase or decrease sanctions); or
- c. Grant the appeal and reverse a finding of responsibility.

The University reserves the right to take any action necessary to corroborate the student's statements during an appeal.

Appeals involving Sexual Misconduct Policy are addressed in the [Sexual Misconduct Policy](#)

Disciplinary actions which are appealed are held in abeyance pending action by the Appeal Officer. The University reserves the right to temporarily remove a student from the residence halls and/or the University pending disciplinary action in cases where the continued presence of the Charged Party may constitute a real and/or potential danger to people and/or property or is disruptive to the conduct of University business.

Section 8: University Hearing Board Authority

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

guidelines:

Composition of the University Hearing Board

1. The University Hearing Board is composed up to eighteen (18) members. Students will comprise up to eight (8) members of the board; faculty will comprise up to five (5) members; and staff will comprise up to five (5) members.
2. 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 submitted 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. Eligible students must have at least a 2.7 cumulative GPA, cannot be a Resident Advisory (RA), and cannot hold a Student Senate position. An online application process is utilized to verify this information as well as ask a preliminary set of questions.
3. For each complaint, a board 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 board. The Dean of Students or designee will appoint a non-voting chair of the hearing board, who assures that university procedures are followed throughout the hearing.
4. Complainants and respondents will be heard by an impartial hearing board. Any person who has a significant conflict of interest regarding the case may not serve on the hearing board for that case. A party who believes that a member of a hearing board may not be impartial may bring that concern to the attention of either the chair of the hearing board or the Dean of Students designee who will determine if a member should be excused.

Appellate Panel

- A. A three-member Appel Board is drawn from members of the University Hearing Board, with the only requirement being that they did not serve on the board for the initial hearing. The Appel Board reviews appeal requests submitted by the Dean of Students designee.

The Dean of Students or designee will have final authority to approve all those serving on the hearing board panel and the appellate panel. The non-voting Chair to the panel is the Dean of Students or designee, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and the respondent. In the event of a resignation from the panel, the Dean of Students or designee will solicit a replacement from the group from which the representative came.

Section 9: Sanctions

Wittenberg University reserves the right 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.

The following is a list of potential sanctions and are not meant to be exhaustive.

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.

A. Student or Group/Organization Status Changes:

Written warning— a written notice to the respondent that he/she has violated university policies and that further violations will result in more severe disciplinary action.

Disciplinary probation— Notice that any further/future violations are likely to result in suspension or dismissal from the University. A student on probation may be removed from leadership roles/positions across campus entities and potential revocation of the privilege to represent the university inter-collegiate athletics or other public events.

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.

Interim Action—Under the Student Code of Conduct , the Dean of Students, Dean of Students' designee, and/or Title IX Coordinator may impose interim actions and/or separate a student from the community or university housing pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct 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.

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.

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. Any violation of these terms will result in additional action within the conduct system. Suspensions are immediate regardless of the timing of the academic year.

Disciplinary dismissal—a permanent termination of a student's status effective upon the date specified in the Notified 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 and all other activities or services offered to students. A notation will be placed on a student's transcript indicating disciplinary dismissal.

B. Educational, Behavioral and/or Punitive Assignments:

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

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.

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.

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

Loss of privileges—the student will be denied specific privileges for a designated period of time. This can include the removal of representing the university in extra-curricular activities including athletics or running or holding office in a student organization.

Notification—notification may be made to parents, coaches or others appropriate entities as allowed.

Removal from office —the student(s) is/are removed from office of a registered student organization or athletic team.

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.

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.

University housing restrictions:

- **Living unit reassignment**—a reassignment to another university housing facility. The Office of Residence Life personnel will decide on the reassignment details.
- **Living unit probation**—a prescribed period during which another code violation 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.
- **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.
- **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 code violation will result in added restrictions, suspension, or dismissal.

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.

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.

XF - indication on an academic transcript noting failure of the course. An XF will be recorded on the student’s transcript with the notation “failure due to academic dishonesty”. The grade of XF shall be treated in the same way as an F for the purposes of grade point average, course repeatability, and the determination of academic standing. XF grades can be petitioned for removal.

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:

- One or more of the sanctions listed above, and/or;
- Deactivation, de-recognition, loss of all privileges (including status as a Wittenberg University registered group /organization), for a specific 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 egregiousness of the alcohol and/or drug violation, the student may be suspended or dismissed from the university and also may be prosecuted. Below are recommended sanctions for violations of the alcohol and drug codes.

Alcohol

First Offense

- Alcohol awareness education;
- \$150.00 fine.

Second Offense

- Disciplinary probation for 1 year;
- Educational Assignment;
- \$200.00 fine
- Parental notification

Third Offense

- Deferred suspension from the university for 1 year;
- Substance abuse referral;
- \$250.00 fine
- Parental notification

Fourth Offense

- Suspension

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
- \$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;
- \$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 code violations (vandalism, fire, providing alcohol to others, etc.) that accompany the alcohol or drug charges.

Failure to Separate: Students found in an environment where the alcohol and/or drug code(s) 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
- \$25.00 fine

Second Offense

- Reflection paper;
- \$75.00 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 Office will proceed with disciplinary charges and

- o the student will go through the student conduct hearing process.
- o 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 10: 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.

Case Packet/Investigation Packet: The packet of materials for submission to the University Hearing Board for consideration.

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

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 or 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.

Code: The written regulations of student expectations and conduct found within the Student Code of Conduct including university policies.

Coercion: Unreasonable pressure or persuasion, duress, cajoling and/or compulsion to engage in unwanted sexual activity. Coercion is the overriding of a person's free will to give consent. Can be identified by the following factors: intensity, frequency, duration and/or isolation.

Complainant: Any member of the Wittenberg community who reports or files a complaint under this Policy.

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 non-negligent manslaughter; destruction/damage/vandalism of property; kidnapping/abduction; robbery; forcible sex offenses; and/or non-forcible sex offenses.

Day(s): For purposes of this Policy, except as otherwise indicated, all references to days are considered working/business 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.

Dean's 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.

Disciplinary Conference: A hearing conducted by a Hearing Officer (Administrator) for disciplinary action and/or referral to the University Hearing Board.

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.

Fabrication (in Academic context): Falsification or invention of any information or citation in an academic exercise.

Facilitator: A University employee or designee who facilitates resolution of a complaint.

Facilitating Academic Dishonesty: Helping or attempting to help another to violate any provision of this code.

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.

FERPA: Family Educational Rights and Privacy Act of 1974.
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Force: Physical force, violence, threat of violence, or intimidation.

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.

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

Hearing Panel: The Hearing Panel is composed of members of the University Hearing Board as empaneled by its chair.

Institution: Wittenberg University

Intake Officers: Designated University personnel trained as first responders to provide counsel and support to anyone who may have been subjected to sexual harassment or misconduct.

Interim Action: Under the Student Code of Conduct, the Dean of Students, Dean of Students' designee, and/or Title IX Coordinator may impose interim actions and/or separate a student from the community or university housing pending the scheduling of a campus hearing on alleged violation(s) of the Student Code of Conduct 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.

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.

Investigative Officer: Designated and trained University personnel responsible for obtaining all of the facts of a sexual misconduct incident and for presenting the Hearing Panel with a written report.

No Contact Order: an order put in place by the Dean of Students or designee in cases unwanted contact with 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.

Not Responsible: A finding in the Student Code of Conduct 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. 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: 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, 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.

Respondent: A person named in a complaint as the person who is reported to have engaged in Prohibited Conduct.

Restitution: Financial reimbursement.

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

Sexual Exploitation: Taking sexual advantage of another person without 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 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: is a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

Student: All persons taking courses at Wittenberg University either full-time or part-time,

pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, 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 applies to all locations of Wittenberg University.

Support Person (aka Adviser): 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.

In making appointments, the President will be guided by considerations of continuity, experience, and sensitivity to the concerns of students, faculty, and staff. If necessary, the President may make a temporary appointment to the board. No faculty member shall serve simultaneously on the University Hearing Board and on the Faculty Hearing Board on Academic Freedom and Tenure.

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 or contracted 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.

Section 11: Resource Guides

Resource Guide A: Alcohol & Other Drug Resources

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.

Alcohol

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.

a. **Law:** Any alcohol related violation of the Ohio Revised Code including, but not limited

to:

- Use and/or possession of alcohol under the age of 21.
- Distribution of alcohol to any person under the age of 21.
- Possessing an open container in a public place including a motor vehicle, parked or moving.
- Using false identification to obtain alcoholic beverages.
- OVI- Operating a Vehicle while impaired or under the influence of alcohol.
- b. **Abuse/Misuse:** Consumption of alcohol that clearly impairs a student's personal health and/or safety, regardless of age
- c. **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.
- d. **Public Intoxication:** Public intoxication and/or drinking in public.
- e. **Common Source/Keg:** Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punchbowls, beer balls, etc.) and/or keg.
- f. **Mass Consumption:** Participation in activities and/or drinking games (i.e. beer pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- g. **Devices:** Use and/or possession of mass consumption instruments (i.e. beer bong, funnels, etc.).

Use of Alcohol on University Premises or Affiliated Premises:

- a. Students may not possess or consume alcoholic beverages in any academic building.
- b. Students may not possess or consume alcoholic beverages at any athletic event, including intercollegiate, club, or intramural practices or contests.
- c. Student Organizations must abide by the Safe Social Host Procedures for Student Organizations and Groups any events in which alcohol is present.
- d. 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.

University-Owned and Non-Owned Properties

- a. Those hosting social gatherings must demonstrate consideration of all housemates/neighbors prior to hosting a gathering
- b. Social gatherings that are causing or leading to nuisance behavior will be addressed by Police
- c. Social gatherings may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
- d. 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 individual/house or group. If approached by Wittenberg Police you will be instructed to clean up the premise within the hour or the house will be cited.
- e. Any damage caused during a social gathering becomes the responsibility of those residents unless the individual who caused the damage is able to be identified.

Fraternity and Sorority Facilities

- a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the university governing the possession and consumption of alcoholic beverages.
- b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.
- c. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

Residence Halls—Student Rooms

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

- closed.
- b. Underage students may not be present in rooms where alcohol is available or being consumed.
 - c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.

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.

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.

Illegal Drugs

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 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.

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 a fine 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 benefit 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.

Alcohol and Drug Resources

Wittenberg Health Center 327-7811

001 Shouplin Center

Campus Consultation, education, and referral

Wittenberg Counseling Center 327-7946

210 Shouplin Center

Campus evaluation, assessment, counseling

McKinley Hall 328-5300

1101 E. High Street, Springfield Ohio

Evaluation, assessment, individual and group counseling

Mercy REACH 390-5338

30 W. McCreight, MercyCrest Suite #204,

Springfield

Evaluation, assessment, individual and group counseling

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

Safe Harbor Policy

Wittenberg University has a Safe Harbor program for students. The university believes that students who have a drug and/or alcohol 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 incident will not be pursued. Student Development staff may work to help create a written action plan used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan may nullify the Safe Harbor protection and the campus conduct process will be initiated. For additional resources, please see the [Alcohol and Other Drug Resource Guide](#).

