Wittenberg University Student Handbook
2026-2027

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 found on the Wittenberg website. 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.

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Introduction

Notice of Non-Discrimination

As an institution that values the dignity of all, the University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Wittenberg University does not discriminate based on age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. This includes protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission, Ohio Civil Rights Commission or other human rights agencies, as well as in the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination.

Please see the university's full Notice of Non-Discrimination at the following link:

Notice of Nondiscrimination | Wittenberg University

Letter from the Dean of Student Life

August 2026

Dear Witt Students,

Wittenberg University is a distinctively 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, involvement, and actions to make the most of every moment at Witt.

As your Dean of Student Life, 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 the privilege of learning from each other in this special place. I look forward to sharing this transformational journey with you.

Sincerely,

Gwen Owen

Vice President and Dean of Student Life

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 and 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 fi 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 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. 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. Failure to read the code does not exempt students from being held accountable to its provisions.

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 their conduct from the time of acceptance 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. The Dean of Student Life 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 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, gender abuse or discrimination to the Title IX Coordinator (Gwen Owen, 937-327-7800, oweng@wittenberg.edu or through the Title IX/Sexual Misconduct Reporting Form).

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. Failure to read university emails does not exempt students from being held accountable for the information they contain.

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, investigatory interview, or process outcome 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.

Right to an Advisor, Including Legal Counsel

Any person involved in any proceeding under this policy and procedure may be accompanied by an advisor 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 (Exceptions to this rule exist under the University's Title IX policy). Students who wish for university officials to communicate with legal counsel must sign a FERPA release. 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/Life 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 Office of Student Financial Services 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). 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).

Concurrent Processes

Members of our campus community, students and employees, can go through multiple processes at the same time and/or for the same violation. For instance, a student can go through the university's code of conduct process for vandalism and at the same time be going through the criminal process for the same vandalism incident. Because these are different processes and the standard of evidence is different, the outcome of one process may be different from the other and has no bearing on the university outcome.

The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a university hearing can be held. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued.

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 Student Life's 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, fines, 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 11, Sanctions.

1. Academic Integrity

Violation of the Code of Academic Integrity, including cheating, forgery, bribery/threats, fabrication, plagiarism, and/or facilitating academic dishonesty. Review the Code of Academic Integrity for more information.

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. High Risk/Irresponsible Drinking

Displaying symptoms of excessive alcohol use; putting self and/or others at risk; causing disruption to the community; requiring medical attention; or drinking games. Including the use of gallon jugs or BORGS.

B. Underage Use and/or Possession

Use and/or possession of alcohol under the legal drinking age, including empty containers.

C. Providing to Minors

Providing, distributing, and/or purchasing alcohol for minors. This could apply to students of age, drinking with those under 21.

D. Common Source

Any bulk quantity, common container, or freely available alcoholic beverage that is provided by a student group, member, or guest and that is made available for consumption by any member or guest at a social event. Items include but are not limited to: kegs, party balls, bowls, trash cans, tubs, coolers, etc.

E. Open Container

Possessing an open container of alcohol in a public space. Places such as porches, lounges, hallways, sidewalks, bathrooms, etc. This also includes parked or moving vehicles. An open container can only be in an approved space such as your room or a space that is approved to serve alcohol and in conjunction with Ohio Revised Code 4301.62.

F. Consumption/Possession in Restricted Spaces

Students may not possess or consume alcoholic beverages in academic buildings, athletic events (including intercollegiate, club or intramural practices or contests) and in accordance with Residence Life Housing Policies. Please see Resource Guide A: Alcohol and Other Drug Resources

G. Safe Social Host

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 a $1,000 fine or both. A social host, therefore, risks being fined and imprisoned when they furnish alcohol to a person who is not 21 years of age. Additionally, hosts may be sanctioned for the behavior of their guests that violate university policy, local ordinances or state law. Please see the Safe Social Host Resource Guide for proper guidelines for hosting a gathering.

H. Unsafe Operation of a Motorized Vehicle

Operating a motorized vehicle while impaired or under the influence of alcohol.

3. Commercial Solicitation Activity

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 Student Life or designee. Employees should consult with HR. Please see the Commercial Solicitation Policy in General Policy Statements.