Safe Social Hosting Expectations

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.

Expectations

University-Owned and Non-Owned Properties

- a. Those hosting social gatherings must demonstrate consideration of all housemates/neighbors prior to hosting a gathering
- b. Social gatherings that are causing or leading to nuisance behavior will be addressed by Police
- c. Social gatherings may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
- d. 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 individual/house or group. If approached by Wittenberg Police you will be instructed to clean up the premise within the hour or the house will be cited.
- e. Any damage caused during a social gathering becomes the responsibility of those residents unless the individual who caused the damage is able to be identified.
- f. Additionally

Fraternity and Sorority Facilities

- a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the university governing the possession and consumption of alcoholic beverages.
- b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.
- c. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.

Residence Halls—Student Rooms

- a. Students who are of legal age may consume alcohol in their room with the doors closed.
- b. Underage students may not be present in rooms where alcohol is available or being consumed.
- c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.

Any student hosting a social gathering 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 Safe Social Host Procedures for Student Organizations and Groups risk management guidelines and resources for all social gatherings.

Safe Social Host Procedures for Student Organizations and Groups

Philosophy

Wittenberg University’s Student Code of Conduct 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 these procedures 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 all students, student organizations, or groups—and all of its members—to be familiar with all applicable state and federal laws, 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 equally accountable for any and all violations. Student organizations and/or groups need to be aware that the following are violations of the Student Code of Conduct:

- knowingly or recklessly violating a published university policy, rule or regulation, and/or
- participating in conduct which one should reasonably know to be a violation of a published university policy, rule or regulation.

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, Wittenberg Police, referral to any and all relevant affiliated national organizations, or off-campus criminal prosecution.

For fraternities and sororities and other groups with inter/national affiliation this policy does not supersede the risk management policies of each respective inter/national organization. It is the responsibility of each organization/group 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.

Procedures

Eligibility

Any student organization or group wishing to include alcohol as part of an event must be office recognized through the Office of Student Involvement. During the semester the event will be held, at least two members of the organization or group must attend one session of the Safe Social Hosting Workshop which is offered by the Office of Student Involvement. Safe Social hosting Workshops are offered at least twice each 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. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop in order to serve as a liaison during any events planned that semester.

Registration and Approval

1. A request ([*Safe Social Hosting Event Registration Form*](#)) to include alcohol in any sponsored event must be received by the Office of Student Involvement no later than one week prior to the event.
2. Risk Management Conference with the Director of Student Involvement, 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. Risk Management Conferences will be scheduled based on the availability of the designated university office. To ensure adequate time to schedule a conference, it is recommended that the student organization or group submit the registration form and schedule the

- Risk Management Conference as early as possible.
 - b. Submission of the registration form does not guarantee that a Risk Management Conference can be arranged to accommodate all schedules. The Office of Student Involvement will work to accommodate student organizations and groups to the best of their ability.
 - c. 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 all involved organizations or groups are in compliance with this policy.
3. 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)

Regulations

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. Exceptions to these regulations will be considered on a case by case basis.

Day/Time Restrictions - Social events scheduled off-campus (BYOB in a residence 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. 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, alcohol service may not exceed four (4) hours in length. No organization or group may register more than one event on any given day.

Any events held on-campus in Founders on nights other than Wednesday, Friday, and Saturday will be considered for approval on a case by case basis.

Location - This alcohol policy is applicable when a student organization or group is sponsoring an event in any location. Not all reserve-able spaces on campus will permit the inclusion of alcohol in programming. Regardless of 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 by limiting access to invited guests only.

This policy applies to student organization and group sponsored events, both open and closed, in the CDR, Founders, and other campus locations. Events on or off campus will be confined to the designated location.

1. Founders will not be closed for any organization-sponsored events on regular operational nights (Wednesday, Friday, or Saturday nights).
2. If an event is held in the CDR or 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.
3. The Office of Student Involvement will assist with logistical arrangements and marketing for events in the CDR or Founders that are hosted by student organizations and groups.

4. Residents living at a Witten'Burbs property where an event is to be held must provide in writing at least three (3) days prior to the event their agreement to host the event. At least one resident of the property must be present for the full duration of the event. All residents of a Burbs property are responsible for the conduct of guests on their property, regardless of their presence at the event.

Focus and Publicity - Alcohol may not be the main focus of an event. Alcohol may not be mentioned on publicity for the event. All events are subject to the University Posting Policy.

Event Admittance - 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 violations.

1. 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.
2. 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.
3. Those guests who are 21 years of age or older will be designated as such. Non-removable 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. It is strongly recommended that age verification and identification marking be conducted by an employee of a third-party vendor (i.e. bouncer, manager, and/or bartender), private security firm, or off-duty police officer.
4. 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.

Food and non-alcoholic beverages will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

Good Neighbor Procedures

1. When live entertainment (i.e. a band) has been scheduled, immediate neighbors will be notified prior to the event (if applicable) and noise ordinances should be followed. Event planners must also abide by the *Guest Speaker policy*.
2. If using a mode of mass transportation (i.e. busing) or coordinating transportation from a central location, neighbors must be notified of the pickup and drop-off procedures. Use of neighboring driveways, sidewalks, yards or other property is prohibited.
3. Generally, it is responsible practice to notify neighbors of any events occurring at your residence.

Distribution of 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).

1. Third Party Vendor Guidelines:
 - a. Must be properly licensed by the appropriate local and state authority.
 - b. 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.
 - c. Agree in writing to per-drink sales only (individuals purchasing their own drinks, drink-by-drink), collected by the vendor, during the function.
 - d. 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:
 - i. Checking identification cards upon entry;
 - ii. Not serving minors (ideally the TPV will check IDs when serving each drink);
 - iii. Not serving individuals who appear to be intoxicated;
 - iv. 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 or individuals attending the event);
 - f. Removing alcohol from the premises.
 - i. 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.
 - ii. All on-campus events must follow third party vendor guidelines (BYOB is not permitted); the only permissible third-party vendor is the university's contracted food service vendor.
2. BYOB Guidelines:
- a. Members and guest may only enter and exit the event using one well-lit entrance that is controlled and monitored by security (preferable) and/or sober members. Of-age members and guests must be identified separately than those not of legal age using non-removable identification (i.e. over 21 receives wristband; under 21 receives handstamp). Additional exits must be available in case of an emergency, but must be inaccessible for event entry.
 - b. 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 product above 15% alcohol by volume (ABV) is permitted (ie. "hard liquor").
 - c. A central point of distribution of alcohol must be closed/roped off to allow for proper identification. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Safe Social Hosting workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age. Members and guests may not serve themselves.
 - d. 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. A ticketing or punch card system must be used to obtain a beverage. When a guest wants his/her beverage, he/she may not receive more than one beverage at any given time.
 - e. 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.
 - f. No person may bring alcoholic beverages more than once to the same event. At least one sober member will remain at the event entrance to monitor

entry and exit of each person.

Event Management

1. 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.
2. 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.
3. Those indicated on the Safe Social Hosting Event Registration Form as responsible for the event will remain present for the duration of the event.
4. The host organization(s)/group(s) are responsible for determining a plan for safe transportation to and from the event.
5. The host organization(s)/group(s) must have a plan for safely vacating the venue in the case of an emergency.
6. 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.
7. Clean-up will occur immediately following the event.

Guest List Guidelines

1. Everyone invited to the event **MUST** be included on the guest list. This includes BOTH organization/group members and non-organization/group members (guests). Risk management guidelines require a maximum of 1 guest per member. The maximum fire or building code capacity of the area designated for the event may not be exceeded.
2. Guests should be listed alphabetically by last name. This is very important for coordinating admittance.
3. Birth dates must be listed next to each member/guest name. Birth dates must then be verified at the event entrance 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, 2016

<i>Guest Names</i>	<i>Birth date</i>	<i>Member responsible</i>	<i>Birth date</i>
* Gorski, Dawn	12/15/98	Johnson, Kate	7/1/97

* *Designates 21 and over*

A complete guest list must be turned in to the appropriate university official by no

later than 24 hours prior to the event start time.

Failure to Comply

Failure to comply with any of the guidelines stated in this procedure 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.

Resource Guide B: Hazing Prevention

- Policy
- Key Terms/Definitions
- Hazing Law
- Reporting Options
- Resources for Hazing Prevention

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. Acts of hazing degrade or otherwise compromise the dignity of the individual and therefore does not align with the mission of this institution. Hazing includes any activity or action that causes mental, emotional, or physical distress, which ridicules, degrades, embarrasses, leads to confusion or frustration, causes discomfort, or jeopardizes the health, welfare, and safety of an individual or a group. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing. Any act that violates University policy; Student Involvement policies for recognized student organizations, groups and/or sport clubs; local/state/federal law; a student organization's charter/constitution/by-laws; the constitution/by-laws of the National Panhellenic Conference or North-American Interfraternity Conference; Division of Athletics rules/policies; and/or policies and procedures of external affiliate organizations/groups. 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>) also constitute violations of the Universities hazing policy. All acts of hazing, both on- and off-campus by an organization, group or any of its

members, are strictly forbidden. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

Examples of hazing include but are not limited to the following:

- 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; including food, alcohol, drugs or other substances
- forced/required physical activity
- deprivation of food or sleep
- 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.

Terms:

Cease and Desist Order: A formal directive issued by the Center for Student Involvement and/or the Office of Fraternity and Sorority Life that instructs a student organization to stop all activity immediately.

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)

Organization: A number of persons who are associated with each other and who have registered with the University as a student organization under Student Involvement for recognized student organizations.

Participants: For the purposes of the hazing policy 'participants' is defined as any student who directly/indirectly partakes in a prohibited act by leading, encouraging, witnessing or condoning the act in any manner. Failing to stop or report these actions as a bystander/witness may bring charges upon the individual.

Procedural considerations

Charters/Constitutions and Bylaws:

Requiring or implying requirement to participate in any act that violates the Codes of Conduct; Student Involvement policies for recognized student organizations; local/state/federal law; a student organization's charter/constitution/by-laws; the constitution /by-laws of the, National Panhellenic Conference, or North-American Interfraternity Conference; or rules of the Division of Athletics, NCAA, sport clubs, or intramurals is prohibited.

Concurrent Legal Charges:

Many of the violations of the Code of Conduct are also violations of Ohio law. However, students are not generally charged with both the specific Code of Conduct and Laws & Statutes unless there is a possible law violation that is not covered elsewhere in the Code of Conduct. Students may find themselves charged through the criminal justice system for incidents that have also been attributed to violations at the University. In these cases the University will generally proceed with the Student Conduct System concurrently with the legal system. The University does not offer legal advice/counsel to students facing criminal charges.