4. 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, creed, national origin, sex, gender, age, disability, military or veteran status, or family relationship to a Wittenberg employee 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.

Wittenberg University complies with all applicable federal and state laws, including **Title VI of the Civil Rights Act of 1964** and **Ohio's Campus Accountability and Modernization to Protect University Students (CAMPUS) Act**, which prohibit discrimination and require institutions to address, and report acts of harassment and bias.

You can report discrimination/harassment here.

5. Disruptive and/or Disorderly Conduct

Conduct, which is disorderly, considered to be unruly, inconsiderate, lewd, indecent, obscene, yelling, constitutes a breach of peace, causes alarm, or interferes with official University business.

A. Unauthorized Recording or unauthorized use of electronic or other devices to make an audio or video recording of any person without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress;

B. Engaging in disorderly conduct, including, but not limited to, direct involvement in a verbal and/or physical altercation;
C. Conduct that is inappropriate, disorderly or disruptive in nature. Examples include, but are not limited to: banging on doors, climbing on roofs, public urination, yelling, misuse of potentially harmful devices such as tasers, use of profanity, or any behavior a reasonable person would deem disorderly;
D. Engaging in pranks or other behavior that causes—or has the potential to cause—damage to university or personal property, or harm to any member of the Wittenberg community or the broader community;
E. Any form of vandalism or damage to personal or University property, person or other entity is unacceptable regardless of intent.
F. Providing false testimony, false information, tampering with evidence, withholding information, etc.
G. Failure or refusal to cooperate in or interference with an investigation by the University including any disciplinary processes.

6. Disturbing the Peace and/or Function of the University

Obstruction or disruption of teaching, research, administration, other Wittenberg University activities including its public service functions on or off Wittenberg University's premises, or other authorized activities.

A. Participating in activities that disrupt the flow or movement of others on campus or at University sponsored events both on and off campus and has not received official support from the University and/or local community officials. This includes but is not limited to: demonstrations, riots, or activity disrupting normal operations of the University, infringing on the right of others and leading and/or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
B. Violation of Wittenberg University's Policy on Dissent and Disorder.
C. Disturbing the aesthetics of the University; including but not limited to causing damage to university grounds.

7. Drugs

The University prohibits the possession, use, consumption, manufacturing, sale or distribution of illegal drugs and/or drug paraphernalia. In this context, illegal drugs encompass substances that are either, not legally obtainable or are legally obtainable but used for illegal or unauthorized purposes constituting a violation of this code. * All forms of cannabis are federally illegal, including medical marijuana, under the Controlled Substances Act. In compliance with the Drug-Free Schools and Communities Act, The University remains committed to its guidelines and will continue to adhere to all federal laws.

A. Illegal Use/Possession

a. Engaging in the active use of illegal drugs is strictly prohibited. This includes various methods, including smoking, inhaling, ingesting, and injecting substances into the body.

b. Possession of illegal drugs is prohibited in various contexts, including on your person (including clothing items), personal items such as suitcases, purses, backpacks, etc., and within your room, house, and/or car.

B. Paraphernalia

a. The prohibition extends to any equipment, product, or accessory specifically designed or altered for the purpose of making, using, or concealing drugs. This includes items such as bongs, pipes, clips, grinders, pens, and similar paraphernalia. Confiscated drug paraphernalia will not be returned to students and will be disposed of by the University.

C. Misuse

a. Misuse of over-the-counter or prescription drugs. This includes, but is not limited to, taking the wrong dosage, not ingesting the drug the directed way (mouth, nose, etc.), or mixing with other drugs or alcohol.

D. **Distribution**

a. Passing of illegal drugs from one person to another, and/or using mail service to purchase, pass or distribute drugs are prohibited. Illegal drugs include drugs that are not legally obtainable as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. This includes sharing of prescription drugs.

*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 become ineligible for federal funding and financial aid programs for its students.

8. Community Disrespect

A. Excessive noise, amplified sound, music or any other mechanism that produces noise that disrupts other students, neighbors and community members is prohibited.
B. Hosting large open parties, 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 including pools or tables left on lawns
C. Furniture intended for indoor use is not permitted outside or on porches.
D. Leaving excessive trash or failing to clean up after gatherings.
E. Failing to return trash cans to house/apartment/townhouse after trash day.

9. Failure to Comply

A. Failure, refusal, or neglect to follow the direction of Wittenberg University officials or agents (which include Resident Advisors), including law enforcement or security officers, acting in good faith and in the performance of their duties. This also includes failure to identify oneself with a valid ID to one of these persons when requested to do so.
B. 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.
C. Violation of Housing/Apartment Agreements.
D. 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 related to discrimination, discriminatory harassment, sexual harassment, computer use, non-smoking, residence life, student employment, and health and safety policies.

E. Violation of any No Contact Order or directive related to behavior toward a member of the Wittenberg campus community, including facilitating, assisting with, or encouraging another individual to violate such an order.
F. Failure to read and respond to official university communications using Wittenberg University's primary means of communication, Wittenberg University email.

10. Failure to Separate/Complicity

Students who witness a violation and fail to remove themselves or report the violation may be charged through the student conduct process.

11. Fire Safety

Fire safety becomes everyone's job when living in a community. Fires can result in serious injuries or fatalities. Threats to fire safety are commonly referred to as fire hazards. A fire hazard may include situations that increase the likelihood of a fire or may impede escape in the event of a fire. You will find additional items listed in the Residence Life policies.

A. Initiating or Contributing to a Fire
   Initiating, causing, contributing, or knowingly causing a fire or reporting false alarms to Wittenberg University and/or law enforcement.
B. Failure to Evacuate
   You must exit the building when the fire alarm sounds. Failure to evacuate a building promptly during a fire alarm or emergency evacuation or re-entering a building before it is deemed safe by authorized personnel is a violation.
C. Tampering with Equipment
   Tampering, damaging, or inhibiting the use of safety or fire equipment that places a facility or community at risk. This includes, but is not limited to, pulling false fire alarms, removing fire extinguishers, and covering and/or removing batteries from smoke detectors.
D. Possession of Prohibited Items
   Candles, incense, and other open-flame or heat-producing items are not permitted in residence halls. See the Residence Life policies for a full list of prohibited items.

   See False Alarms Policy for additional regulations and the Fire and Life Safety Policy for minimum fines and penalties.

12. Gambling

Even though gambling laws have changed in Ohio, there are still stipulations that students must abide by and understand that gambling is the practice of risking money or other stakes in a game or bet and can lead to a compulsive gambling addiction.

A. Sports betting is legal in retail and online sportsbooks.
B. You must be at least 21 years of age
C. You cannot bet on high school sports

D. No NCAA athlete, coach, athletic department staff and non-athletic department staff with oversight can place, accept or solicit a wager on any sport sponsored by the NCAA at any level. Athletes, please see the NCAA policy

13. Hazing

All acts of hazing, both on- and off-campus by an organization, group or any of its members, are strictly forbidden. A violation may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

A. Any activity or action that causes mental, emotional, or physical distress; that ridicules, degrades, embarrasses, confuses, frustrates, or causes discomfort; or that jeopardizes the health, welfare, or safety of an individual or group— when conducted for the purpose of initiating, admitting, or affiliating an individual into or with a student group or organization; continuing or enhancing an individual's membership or status in a student group or organization; or perpetuating or furthering a tradition or ritual of a student group or organization.
B. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing.
C. A violation of Wittenberg University's Anti-Hazing Policy.

14. Non-Academic Dishonesty

A. Withholding information or misrepresentation in any transaction with Wittenberg University or any other entity with whom Wittenberg University is acting.
B. Alterations or intentional misuse of Wittenberg University's documents, records, or identification including but not limited to, electronic software, data, and records.
C. This includes violations of the Guest Speaker Policy

15. Safety & Security

The safety of our students and the Wittenberg community is of great importance. We need to work as a community to keep each other safe by doing our part.

A. Propping of doors is prohibited.
B. Opening secured doors for people you do not know as well as allowing people you don't know to piggyback into secured locations is prohibited.
C. Accessing roofs, attics, ledges, balconies, and basements. Some basements are allowable in order to do laundry; however, social gatherings in basements are not permitted. Please see Residence Life Policies.
D. Possession or use of any weapon is not permitted on Wittenberg University premises. Weapons can include but not limited to: i.e., firearms, bows and arrows, swords, axes, other projectile firing devices such as airsoft guns, paintball guns, gel ball blasters, knives with blades longer than 4 inches, dangerous instruments, explosive devices, fireworks, and dangerous or toxic chemicals. Please see the University's Weapons and Firearm Policies for further information.