Individual Student Charges:

In cases where the activity is performed by an individual member of the student organization, the organization as a whole may be held responsible. Individual students may be charged separately through the conduct process as well. Delegating or requesting another group or individual to perform the act in your place will bring charges of hazing to the requesting group as well as the group or individuals performing the act, regardless of affiliation.

Safety Concerns for Students who Report Hazing (*Amnesty*):

Students who report possible hazing incidents will not be subject to individual charges of policy violations by the University if those violations were a direct result/cause/effect of the hazing. Additionally the University will work to make reasonable accommodations so that the reporting party can continue their academic pursuits. These accommodations include but are not limited to alternative housing, no contact orders, and academic accommodations. Any student who is concerned for their safety either due to ongoing hazing or in fear of retribution/retaliation should consider speaking with a University staff member to gain an understanding of the services that can be made available in their situation.

Hazing Laws:

§2903.31 Hazing; recklessly participating or permitting

(A) As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B) (1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or postsecondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

Reporting Hazing and Contact Numbers for Assistance

Emergency: In a medical or other emergency of any kind, immediately dial 911 or contact Wittenberg Police at 937-327-6363.

Non-Emergency: For additional assistance and in cases of a non-emergency situation, please contact Wittenberg University through any one of the following offices:

1. Wittenberg Police at 927-327-6231
2. Office of Student Conduct at 937-327-7800 or by submitting an online report
3. Dean of Students Office at 937-327-7800
4. Fraternity & Sorority Life at 937-327-7820
5. Division of Athletics at 937-327-6458
6. Recreational Sports/ Sport Clubs at 937-327-7818
7. Speak to a Resident Assistant or other staff member in an on campus living area

Other: When an uncertain situation arises at any point, contact your group/ organization

adviser, who can be a liaison and connect you with additional resources. He/she may help you report emergencies or non-emergencies to appropriate authorities.

Additional Resources for Hazing Prevention:

As individuals, groups, and organizations work to prevent situations that would encourage or engender hazing behaviors, we must all come together and share positive resources that help this cause. Many local and national organizations, as well as campus contacts are identified as positive sources of information and outreach.

- **HazingPrevention.org:** A national organization dedicated to its mission to empower people to prevent hazing in college and university student groups.
- **StopHazing.org:** A comprehensive site for current literature and media available to students, as well as updates on state laws that are applicable for individuals and groups.
- **Limberlost Consulting:** This external consulting firm works with campuses, chapters, groups, corporations, and boards providing strategic planning, consulting, and presentation advising, for many topical areas in higher education, inclusive of current practices in hazing prevention.
- **Group/organization adviser:** Recall that as groups and organizations have advisers who are trained to assist in education, prevention, and response, your adviser can be called upon to help interpret appropriate practices for all individual and group/organization behavior.
- **Office of Student Conduct:** Staff members from student conduct are trained in hazing prevention measures. Contact the office at 937-327-7800 to request to speak with someone who may schedule a presentation for a group/organization meeting on the topic of hazing prevention.
- **Fraternity & Sorority Life:** Staff members are trained in hazing prevention measures, inclusive of those who are specifically trained to work with values-based Greek organizations including Interfraternity Council (IFC) and women's College Panhellenic Council (Panhellenic). Contact Fraternity & Sorority Life at 937-327-7820 to request to speak with someone who may schedule a presentation for a group/organization meeting on the topic of hazing prevention.

General Policy Statements

Affirmative Action Policy

The Affirmative Action Office is responsible for the implementation of the University's Affirmative Action efforts. The Affirmative Action Office 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, color, national or ethnic origin, sexual orientation, 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 full text of 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.

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 disclosed 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 fi the appropriate “non-disclosure” form requesting certain public information not be released. This form is available from the Registrar’s Office.

Financial Aid and Scholarships

The financial aid program at Wittenberg University is designed to provide merit and need-based aid to students. Although the primary responsibility for meeting college costs lies with the student and/or family, the University's goal is to provide assistance when the student and/or family is unable to meet the student's educational expenses. Financial assistance from Wittenberg University is viewed as supplementary to the efforts of the student and family.

A portion of our financial aid program is designed to recognize students for outstanding academic performance. We encourage and promote academic excellence through a number of special merit and endowed scholarship programs. We award these programs based upon academic excellence, program of study, extracurricular activities, talent, and within prescribed University-set budgetary guidelines. These funds are first-come, first-served and are not guaranteed to all students who attend Wittenberg University, and/or meet all award criteria.

Need-based financial assistance is available in the form of grants, loans, and work-study. Need-based financial aid may be provided by the Federal Government (US Department of Education), the State of Ohio, private lending institutions, the Wittenberg University Foundation, and Wittenberg University. All need-based financial assistance programs are granted on the basis of demonstrated financial need. Need is defined as the difference between the cost of attendance minus the Expected Family Contribution (EFC). The EFC is determined by a standard formula established by the US Department of Education using data from the Free Application for Federal Student Aid (FAFSA). Wittenberg University need-based funds (the Board of Directors Grant) are subject to availability and are awarded on a first-come, first-served basis. The Board of Directors grant may be used to offset SEOG (Supplemental Educational Opportunity Grant) when funds are exhausted. All Federal and State grants, loans, and work-study programs are awarded based upon programmatic requirements set by the Federal or State government, or funding entity.

For more information about financial aid and scholarships at Wittenberg University, please visit our website: <https://www.wittenberg.edu/administration/sfs> or contact the Student Financial Services Office by phone: 937-327-6146 or email: sfs@wittenberg.edu.

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 notification 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 each year. It is the operator's responsibility to affix the registered vehicle validation hang tag to the rearview mirror. Registration must be accomplished online by logging onto the university web page (www.wittenberg.edu) and logging into the "MyWitt" portal. Parking tags must be picked up at the Police Division within 7 days of the vehicle arriving on campus. Vehicle registration fees are as follows:

Student Type	Vehicle Registration Fee	Reserved Parking Fee	Replacement Permit Fee
Traditional Students	\$125/yr.	\$250/yr.	\$10
Commuter Students	\$125/yr.	\$250/yr.	\$10
SCE Students	\$50/yr.	\$250/yr.	\$10
High School Scholars/ Upward Bound	NA	NA	NA
Masters Programs	NA	NA	NA

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

Wittenberg is a pedestrian campus with limited parking space. Therefore, parking on campus is a privilege closely regulated by the university. Traffic and parking violations are cause for university disciplinary action. Regulations are enforced by the Police 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 student account 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 account 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 free of charge, from the Police Division.

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 verified 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 parking in fire lanes and handicap spaces.

Fines are paid at the Student Accounts Office, Room 2C Recitation Hall.

Student Complaint Procedures

Wittenberg University maintains a systemic approach to student complaints. Various types of student grievances, complaints, and appeals are handled by multiple processes and departments. Guidelines for Petitions to Academic Policy are available from the Registrar and located on the Registrar's website (<http://www.wittenberg.edu/administration/registrar.html>). Academic policies include for example, general education petitions, grade appeals, and/or Board of Academic Standards decisions.

Guidelines for General Student Complaints

Students may submit a complaint that may be academic or non-academic in nature. General complaints could be about employee member conduct, or concerns regarding classroom or office processes. Students should if possible, talk to the faculty member or staff member involved first. If there is no resolution or if speaking to the faculty or staff member involved is not possible, a formal general complaint may be submitted in writing online through an online form located on the COMPASS: Student Success website (<http://www.wittenberg.edu/administration/studentsuccess/grievance>).

A formal complaint is written and must include the student's name for follow up actions through the online form. Upon submission of the online form, an email is generated for members of the Student Complaint Panel whose members determine the nature of the complaint and to whom to route the complaint. The Student Complaint Panel tracks formal student complaints through resolution.

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 advisers 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 Services.

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 also records at the time of graduation the degree awarded and majors and minors completed.

Included in the student folder (S-File) are admission papers and correspondence, academic actions of the Board of Academic Standards, petitions for waivers of academic requirements, declaration of major, study abroad requests, and similar academic materials. The academic record and the student folder are maintained by the Registrar and are accessible to University staff and faculty determined by the Registrar to have a legitimate educational interest requiring access to these educational records. Access to any other person is granted only upon written consent or request by the student. When a student is

separated from Wittenberg, the S-File is moved to the Alumni File Room. The academic record remains in the Office of the Registrar, and access to this record is gained only upon authorization from the Registrar. Information concerning academic status may be disclosed to parents or guardians if the student has been declared a dependent by the parent or guardian for federal income tax purposes.

Personal File (P-File)

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

Immunization Record

All students admitted and enrolled for on-campus coursework are required to comply with all immunization procedures at least 30 days before the start of classes. Required vaccinations and screening:

1. Measles, Mumps, Rubella: The University requires all students born after 1956 to have 2 doses of measles (rubeola) vaccine. One dose must have been a Measles, Mumps, Rubella (MMR) vaccine. Students ages 30 and older may submit evidence of one MMR if the dose was received after 1980. A copy of a lab report showing proof of immunity from measles (rubeola), mumps, and rubella can be submitted in lieu of vaccine.
2. Meningitis: A meningitis vaccine within the past five (5) years is required for all first-time freshman and all students living in on-campus residence halls.

Student Counseling Record

Counseling records are located at the Counseling Office. 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 accessible only to the counseling staff.

Faculty Adviser File

Included in this file are working notes and papers of the faculty adviser concerning the

student's educational progress. If a student changes advisers, it is forwarded to the new adviser.

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, advisers, 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 to accrediting agencies carrying out their accreditation

functions:

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.

Health Insurance

All students are expected to carry health insurance to ensure your health and well-being while attending Wittenberg University. All International students registered for classes are required to carry health insurance and will need to complete a waiver process by providing proof of coverage. More information regarding health insurance requirements and the waiver process for international students can be found at:

<http://www.wittenberg.edu/administration/inted/insurance.html>.

Wittenberg University does not provide insurance coverage for domestic students. Students that are not covered under their parent's plan should seek an individual plan that will cover them while they are attending the University.

Students should always carry their insurance card (or a copy of both front and back of the card) with them at all times.

Residence Life Policies

Wittenberg University student housing includes all residence halls and University-owned houses and apartments, including some Greek-chapter houses. Residents within Greek-chapter houses which are owned by the Greek organization and recognized by the University are still subject to policies outlined in the Student Handbook and the Fraternity and Sorority manual from the Office of Student Involvement. The University has adopted the following policies, which regulate each category of housing.

Residency Requirement

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. As such, all undergraduate students enrolled full-time at the University are required to live in campus housing; students living in residence halls are required to participate in a University meal plan. Space in university-owned houses and apartments is generally restricted to students who are in their third or fourth year and have earned 60 credit hours as defined by the Registrar although exceptions or restrictions may occur based on academic standing, social standing, semesters in residence, space availability, or facility needs.

The University reserves the right to refuse housing privileges to any person at any time. By signing the housing agreement, the Student grants the University the right to conduct a criminal background check on the Student at any time, either prior to room assignment or during the term of the agreement. The University reserves the right to deny or immediately remove a Student from University housing based on criminal history or conduct. This provision does not require the University to perform a criminal background check on any Student.

Registration as a full-time student at the University during any academic term constitutes acceptance of the housing agreement and will result in a housing assignment and charge unless the student has requested and been approved for release from the residential requirement in writing from the Office of Residence Life. Students will not be released to rent from private landlords until all Wittenberg housing is full. Failure to reside in Wittenberg-owned housing or to secure exemption from housing requirements makes a student liable for a minimum of the standard double room rate and possible disciplinary action from the University.

Commuter Policy & Housing Release

To request exemption, from the Residency Requirement, students must complete a Housing Release Request form. If a student is requesting to commute from the principal residence of their parent or legal guardian, the student must provide permission to Residence Life to contact the parent or legal guardian to verify their intention to house the student in their primary residence. If the student is requesting exemption from the residency requirement for any other reason, they must include a statement of rationale for the request. By submitting a request, the student gives permission the Residence Life to verify the information contained in the request as well as information related to the student's academic, social, and financial standing as related to the request.

Exemptions to the residency requirement may be requested if the student:

- Resides at the principal residence of their parent or legal guardian within a 30-mile drive of the campus and commutes daily from that residence to the campus; or
- Is married or has dependents in their care; or
- Has earned at least 60 credit hours, and is requesting to live in their Greek organization's University-recognized chapter house (is an active member of the organization, is in good standing, and is listed on the house's official roster); or
- Is participating in a University-approved academic experience that necessitates a living arrangement outside of a 30-mile drive from campus (e.g. study away programs, student teaching, etc.)
- Is 24 years of age or older at the time of admission.

All housing release approvals are dependent upon the conditions under which the initial approval was given; if the conditions are altered in any way (e.g. parent/legal guardian moves; student moves out of parent/legal guardian house; participation in a study away program is cancelled; etc.), the student must come back into campus housing or reapply and receive approval for the new conditions. If a commuter student decides to reside on campus they must fulfil the residence hall requirement prior to being released to a student apartment/house. If a commuter student rescinds their commuter status to participate in Housing Lottery, that student must reside in the property for at least the fall semester and they must reapply and be granted release in order to return to commuter status. Students released from the residency requirement are bound by the guest and visitation policies; violations of the guest or visitation policies may result in exemption approval being revoked and the student being assigned to and charged for campus housing. Students who apply for exemption with inaccurate information (e.g. a student who indicates they will be commuting from parent/legal guardian primary residence but is instead renting from a private landlord in town) will be charged through the student conduct system and can be held responsible the standard double room rate.

Fraternity & Sorority Housing

Affiliation with a fraternity or sorority is a matter of individual choice and responsibility. The University supports this commitment by allowing members to live in chapter-owned houses. Students must have achieved junior standing at the time of request. Students may not break a campus housing agreement during the academic 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 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. Students residing in fraternity or sorority owned properties are agreeing to a financial arrangement with that organization and should ensure that they understand the implications, limits, and expectations prior to signing any housing agreements with their fraternity or sorority. Residence Life does not have the ability to influence or alter the housing charges a student accrues through their chapter-owned house.

Board Plans

Residence hall students are required to purchase an approved board (meal) plan. New incoming Students can select either Carte Blanche or 225 Flex; returning residents also have the option of the 150 Flex. If the Student does not specify a preferred board plan, one will be assigned by the University. Students who are members of Fraternity/Sorority organizations participating in a University recognized meal plan within their chapter house must purchase a University meal plan but have the additional option of either the 85 Flex or 45 Flex plans. 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.

Meal Plan selections are for the entire academic year. Students who wish to alter their meal plan must complete the on-line meal plan adjustment form (through MyWitt) before 4 p.m. on the fourth day of classes of that semester. Students who fail to change their meal plan before the deadline will be obligated to their original contract for the semester. Meal plans are reset each semester and there is no refund for missed meals or remaining bonus points at the end of the previous semester. 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 elected a Meal Plan must comply with all of the above procedures and deadlines for changing or cancelling a meal plan contract.

Meal plan usage is not available during breaks and holidays when campus housing is closed; food service options during these periods may be limited or unavailable. The University reserves the right, in its sole and absolute discretion, to change these board plans and policies prior to the start of the academic year with adequate notice to the Student.

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 General Manager of Parkhurst Dining by Thursday of the first week of classes of each semester. To better understand a special need, the student must provide a letter from the treating physician or supervising religious leader explaining the specific dietary needs of the student. 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 a statement from their treating physician or supervising religious leader specifying the diagnosis or religious observation and the accommodations needed AND a statement from Dining Services General Manager confirming that the dining program cannot accommodate their specific medical or dietary needs. The request will be reviewed by the Director of Scheduling and Events, who coordinates dining services, the Associate Dean for Residence Life and the Director of Accessibility Services (if the request is related to a medical diagnosis). The student will then be notified of any modifications or accommodations offered based on the information provided. Requests submitted after the fourth day of class may be deferred until the following term.

Dining Hall Policies

Students must present their I.D. cards in order to use their plan in the CDR or any other dining area. 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 with respect to misuse of Wittenberg University identification. Such failure will result in disciplinary action. 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.

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.

Bonus Dollars are extra funds attached to specific 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. Unused Bonus Dollars will be forfeited at the end of the spring semester.

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.

Students must also comply with all rules governing foods that may not be removed from the dining area. There will be a program that will allow a student to take one meal to-go at each meal (the to-go meal is the meal; if the student wishes to dine AND then take a to-go meal, they must swipe twice as they are using 2 meals). Please request additional information from Dining Services.

In compliance with the Ohio State Board of Health regulations, all students must wear shirts and shoes in food service areas. No animals are permitted in the dining room with the exception of designated service animals (as defined by ADA laws) and approved 4Paws dogs being escorted by their approved handlers.

Housing Assignments, Rates, and Changes

Room assignments are made without discrimination on the basis of race, color, religion, national origin, ancestry, military status, disability, sex, sexual orientation, or familial status. Housing is only provided for the enrolled Student. Assignments for new students are made on a first come basis, with consideration for information provided in the Housing Survey and pairing students of the same gender together. Returning Students select their own room assignments through the Housing Lottery process each spring. The University provides a living unit space and does not guarantee the Student any particular room or specific accommodations.

New deposited students are assigned space during the summer prior to Fall Semester. Roommate requests are honored when both roommates request each other through the housing survey. In the spring, returning students are assigned to their rooms for the following academic year in a housing lottery process. Details and information regarding the assignment process are distributed each spring. Assignments for students starting in spring term are made the week prior to the start of classes based on information available at the time.

Requests for specific housing assignments are honored whenever possible. Singles are generally in high demand and are limited across campus housing. Students with specific housing requests related to documented needs, should work with Accessibility Services to request any necessary accommodations. Once approved, the accommodation needed will be communicated to Residence Life and Residence Life will work to make reasonable accommodation given timing and existing assignments.

Room and Board Rates

The University will set the housing and meal plan rates each spring for the coming fall semester. These rates are valid only for the current academic year. The University does not guarantee that the rates will remain the same for future academic years, or that particular board or housing options will be available. The University guarantees residence hall housing only to first-year and sophomore Students; Students must have 60 credit hours earned as defined by the Registrar to be eligible for University-owned houses and apartments. Rates are related to occupancy and are published online annually after Board and administration approval. Room assignment changes prior to or during the academic term can result in rate changes as dictated by the related housing rate and or the resulting occupancy of the room.

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 or Housing Manager for permission to move. In instances where a student desires to move from one hall/area to another, both the current and the new Area Coordinator or Manager must be contacted for permission to move.

After the start of the term, Students with vacancies will be contacted by Residence Life to meet with potential new roommates. Students are expected to make themselves available within a reasonable timeframe to facilitate requested room changes. Students may not discourage potential new roommates and must participate in these meetings as a good faith attempt to secure a reasonable roommate match. Students who appear to be blocking a vacant space can be charged for the unassigned space.

Residence Life reserves the right to deny room change requests, require mediation with current or requested roommates, set/alter/restrict the timing of a move, or delay/rescind approval for a move based on student, community, facility, or department needs.

Once a move is approved, Residence Life will notify both the current and future roommate(s) of the pending move and timeline. Students must complete the move and check out of their former room no more than 48 hours after picking up the keys to their new room. Failure to abide by the move timeline or instructions will result in fines. The Student's former living space will be inspected for damages and proper move-out after the move deadline has passed and the Student will be charged accordingly.

Consolidation

Should vacancies occur in residence halls during any time in any semester, Residence Life may consolidate these vacancies by requiring the occupants of half-filled rooms to move together. This policy has been developed for the following reasons:

- To make available an increased number of vacant rooms to accommodate students in need of emergency or temporary rooms, including break housing.
- To accommodate students who join University housing throughout the academic year as well as prospective students, if needed, who are considering Wittenberg as the possible college of their choice.
- To minimize 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. Residence Life will notify students with vacancies 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:

- Obtain a roommate and keep their current room as a double.
- Move in with someone else in an under-assigned room.
- 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.)

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 noted as "involuntarily under-assigned," by which the resident agrees to accept any roommate when a new roommate becomes available. 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. 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 the unassigned space (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.

Agreement Length, Termination, and Refunds

The University housing agreement is in effect for both Fall and Spring semesters, or the remaining portion of the academic year if the Student moves into University housing after the academic year begins. Spring semester cancellations are not permitted unless the Student graduates, withdraws from the University, or is participating in an approved academic curricular program with special location needs (i.e. study abroad, Student teaching, etc.). Requests for Spring semester cancellations must be received at least 30 days prior to start of term. 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. The contract is for living space in University housing and not for a specific hall or room, although attempts are made to honor requests.

The term of the housing agreement and Student's right of occupancy does not include any period that the Student is not enrolled with the University, or any period in which the Student has been removed from housing for any reason. Failure to maintain full-time enrollment may result in cancellation of the housing agreement. 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

Living Unit Interim Suspension is 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 they were accused, any sanction imposed permanently removing them from housing will take effect immediately.

Termination

The University may terminate the housing agreement before the end of its term if the University determines that: 1) the Student ceases to be a full-time enrolled student or ceases to attend classes without University approval; 2) the Student is delinquent in payment of their Student account; 3) the Student's behavior demonstrates disregard for the community members or facilities; 4) the Student has violated any term of the housing agreement or any University rule, regulation, or policy; or 5) the Student is, or is required to be, a registered sex offender pursuant to any federal, state, or local law or has been convicted of or pled guilty to a felony or misdemeanor offense including, but not limited to, assault, rape or any violent crimes, or the use, possession, sale, transportation, or distribution of a controlled substance.