16. Sexual Misconduct

Domestic violence, dating violence, sexual assault, sexual harassment, stalking and sexual exploitation that falls outside the scope of the University's Title IX Policy could be subject to adjudication under the Student Code of Conduct.

17. **Smoking**

In Ohio, individuals must be 21 years of age to consume or possess tobacco. When a student engages in behavior, whether on or off campus, that violates university regulations concerning tobacco 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. **Underage Use/Possession**

1.Engaging in the active use of tobacco is strictly prohibited. This includes various methods, including smoking, inhaling through e-cigarettes/vaping, chewing, and ingesting substances into the body.

2.Possession of tobacco is prohibited in various contexts, including on your person (including clothing items), personal items such as suitcases, purses, backpacks, etc., and within your room, house, and/or car.

3. Prohibited products included: Cigarettes, Cigars, Pipe tobacco, Chewing tobacco, Snuff, Snus, Hookah / waterpipe tobacco, E-cigarettes / vapes, Vape pens, Dab pens, Electronic hookahs, E-liquids and vape juice, Nicotine pouches, Dissolvable nicotine products, Smokeless tobacco, Heated tobacco products, Rolling papers, Blunt wraps / hemp wraps, Pipes and vape device components/accessories, Vape batteries, cartridges, tanks, and similar parts intended for nicotine or other tobacco related use

B. **Paraphernalia**

The prohibition extends to any equipment, product, or accessory specifically designed or altered for the purpose of making, using, or concealing tobacco/drugs. This includes items such as bongs, pipes, clips, grinders, pens, cartridges, and similar paraphernalia. Confiscated drug or tobacco paraphernalia will not be returned to students and will be disposed of by the University.

17. Threatening & Endangering Behavior

Threats, intimidation, verbal abuse, physical abuse, harassment, acts of retaliation in any form, coercion, and any other conduct which threatens, disgraces, degrades, or endangers any person or that is severe, persistent, or pervasive.

18. Unauthorized Possession/Use

A. Unauthorized possession, duplication, or use of identification cards and/or keys (including mobile access) of any Wittenberg University premises
B. Unauthorized entry or improper use of Wittenberg University's facilities or premises.
C. Possessing or using a fake ID or an ID other than your own for any purpose.
D. Unauthorized use of Wittenberg University's name, logo, or symbols. Attempted or actual theft or unauthorized possession of Wittenberg or personal property

19. 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: Title IX Policy

Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et seq., is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance.

Title IX applies to all participants of such programs, including students, parents, and faculty/staff members.

A variety of activities are covered under Title IX, including athletic programs, recruitment, admissions, financial aid, and participation in extracurricular programs and activities. For example, Title IX addresses discrimination situations such as unequal treatment of pregnant and parenting students or unequal pay based on gender.

Sex based discrimination includes sexual harassment (which encompasses sexual assault and other forms of sexual misconduct). Wittenberg University complies with Title IX and does not discriminate on the basis of sex in education programs and activities, admissions, or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity.

Wittenberg's Title IX Policy applies to all forms of sex and/or gender-based harassment, discrimination and violence, including sexual violence, stalking, domestic violence and dating violence.

Please visit our Title IX webpage for more information about the policy and the process.

You can report a violation here. There are several resources available to support students through the process, regardless if the violation is reported.

On Campus:

- Wittenberg Police (937) 327-6363 or (937) 327-6231
- Student Health Center; Megan L. Miller, (937)563-4901
- Tiger Counseling Center, (937) 327-7946*
- Student Development/Life - (937) 327-7800
- Weaver Chapel University Pastor, (937) 327-7411*
- Wittenberg Employee Assistance Program (EAP), 1-888-628-4824

Off-Campus

- Police Emergency, 911
- Springfield Police Department, (937) 324-7680
- Clark County Sheriff's Department, (937) 521-2050
- Springfield Regional Medical Center, (937) 523-1000*
    - Sexual Assault Nurse Examiner (SANE) available
- Project Woman, 24/7 Crisis Line, (800) 634-9893
    - Non-emergency (937) 328-5308
- Timely Care Virtual Counseling
    - 833-4-TIMELY (846359)
    - timelycare.com/wittenberg to download the app