Any resident whose agreement is being terminated for other than disciplinary reasons will receive written notice of termination with a hearing date before the Associate Dean for Residence Life, or the Associate Dean's designee, whose decision shall be final. In all other instances, the Student Code of Conduct shall govern the hearing and removal process. If removed from housing, the Student has 24 hours to vacate housing after receiving notice of removal. If the Student is disruptive in any way during that period, the Student will be required to vacate immediately. If the Student fails to vacate within 24 hours, the University reserves the right to remove the Student's belongings, change the locks at the Student's expense, and/or treat the Student as a trespasser. Termination of the University room and board agreement does not terminate the Student's obligations under the housing agreement. The University also may cancel this contract if a disaster, fire, Act of God, or other event shall prevent performance.

Refunds

After the Student receives the room key OR housing opens for the semester, the Student will be liable for all room charges due under the housing agreement for the semester, regardless of whether the Student resides in the room or not, for any reason. Students who withdraw from the University within the semester must move out of University housing within 48 hours following the exit interview. If leaving at the end of the semester, the normal closing schedule is followed. Exceptions, if granted, are at the sole and absolute discretion of the Associate Dean for Residence Life, or the Associate Dean's designee. Before leaving campus, Students must check out of their room with the appropriate staff member (AC or RA). Upon checking out, Students must turn in the appropriate paperwork along with their key.

For Students withdrawing on a voluntary basis, housing and board refunds are granted on a pro-rated basis, according to published University refund policy, through the 5th week of the term and are based on the date of the exit interview and proper checkout and key return (whichever is later). After the 5th week, no refund is granted. Fees are non-refundable. Application for a housing release does not imply automatic termination of the Housing Agreement. If, as a result of a Student disruption, energy shortage, or other cause, the President of the University or the President's designee, in that person's sole and absolute judgment, finds that it is in the best interests of the safety of Students and University personnel and/or University

property to close down the University or any living unit, the Student agrees to vacate the premises upon request by University officials. In the event that the University is closed for reasons stated above, it is agreed between the parties that the University will not be held liable for any refund under the housing agreement.

Facilities: Occupancy, Use, and Maintenance

The Student must make arrangements with Student Financial Services regarding payment of their term bill in full prior to being issued a room key or moving belongings into the space. Failure to pay the Student account at any time could jeopardize the Student's ability to reside in University housing. The Student is responsible for the condition of the assigned room and University property within it from the time of key issuance or start of term until the time of key return or end of term regardless of physical presence of Student and/or their belongings. This includes responsibility for any furnishings or fixtures added to the room by the University during that time. The University assumes no liability or responsibility for personal belongings while they are present in University buildings. Students are strongly encouraged to carry their own renter's or property insurance for the duration of their residency with the University. University-issued furniture and fixtures must remain in the location to which they were issued (i.e. furniture should not be moved between rooms, common spaces, or residences). Failure to abide by this regulation may result in disciplinary action and/or fines for the residents of the respective living unit or community. The University does not offer storage for University-issued furniture or fixture or for students' personal belongings at any time. University housing may not be occupied by any other person than the Student assigned; the Student may not allow any other person to occupy or use the room beyond guest policy limits. The Student may not use any University housing for for-profit activities or sublet their housing space in any way.

For more information about campus amenities, please visit www.wittenberg.edu/reslife

Residence Halls

Each student is provided with a bed, desk, desk chair, dresser space, and closet/wardrobe space. Each room is equipped with a room light and window blinds or shades. Some rooms offer mirrors, bookshelves, task lighting, and/or air conditioning. All residence halls offer community bathroom, laundry, and computer lab facilities as well as hall-wide wi-fi access. Upon request, the University provides local telephone service, caller ID, and call messaging if the student provides a room telephone. 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. The coin-free 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. Residents are not permitted to wash/dry non-resident 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. Microwave units are provided for student use in the lobbies of each residence hall. These are to be used for snack preparation only. Coin-operated vending machines are located in most residence hall. The number of machines and selection of food products depend upon the size of the hall and the needs of its occupants. Common space lounges are provided for studying, programming, or social activities; priority is given to studying and programming. Other uses for these areas must have the approval of the Area Coordinator. Groups requesting use of a residence hall lounge must submit the request through Events and Scheduling who will then contact the respective Area Coordinator. Consideration will go to student

groups with a majority of building residents. Problems should be referred to the Area Coordinator or Residence Life office so that outside groups are not infringing upon the rights of building residents. It is the responsibility of all residents to keep the common spaces clean and to remove their own trash from the area. Individual room furniture should not be placed in any common space.

Sprecher and Keller Apartments

Keller (4-bedroom) and Sprecher (3-bedroom) apartments are fully equipped with sofa, chairs, coffee table, and dining table/counter and seating. Each resident has a private, lockable bedroom furnished with one bed, dresser, desk, desk chair, and closet. The fully equipped kitchens have fridge/freezer, stove/oven, range hood/microwave combo, and dishwasher. Apartments feature central air/heating, carpeting throughout living room and bedrooms, patio/balcony, exterior entrances, mini-blinds throughout, and all-inclusive utilities (electric, gas, water/sewage, trash). Apartment amenities include cable, campus internet/wireless, resident-only parking, security lighting, and common laundry room. The laundry rooms are kept locked and are intended for resident use only (each apartment has its own laundry room key). Laundry machines are coin-operated. It is the responsibility of all residents to keep the laundry room and stairwells clean and to remove their own trash from the area. Individual unit furniture should never be removed from the unit or used outside.

Traditional Houses and Apartments

University houses and apartments are equipped with full kitchens, bathrooms, and include all utilities (gas, electric, water, sewer and trash). Students are responsible setting up their own telephone, cable, and internet accounts (access points are available in all properties). Most properties are not furnished and require students to bring their own furniture. None of the traditional houses or apartments have university-provided laundry machines although some may have hook-ups available. All properties have heat service but most do not have central air. All units have kitchens equipped with fridge/freezer, stove/oven, and sink; some have dishwashers as well, although it is not common. If residents want to bring in other appliances not already present in their unit (a/c units, laundry machines, etc.), they must request permission in advance and get approval from Residence Life and Physical Plant prior to bringing the appliance. Students should keep in mind overall electrical draw of the appliances they wish to bring. The resident is responsible for appropriate, safe, and complete installation and removal. Students are responsible for any damage, service interruptions, or excessive utility use their additional appliances cause.

Maintenance

Student agrees to keep the residential property, the appurtenances, equipment and fixtures therein, in a clean and sanitary condition and in as good a condition as when the Agreement began, excepting normal wear and tear expected. Normal wear and tear means deterioration which occurs without negligence, carelessness, accident or abuse. Students shall use reasonable diligence in the care of the residential property and shall be responsible for:

- Containing trash in a clean, safe, and sanitary manner by packing it securely in containers or plastic bags and placing it designated trash receptacles frequently enough to prevent sanitation, odor, pest, or other facility or community concerns.

- Keeping food products securely contained and properly monitored/disposed of to prevent pest and sanitation concerns. Reporting concerns promptly.
- When the living unit is unoccupied for more than 48 hours during heating season, student shall set the thermostat at 60 degrees Fahrenheit. When living unit is unoccupied for more than 48 hours during air conditioning season, student shall set the thermostat at 78 degrees Fahrenheit.
- Reporting facility and maintenance concerns promptly to avoid facility damage, physical harm, or community disruption. Refraining from making one's own repairs to University property.
- Promptly stopping or reporting individuals who are causing harm to facilities.
- Knowing and observing common fire safety practices (see below). Reporting concerns immediately.
- Practicing common sense personal and building safety behaviors (see below) including ensuring all windows and doors are locked when living unit is unoccupied. Reporting concerns immediately.
- Avoiding behaviors that interfere in normal building or system operations including opening windows while heat or air conditioning is running (unless given University instruction to do so), placing inappropriate or excessive material in drain lines, overflowing or misusing designated trash receptacles, disabling or altering fire safety or evacuation systems, etc.
- Avoiding any practices that would cause permanent change in facility condition including using nails, screws, or other implements or adhesives that would alter the facilities; installing any permanent or difficult-to-remove fixtures including mirrors, shelving, bars, satellite dishes or antennae, external structures, painting walls, etc.
- Avoiding behaviors that promote disregard for or destruction of facilities, including fire safety violations, pranks, public drunkenness, gatherings of unknown size and individuals, unauthorized tagging or other graffiti art, abandoning property, dumpster diving (or other similar means of bringing abandoned property into University facilities), negligent use or abuse of utilities, etc.
- Ensuring that any decorations on the exterior/public facing surfaces are appropriate for public display within our campus and local community. Students hanging their own window coverings must use materials intended for use as a window covering without causing permanent damage to the surface; students should refrain from using sheets, flags, posters, etc. as window coverings.

Students in University Houses and Apartments shall additionally be responsible for:

- Observing the rules, restrictions, expectations, and requests set forth by the city ordinances regarding property use and care as well as service providers such as trash service and utility providers.
- Utilizing provided trash and recycling receptacles to contain trash in a clean, safe, and sanitary manner. Maintaining the receptacles and keeping them in good, reasonably clean condition. Moving receptacles to the curb each Sunday night for Monday morning pick-up (or as community trash service schedule dictates) and removing receptacles promptly from curb after pick-up as specified in city ordinances.

- Keeping lawn and porch areas free from all furniture except that which is expressly designed for porch and outdoor use. Refrain from installation of swings or hammocks (other than those with their own freestanding support frame). Non-University installations of any kind are not permitted on any columns, roofs, or ceilings, floors, or walls (interior or exterior).
- Keeping lawn and porches free of trash and debris; promptly correcting issues as they occur. Removing lawn games and materials after each use daily so as to not interfere with University processes.
- Refraining from use of items that would interfere with University maintenance processes including but not limited to: lawn stakes, dog tethers, landscaping edging (or unapproved landscaping materials), non-University installed locks or latches, etc.
- Being conservative and conscientious in utility usage. Properties that show unusual amount of utility usage or incur excess charges from utility providers may be charged for excess use at the end of term.
- Preventing broken water pipes due to freezing by maintaining an indoor temperature of at least 60 degrees (reporting heating issues promptly), keeping windows closed, and running all faucets in premises at least once during freezing temperatures.
 - Promptly eliminating any condition that may be dangerous to health and safety, including: Removal of ice/snow from porches, walkways, and driveways.
 - Cleaning up any broken glass or similar hazards from lawn, walkways, and driveways.
 - Replacing light bulbs (lightbulbs and ladder are available at Residence Life) or reporting any need for assistance in the replacement of lightbulbs immediately.
 - Replacing smoke detector batteries (please note that smoke detectors are checked each summer and batteries replaced as needed) or reporting any need for assistance in the replacement of smoke detector batteries immediately.

In an effort to combat litter around our houses and apartments, issues with property care and upkeep related to unallowed items, trash, and debris on porches, lawns, walkways, and driveways are subject to the litter citation policy. Litter is any waste material, garbage, or rubbish, including but not limited to food, food wrappers/containers, paper, cans, bottles, cigarette butts, ashes, or discarded debris, as well as any unallowed items as listed in Residence Life policies visible on the property. Litter citations can also be issued for trash receptacles that are clearly overflowing, trash piled at the curb, or failure to remove trash receptacles from the curb within 24 hours of trash pickup. Residents are responsible for picking up the debris in their respective yard regardless of how it came to be there or who placed it there.

Property citations will be issued by Wittenberg Police Division for litter in residential areas as follows:

- One citation will be issued for each occurrence. Each new day after initial citation is a new occurrence. Citations will be delivered in person and by email.
- The citation is for the ENTIRE house. Every student residing in the house will be listed

on the citation. In houses containing multiple apartments, in which it is not easily determined which unit is at fault, all units will be included in the citation. All occupants will be held accountable and included on the citation, whether they are home at the time of the offense or not.

- Offenses stay with the house for the entire academic year (reset each fall at start of term). A new student moving into a house with previous offenses, starts at the current level of the house.

Litter citation consequences are:

- 1st Offense - Warning
- 2nd Offense - \$50 per resident
- 3rd Offense - \$100 per resident
- 4th Offense and any subsequent - \$100 fine and Referral to Student Conduct

Damage Charges

The Student is responsible for any damage to the individually assigned unit and common spaces within the hall, house, or apartment. 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. If those responsible for the loss of, or damage to University property cannot be ascertained, the amount of the loss or resultant repair will be leveled, on a pro rata basis against the entire house, apartment, hall, floor, or Student population, at the discretion of Residence Life. Furnishings and fixtures removed without written permission of the Associate Dean for Residence Life will be presumed lost, and the Student will be charged the full replacement cost for items missing from the room at check out. All of the Student's personal belongings must be kept in the Student's assigned space. The Student is responsible for ensuring that all personal property is removed at the time of checkout.

- Students can be held responsible and charged for:
 - Plumbing stoppages and damages caused by foreign or improper objects in lines;
 - Excessive, unusual, or negligent use of utilities;
 - Damages to doors, windows or screens;
 - Damages from windows or doors left open;
 - Pest control treatments other than preventative measures;
 - Misuse, negligence or abuse of facilities;
 - Lost or misplaced keys; unauthorized lending of keys, failure to secure property;
- All damages resulting from student's failure to properly notify the university of needed repairs.

Charges are based on a standard charge list that takes into account the range of property variations present in campus housing, material cost, and labor expenses. This standard cost table is developed to balance impact on individual students regardless of what property they are assigned while ensuring repair costs are generally covered. Students may view this standard Charge sheet anytime on the Residence Life webpage; this charge list is update prior to August 1 each year. Damages that are extreme, excessive, or extensive may be charged at a higher rate. While student may be tempted to perform their own repairs in an

attempt to avoid charges, this is expressly forbidden as it most often results in more time and expense to undo the student-attempted repair and restore it back to University standards. Student-performed repairs will be charged at a higher rate than normal repair charges.

At the end of the term/year/or resident's individual occupancy, damages are assessed based the condition of the space at checkout, the condition at move-in as reported on the RCR, and known history of the property. 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, house, or community. The Residence Life staff inspect all spaces following the end of the term and note any needs or concerns. Final charges are determined collaboratively by Residence Life and Physical Plant. Charges can be assessed throughout the year in response to community or individual behaviors or at the time of mid-term move outs. Charges can be assigned to a student account up to three weeks after the end of term or their mid-term moveout date to allow for thorough inspection of their living space.

Opening and Closing

Every University housing Student is responsible for checking in and out properly. Students are eligible to move into their University assigned space on the date published on the Residence Life webpage. This schedule varies by year based on University, departmental, and facility needs. Students who arrive outside of the designated check-in time may be turned away or charged additional fees (\$100 per day). The Student agrees to vacate University housing: (a) within 24 hours after the Student's last examination, or within 24 hours after termination of the Agreement, unless an extension is granted by the Associate Dean for Residence Life or their designee; or (b) on or before the date and time specified by Residence Life as University housing closing (end of semester and breaks), unless an extension is granted. If any Student occupies a room or residence without authorization any time before or after approved occupancy dates, a fine of \$100 per day will be imposed until the space is completely vacated. A room is not considered completely vacated until all belongings are removed and key is returned.

Check-Ins

When students check into their room, they need to report to the specified check-in location during the specified check-in time (as indicated on the Residence Life website) with a picture ID. The student should ensure all holds have been cleared; a hold can prevent Residence Life from issuing a key or permitting the student to move-in. No student should move in or occupy a space without having been issued a key for that space by Residence Life for the term. Once the student has completed check-in paperwork and received their room key, they should conduct a thorough examination of the condition of their living space to ensure the condition is accurately reflected on the Room Condition Report (RCR). The RCR must be reviewed, updated, and returned to the Residence Life staff within 24 hours of key issuance. This RCR will be used in determining whether the Student has caused damage to University facilities or property beyond normal wear and tear. If the Student fails to complete and return the RCR, the residential property will be assumed to be in good and clean condition with standard amenities provided. It is the student's responsibility to report all needed maintenance repairs to Residence Life staff as needs arise, so that repairs can be made in a timely manner as well as to avoid unnecessary charges.

Check-Outs

The Student must make a checkout appointment with a Residence Life staff member to review closing procedures and the damage assessment process and return the room key. The room will be inspected by Residence Life and Physical Plant professional staff before final determination of damages is made. Please note, RAs/CAs (undergraduate, paraprofessional staff members) do not assign damage charges. Residence Life has the right to assess charges

based on the room's condition, the information on the RCR, and whether or not the Student checked out properly. Please refer to the standard charge sheet for potential costs. If a Student does not return the room key there will be a charge for a lock change. The Student also shares responsibility for condition of the living unit's common spaces. Failure to report a lost key during the term will result in a higher lock change charge at the end of term. The Student must remove all personal belongings from the room and common spaces at the time of checkout; any belongings left behind will be considered abandoned and the Student will be charged for the removal or disposal.

Break Housing

Residence Halls are closed during the Thanksgiving, Winter, Spring, and Summer break periods. If the Student wishes to make arrangements for break housing (if offered), they must contact Residence Life at least one month in advance of the break period. Break Housing is not guaranteed, may carry additional fees, and may require temporary relocation. There is no Residence Hall access during any break period.

Students in University houses and apartments are permitted to stay in their assigned residence during in-semester breaks (Thanksgiving & Spring). Fall residents registered for Spring semester who are in good academic standing and have no holds are permitted to stay in their assigned house or apartment during Winter break, although this may carry an additional charge. If a fall resident is not registered for spring semester for any reason, they are expected to vacate their residence and complete a checkout by housing closing in December or within 48 hours of the status change. Students will be asked to rsvp for break housing so that Residence Life can maintain an accurate roster of occupants in residence during the break period.

Any housing needs past spring housing closing (or approved commencement closing) are considered part of Summer Housing; including requests from residents to keep belongings in their University house or apartment. Students engaged in university related activity (taking classes, completing research, working on campus or at an internship site, etc.) can request summer housing. Please note that all requests are subject to review and housing is not guaranteed.

Summer housing location and availability will depend upon facility and University needs. Summer housing placements will take into account spring/fall assignments as well as credit hours. Not all properties will be available for summer housing. There is no subletting of properties permitted for any reason; University houses and apartments are only available to individuals assigned to the property in the preceding spring semester and subsequent fall semester. There is no storage of personal belongings over the summer. Students not approved for summer housing found to be occupying or storing belongings in summer housing may be charged for the entirety of summer housing. Move schedules will be determined by Residence Life based on facility and departmental needs. Summer housing carries separate fees, meal plan requirements, and agreement signing.

All students are required to follow all break closing procedures as advertised by Residence Life and may be subject to fines for failing to do so. The University reserves the right to require key return and/or limit what can be left in the room over break. All residences will be inspected at break closings for compliance with closing procedures and fire safety. All Residence Life and University policies are still in effect during break periods. No guests are permitted during break periods without prior permission from Residence Life. Failure to follow policies may result in immediate removal from break housing.

Community Expectations and Standards

Every successful community depends on its members understanding different lifestyles and respecting the rights of others. Taking responsibility for your own actions and for the well-

being of your fellow community members is the spirit of living in a residential community. Residential rights are protected along with your right to redress grievances without fear of intimidation or retaliation within the community.

At the beginning of each semester, each residence hall community will meet to discuss residential policies as well as their individual community expectations. Hall, house, and apartment roommates, and even multi-unit neighbors, are encouraged to also engage in a conversation about expectations. This discussion should include how the community members plan to meet those expectations and ways in which they can address behaviors that do not meet expectations or behaviors that are negatively affecting members of the community. These conversations presume that each resident has reviewed the Residence Life Policies and will actively engage in the conversation. Communities have the ability to adapt policies to meet the needs of that particular community as long as they still meet the minimum expectations laid out in the Student Handbook. RAs facilitate these conversations and have the ability to participate as a member of the community (i.e. they are expected to encourage community agreement but are not allowed to make executive decisions about the standards unless proposals would violate published or posted policies).

Violations of community standards are enforceable through the conduct system and may result in fines, removal of privileges, and/or other sanctions as appropriate. Examples of things communities can discuss and alter to fit their particular needs include: quiet hours, visitation, bathroom designations, public space use, etc. Again, standards set by the community cannot be less than the expectations set forth in the Residence Life Policies. Standards should be agreed upon by consensus, not majority vote. This places the burden on students to fully represent their concerns and needs and think creatively about how to best meet the needs of all community members. If a community cannot arrive at consensus, the default is the expectations laid out in the Residence Life Policies.

Roommate Rights & Responsibilities

Sharing living space involves knowing and respecting the rights and responsibilities of others (especially your roommate(s)) and yourself. This requires mutual commitment to respect, communication, understanding, compromise, and respect. You will find that sharing a room, house, or apartment with another person(s) requires open and honest communication, cooperation, and compromise. Relationships of any kind involve a bit of work, some give and take, and understanding. The rights and responsibilities listed below are a suggested basis for agreements between roommates & housemates (hereafter referred to as roommate). To a large extent, your relationship with a roommate(s) is dependent on mutual consideration of the feelings and needs of the other person(s). Please remember that with every right goes the responsibility to respect that same right when it is exercised by another person(s). All residents have:

- The right to a safe and secure living environment. This includes:
 - The responsibility to keep doors locked, to not prop doors open, to not allow unescorted guests inside.
 - The right to expect that personal property will be respected and that reasonable security of the space will be maintained, and the responsibility to afford such respect and security to one's roommates.
 - The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
 - The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility to not to engage in any such behavior toward others.
- The right to read, study, and sleep free from undue interference from roommates and guests and the responsibility to give the same courtesy in return. This includes:
 - The responsibility to observe quiet hours, to keep your stereo, television,

- computer, and voice at a reasonable volume in your space, and to remind guests and others that you expect the same of them.
- The right to privacy and to the proportionate use of the living space, both in terms of physical space and time, and the right to be free of unwanted guests in your space. This includes:
 - The right to freely access to one's space and the responsibility to afford the same courtesy to one's roommates.
 - The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
 - The right to host guests in accordance with residence life policy and the responsibility to ensure that you and your guests do not violate your roommate's rights or interfere with his/her use of the space.
 - The responsibility to let your roommate(s) know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. This includes:
 - The responsibility to listen fully to your roommate(s) wishes and concerns and explain clearly your wishes and concerns.
 - The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
 - The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.
 - The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
 - The responsibility to examine your own behavior when confronted by another and to work toward resolving conflicts.
 - The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary.
 - The right to know what is appropriate and inappropriate behavior in your living environment. This includes:
 - The responsibility to read the information provided to you by Wittenberg University including but not limited to, your Room and Board Agreement, the Student Handbook, the Residence Life website, and communication from Residence Life via your Wittenberg email, postings, or mailing.
 - The right and responsibility to report any violation, whether or not you were personally affected by it.

(Adapted from University of Cincinnati, George Mason University, and University of Evansville)

It is important to note that a room/house is a private space that should be shared equally by all roommates. As a responsible roommate, it is not appropriate to engage in any activity which would deny your roommate access to the room, or make them feel uncomfortable while in the room. If roommates are experiencing a difficult situation and cannot figure out how to confront the problem, we suggest involving one of the Residence Life staff (RAs, CAs, or ACs). Please be aware that, should roommates not be able to come to a resolution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, the Residence Life staff may take further action to resolve the conflict. This may include disciplinary action or a room change.

Roommate Conflict

At the beginning of each year, roommates should meet to discuss needs, concerns, and habits and establish a set of shared expectations and responsibilities for the year. Residents are strongly encouraged to put this into writing and each sign this roommate agreement to demonstrate all roommates agree to and understand the expectations and responsibilities discussed. Should conflict arise throughout the year, students should refer back to this agreement and use it as a basis for conversation. If the situation does not improve or

residents feel they cannot have this conversation, they should contact their RA and he or she will coordinate a meeting with the 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.

Students must observe all rules, regulations, policies, and procedures set forth by the Board of Directors, Administration, Student Senate, Faculty, Residence Hall Association, or any other University body authorized to make rules, regulations, policies, or procedures. The University may terminate the housing agreement at any time for violation of residence hall regulations, or for conduct which is detrimental to the Student, other residents, or the community living environment.

Access and Control

Residence halls are locked at all times; residents will be issued a key/access card that grants them access to the building as well as their individual room. Houses and apartments have an exterior house lock as well as individual bedroom locks; multi-units may have a shared exterior door as well as in individual unit door. Assigned residents will be issued a key for the unit, any exterior shared entry, as well as their specific bedroom. Keys/access cards are the property of Wittenberg University and are non-transferable. Protecting access is vital to maintaining the security of campus housing. With that in mind, all residents must abide by the following policies:

- Keys/access cards are security instruments and should be treated as such at all times.
- Keys/access cards should be kept in the owner's possession and not left unattended at any time. Residents may not lend their key or access card with any person (resident or not) at any time. Sharing of University housing keys/card access will result in a fine and a conduct referral. Continued issues with hall access may result in community fines and/or loss of privileges.
- If the Student violates these security measures or otherwise jeopardizes the security of any University housing, the Student will be subject to a fine and referral to the conduct process. Possession of unauthorized keys/cards or the duplication of keys will result in disciplinary action.
- University issued keys and cards must be returned when residents vacate rooms and failure to do so will result in a lock change charge (minimum \$150).
- Residents are expected to lock their door when leaving the room and should carry their room key and student ID at all times.

Entrance to any residence through any means other than the use of a University-issued personal key is strictly prohibited. Any student or community found propping doors open, using windows as entrances, using keys or cards not issued to them directly, or other means of inappropriate access will face substantial fines and conduct referral.

Students should never enter another student's room/residence without the express consent of all residents assigned to that space. An unlocked door or open door is not permission to enter.

Lockouts

If a student is locked out of their room, house, or apartment:

- For residence halls, during duty hours (Sunday-Thursday 9pm-1am; Friday-Saturday 9pm-3am), contact the RA on Duty for your community.
- Outside of duty hours or for the Witten'Burbs, contact Wittenberg Police Division.

Student must provide ID to be let into the room. Students are only permitted access to their assigned room; no staff member will grant access to a room of which the Student is not the assigned occupant.

Student must produce their room key upon being let into the room. If the key is not readily available, the resident must bring their room key to their Area Coordinator or the main Residence Life office within 24 hours of the lockout for verification that the key is not lost. If the resident fails to produce the key within 24 hours, a lock change will be ordered (see below).

During the first week of fall and spring semester, students will be issued warnings regarding the lockout process. Beginning the 2nd Monday, the consequences below will be implemented, regardless of whether or not an individual student has received a prior warning. Lockouts will be tracked by Police Division and Residence Life. Lockouts will be charged as follows:

- 1st lockout - \$10 fine
- 2nd lockout - \$15 fine
- 3rd lockout - \$20 fine
- 4th lockout - \$25 fine and referral to Area Coordinator/Residence Life for failure to control key
- 5th lockout - \$50 fine and conduct referral
- After the 5th lockout, the fine will double each time and the student will be referred back to conduct and face substantially higher fines, mandatory lock changes, and possible loss of privileges including removal from University housing.

Lost Keys and Lock Changes

Residents must notify their Area Coordinator or the main Residence Life office immediately if their key is lost. Upon reporting the loss of their key, a lock change will be requested of Physical Plant by Residence Life. Because a lost key presents a security risk for all occupants of the residence, a student who fails to report a lost key immediately may face substantial fines in addition to a lock change charge. If the Student finds the lost key, they must return it to a member of the Residence Life office immediately. If a lock change has already been completed, the resident is still responsible for the charge. Any student who does not return their room key upon vacating their assigned residence hall space will be charged for a lock change. Lock changes will be charged at a minimum of \$150. If a student fails to report a lost key or waits until the end of the term, the lock change charge will increase to \$300 due to the extended risk in which the student placed the members of that residence. Key replacements are not available; lost keys will always result in a lock change. All students are responsible for returning any existing keys when a lock change is performed; failure to do so will result in lock change charges being applied. Physical Plant will not issue keys directly to students.

University Access

By entering into the housing agreement, the Student specifically authorizes the Dean of Students, or their designee, a law enforcement officer, or any worker authorized by the University to enter the Student's living unit for the purposes of law enforcement, enforcing University policies, inspection, maintenance, repair, improvement, or wellness concern. The University also reserves the right to conduct regular fire and life safety inspections of living units and individual rooms during fire drills, hall closings, and throughout the academic year without notice. When a University employee acting in an official capacity knocks and identifies their self as such, the Student must respond to the knock by opening the door. If the Student is not present at the time, or does not respond, the University officials may key into the room. The Dean of Students, their designee, or a law enforcement officer may conduct a room search 1) to investigate suspected illegal activity, violation of University policies, and/or violation of health or safety regulations; 2) in case of emergency; or 3) to recover University property.

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. The university may also enter to exhibit the residential property to prospective or actual purchasers, mortgages, students, workmen, and contractors.

Guest & Visitation

A guest is defined as a non-resident of the building/house/apartment who is present at the invitation of a Wittenberg student or is received by a Wittenberg student, including fellow students not assigned to that residential space, friends, significant others, and family members.

Guests must be escorted at all times when inside residential space (any space to which only assigned residents have key access). Visitors who are unescorted will be required to leave the residence immediately, and the host student may be subject to disciplinary action. Failure to escort guests can result in fines, conduct referral, and loss of privileges.

Overnight guests of students are welcome in University residences on a limited basis, with roommate(s) approval. All overnight guests are limited to no more than three separate instances per semester with a maximum of three consecutive days per visit (9 days maximum each semester). Guests are not permitted to cohabitate with residents. Hosts permitting guests to stay beyond these limits can be fined \$100 per day that the guest is in residence without University approval, backdated to when the visit first exceeded policy limits.

Violations can result in conduct referral and loss of privileges including removal from housing and guest restrictions.

Hosts are required to inform guests of all pertinent University regulations. 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 residence. Students also may not invite or host any person on or within University property or facilities that has been issued "no trespass" orders. University staff reserve the right to ask guests to leave the premises if their behavior is inappropriate.

The Student assumes full responsibility and liability for the behavior and actions of their guests, whether the guests are University Students or not. Guests who are students of

Wittenberg University share responsibility for their behavior with their hosts. The University is authorized to charge the Wittenberg student account of any and all individual students with the additional payment. Continued violations can result in conduct referral, additional fines, and/or restrictions and loss of privileges.

Minor Guests

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 the Minor Registration online at least one week in advance of the visit. This form shall include emergency contact information for the parent or guardian and the host, known medical conditions, and dates of stay. The minor guest must abide by all University policies and local, state, and federal laws; 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. Minors younger than the allowed range, or those who do not have a complete Minor Guest Registration will not be permitted in residence; the parent/legal guardian or their designee will be required to pick them up from campus immediately.

Noise, Quiet Hours, and Courtesy Hours

Reasonable noise levels must be maintained at all times in student residences because they are primarily educational facilities. Students may have radios/stereos, sound systems, televisions, and other musical equipment, but should use them with concern for those living in the immediate area. 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, annoys other residents, or violates local noise ordinances. Any noise amplified or not, should be controlled so that neighbors both inside and outside the residence are not disturbed.

Residents should not place speakers or sub woofers in/facing windows or turn the volume/bass to an excessive level.

Quiet hours are maintained in residence halls from Sunday-Thursday 10pm-8am and Friday-Saturday midnight-9am. Each hall may establish quiet hours beyond this time. Courtesy hours are always in effect. If a student has a complaint about noise, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then Residence Life staff should be notified. Twenty-four hour quiet hours are mandatory during finals week each semester, beginning the evening of the last day of class and continuing through hall closing.

Students in University houses and apartments must abide by local ordinances regarding noise and hours of restrictions (10pm-7am). Students may not host or consent to any living unit, street, or block parties without written permission from Residence Life. The Student will 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 unit or property.

Fire and Life Safety

Unauthorized access:

Students are not allowed on ledges or roofs of any buildings at any time. Balcony access is limited to properties in which it was expressly granted; failure to abide by balcony occupancy limits will result in loss of balcony access. Fire escapes are to be used only during training drills and alarms. Basements are only to be accessed for purposes of laundry hookup use or breaker/fuse box access where property layout necessitates. In general attics, basements, crawl spaces, garages, storage buildings, maintenance closets, and similar areas are strictly off limits for students unless given written permission by Residence Life.

Emergency Equipment:

Tampering, damaging, or inhibiting the use of emergency equipment in any University housing 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. University house and apartment residents must keep smoke detectors and any University-provided extinguishers in good working order at all times.

Smoke detectors are installed in each living space according to code; some are hardwired, some are battery-powered. All smoke detectors 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.

Witten'Burbs residents are responsible for testing and inspecting each smoke detector each month during their housing agreement period to insure proper operation and to promptly advise the university of any apparent defects. If students need training or assistance on how to fulfill this responsibility, they must contact Residence Life. Smoke detector batteries within the Witten'Burbs are checked and replaced as needed each summer. Residents are responsible for changing batteries during the academic year; failure to do so can result in disciplinary fines and damage charges.

Carbon monoxide detectors are installed in all residential facilities; some are in combination with the heating system or smoke detection system, some are stand alone detectors. Students should not tamper with carbon monoxide detectors at all. These are checked each summer for correct operation. If a detector begins beeping at all, students should report it to Wittenberg Police immediately and leave the residence. Beeps can indicate a need for cleaning, replacement, or presence of carbon monoxide.

Tampering with life safety equipment is grounds for disciplinary action, a minimum \$250 fine as well as repair costs of the equipment. If any detection equipment is sounding, residents must vacate the premises and report the alarm to Wittenberg Police. Failure to evacuate during an alarm will result in a conduct referral and a \$100 minimum fine.

Allowed/Not Allowed Items:

Many typical household items have the potential to be problematic, even hazardous, if misused or not kept in proper repair; some draw pests, some interfere in facility operation and use, some have higher likelihood to cause damage or injury. Recognizing that some are potentially more problematic than others, the following guidelines, regulations, and restrictions have been established. Please note that the University may alter this policy to include any item or activity that the University deems at its own discretion potentially: (1) unsafe, (2) damaging to University property, or (3) permanently altering to University property is prohibited.

Items NOT permitted in any campus housing:

- Hoverboards of any kind
- Candles, incense, plug-in air fresheners, oil lamps, oil or wax warmers, or any item with an open flame
- Triple/quad sockets, plug multipliers, or power strips; extension cords that are not UL approved or have visible signs of fraying or breakage
- Portable cooking or warming devices including toasters, convection/toaster ovens, slow cookers, pressure cookers, waffle irons, griddles/grills, hot plates, electric pans/skillets/woks, oil fryers, rice cookers, hot pots, oil popcorn poppers, bread machines, microwaves, etc., and any items with exposed heater coil/element

- Heaters or air conditioning units of any type
- Appliances over 120 volts AC, 60 cycles, 200 watts, or 2 amps
- Halogen, oil, lava, or sun/heat lamps
- Homemade or store-bought lofts (any loft other than those available through www.bedloft.com)
- Microwave or microfridge other than the microfridge available through the university approved vendor. Converter boxes that alternate power between a stand-alone microwave and refrigerator are not allowed.
- Pets (any type, except fish - maximum one 10 gallon aquarium per student)
- Power tools, spotlight/floodlight, wireless router, or other devices which have potential to disrupt community
- Firearms, weapons, fuel/flammable liquids, or other dangerous or hazardous material
- Water-filled furniture or apparatuses such as waterbeds, pools of any kind, hot tubs, or liquid-filled containers of any kind over 10 gallons
- Otherwise acceptable small appliances such as coffeepots or irons that are not UL approved or do not have an auto-shut off feature
- Homemade or home-modified appliances

This is not an exhaustive list of the electrical appliances and pieces of equipment that are not suitable for use in campus housing. The student must obtain written approval from Residence Life prior to bringing or using any item that does not clearly fall within the range of allowed items. All appliances and electronics used in campus housing must have the original Underwriter's Laboratory seal. If an unapproved item is found in a campus housing space, the item will be confiscated and a fine assessed. The list of items not allowed, restrictions on use and storage, and permitted specifications can be altered at the University's choosing based on currently available information.

Items allowed in campus housing:

- Refrigerators are permitted provided they are within the following limits:
- 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 are permitted provided they are from the approved University vendor. No other microfridges are permitted. Converter boxes that alternate power between a stand-alone microwave and refrigerator are not allowed.
- Students in University houses and apartments should avoid adding additional refrigerators or freezers to their residence due to overall electrical draw.

For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside of 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.

All other small appliances such as hot combs, electric razors, electric toothbrushes/water picks, make-up mirrors, electric blankets, heating pads, blenders, hot water makers, closed-coil popcorn poppers, computers, lamps, clothing and hair irons, etc. not explicitly forbidden above are permitted provided they are in safe working condition, UL approved, within the electrical limits listed above, and operated in a safe manner.

Surge protectors (as opposed to plug multipliers) are permitted, provided they are UL approved and in good, unaltered working order.

Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior permission from the Area Coordinator.

Witten'Burbs Exceptions

Living in a house or apartment is a different environment than a residence hall. With that in mind, the following exceptions are permitted specifically for students in the Witten'Burbs:

- Residents wanting to bring in other appliances not already present in their unit such as a/c units, laundry machines, or additional refrigerators must request permission in writing in advance and get approval from Residence Life and Physical Plant prior to bringing the appliance. The Student is responsible for appropriate, safe, and complete installation and removal; any damages caused by or cost incurred as a result of student-added appliances will be charged back to the assigned resident(s). If such approval is granted, it shall be made part of the housing agreement and may be subject to an additional charge. University properties are of a variety of ages and set-ups, therefore not all properties can support all desired appliances. Properties will not be modified to accommodate appliance requests.
- Grills are permitted for use on lawns, provided Students exercise caution and common sense (e.g. ensuring safe distance from structures, trees, etc., staying with grill throughout process, ensuring grill and all components are in good condition, ensuring grill and fuel source is fully out/off and grill is cooled before leaving the area, ensuring users have adequate knowledge about safe grill operation). Grills and fuel including propane tanks, charcoal, and lighter fluid is never permitted within the residential structure (including on porches).
- Microwaves and toasters are permitted provided they are within the electrical limits listed above, in good condition, and UL approved. Students should remain present throughout use, exercise caution, and follow safe operating procedures.

Egress

The path of egress, the path of evacuation, should never be obstructed in any residential space. This includes consideration for arrangement of furniture, adding furniture or belongings, placement of items in rooms and hallways. Items should not be kept in hallways; items that restrict the path of travel further than adjacent exit doorways are expressly prohibited. Items should never block or restrict doorway openings or ability of exit doors to fully open. Nothing should ever be stored in stairwells. Fire doors should never be propped. Items should never be stored near exit doors.

Indoor sports

For reasons of safety and sanitation, games, sports, or activities better suited to outdoors are not permitted inside residential spaces, especially hallways, lounges, stairwells, or other common use areas.

Activities better suited to outdoors are discouraged in houses and apartments as well.

Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any campus housing window. This is a serious safety hazard and will result in disciplinary action and fines.

Decorations

Students may not promote a culture of alcohol by displaying empty containers or packaging in residence halls. Such displays in houses and apartments should be limited, clean of residue, and not harming facilities in any way.

Posters and other decorations may be hung on the walls; however, excessive paper or fabric is considered a fire hazard (more than 10% of the surface). The placement of posters, signs, etc., on the exterior of residence hall room doors, on the exterior of University houses or apartments, or displayed in house or apartment windows is limited to those appropriate to community living. Students are not permitted to attach items to residence hall hallway walls. Students are not permitted to attach items to the any ceilings, light fixtures, pipes, or other fixtures in the room.

Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc.) which damage, mark, or alter surfaces are not permitted.

Any furniture or draperies introduced to campus housing by the resident must meet current fire safety codes for flame retardant rating. The University reserves the right to judge what is safe for its buildings and their occupants.

Modification of facilities

Any tampering with or rewiring of electrical fixtures or telephones is in violation of the total safety of the building. Any tampering with or alteration of any building systems (plumbing, hvac, electrical, drainage, cable/network, etc.) is forbidden and will result in substantial fines.

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 will be removed by Physical Plant personnel, and residents of the room will be 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.

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. Failure to keep screens in place will result in disciplinary action and, fines. Window sills and spaces between windows and screens may not be used for food or storage areas.

Exercise caution and common sense in the use of bunked beds or lofted beds. Students who choose to bunk their beds or use lofts do so at their own risk. For safety reasons, students are not permitted to build their own lofts; the only lofts permitted in the residence halls are those available through the University-approved vendor.

Altering facilities or adding to a facility will result in charges to all assigned occupants. Students are not permitted to remove University-issued furniture. If Student's bring in their own furniture, the furniture must meet all University safety considerations and the University has the right to require removal.

Smoking

There is no smoking or vaping of any kind permitted in any campus housing. Individuals that choose to smoke must do so outside of the residence structure (including porches/balconies) and should take precautions to avoid disrupting others with their behavior (e.g. smoking near windows, walkways, entryways, or littering).

Alcohol

Students who are of legal age may consume alcohol in their room with the doors closed. Underage students may not be present in rooms where alcohol is being consumed. Of-age students in mixed-age rooms, houses, or apartments are permitted to have alcohol in their space but it must be clearly within the of-age individuals possession. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall. Open containers are not permitted in public spaces, including but not limited to sidewalks, walkways, parking lots, alleys, and streets.

Pets

Fish are the only pets allowed campus housing. No other pets of any kind are allowed in campus housing at any time. The only exceptions allowed are for approved service animals, approved emotional support (ESA) animals, and for 4 Paws for Ability dogs approved by our campus 4Paws program. The University reserves the right to limit the number of properties housing 4Paws dogs and handlers. During break periods or time away from campus (generally overnight), owners are expected to take their animals and fish home or arrange for care outside the residence. Students may not give access to their living space to any person who was not issued access by the University. Students may not care for another's animal (even an approved animal) in their own residence if they are not the approved owner. The University reserves the right to designate pet-free areas as needed.

Parking

All registered students are required to register any vehicle they bring to campus, regardless of residence. Hangtags should be displayed at all times. Keller, Sprecher, Faculty Court, & Gamma Phi residents must additionally display their reserved lot sticker for their respective residence. Hang tags and stickers are available through police Division and must be surrendered if a student's campus residence changes or ends. Parking is only permitted in designated area. Vehicles are never permitted on lawns.

Academic Standards and General Academic Information

Please refer to the [Academic Catalogue](#) for Academic Information and General Academic Standards.

School of Graduate and Professional Studies Handbook

The School of Graduate and Professional Studies Handbook is available online [here](#).



Wittenberg University

Ward Street at North Wittenberg Avenue Post Office Box 720
Springfield, Ohio 45501-0720