- National Sexual Assault Hotline, 1-800-656-HOPE (4673) *
- Clark County Health Department (937) 390-5600*
    - STD/HIV Testing

Other:

https://www.rainn.org

Non-emergency assistance during Business Hours (8:00 a.m. to 5:00 p.m., Monday through Friday):

Faculty & Staff are strongly urged to contact Chief Human Resources Officer/ Deputy Title IX Coordinator, Mary Beth Walter at (937) 327-7517 or e-mail walterm@wittenberg.edu or Director of Human Resources/Deputy Title IX Coordinator, Carol Nickoson at (937) 327-7527 or e-mail nickosonc@wittenberg.edu.

Students are strongly urged to contact the Vice President and Dean of Student Life/Title IX Coordinator, Gwen Owen at (937) 327-7800, email oweng@wittenberg.edu or Assistant Dean of Student Life and Deputy Title IX Coordinator, Kristina Bryant Reed at (937) 327-7804 or e-mail bryantk1@wittenberg.edu.

*Indicates confidential resources. This means that you can speak to these resources without them being mandated to report unless there is harm to you or others.

Section 5: Wittenberg University's Anti-Hazing Policy

Purpose

Wittenberg University has a zero tolerance for any form of hazing as defined in this policy. Wittenberg seeks to promote a safe environment in which members of our living, learning community may participate in experiences and activities without compromising their health, wellbeing, dignity, and/or rights. Hazing can cause irreparable harm to victims, victims' families, and the University community. From a legal perspective, hazing is a crime. From Wittenberg's perspective, hazing is a violation of policy and antithetical to the mission and values of our community. Wittenberg University affirms the dignity of all persons by fostering a community of respect and integrity. Preventing hazing is the responsibility of every member of the Wittenberg University community, including students, student organizations, student groups, employees, and alumni.

Scope of Policy

This policy applies to Wittenberg University students, student organizations, student groups/teams, and employees. This policy also applies to volunteers acting in an official capacity that advise or coach student organizations and/or student groups/teams and who have direct contact with students. Wittenberg University has jurisdiction under this policy whether the conduct occurs on or off-campus. The University will investigate and respond to all reports of hazing as outlined in this policy. The following factors do not prevent conduct from being considered a violation of this policy:

a. Expressed or implied consent; or

b. The conduct not being part of an official event or otherwise sanctioned or approved by a student organization or student group/team.

In addition to this policy, NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, NCAC, and Wittenberg Athletics.

Policy

All acts of hazing, both on- and off-campus by an organization recognized by or operating under sanction of Wittenberg University, or group of 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. The policy will apply only if the hazing takes place between two or more people who are affiliated with Wittenberg University.

What is Hazing?

Hazing includes doing any of the following: Pressuring, causing, forcing, soliciting, or coercing any person to do any of the following, for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or, perpetuating or furthering a tradition or ritual of a student group or student organization:

- Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;
- Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to substantial risk of mental or physical harm; and/or;
- Cause or create a substantial risk of causing mental or physical harm to another/or engage in any act or omission that contributes to the death of another.

Hazing also includes (but is not limited to the following actions, if they happen for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or, perpetuating or furthering a tradition or ritual of a student group or student organization):

- Acts of a physical nature such as: beating, bondage, branding, calisthenics (e.g., wall-sits, sit-ups, push-ups), exposure to the elements, kicking, paddling, pushing, shoving, striking, tackling, throwing items at or on individuals, and/or whipping.
- Acts that may adversely affect the mental health or dignity of the individual such as: exclusion from social contact, kidnapping or abandonment, line-ups or berating; and/or sleep or food deprivation.
- Activities that a reasonable person would view to be frightening, humiliating, intimidating, or deceptive (including deception intended to convince the individual of impending pain, injury, or non-initiation) such as: blindfolding; having individuals yell when entering or departing a physical structure or in the presence of designated individuals; having individuals use designated entrances or exits and/or not permitting them to enter general use facilities or spaces; intentionally creating labor or clean-up work; not allowing individuals to wear certain garments or accessories; promoting servitude; requiring individuals to complete personal errands; requiring individuals to wear apparel that is conspicuous or uncomfortable and/or requiring individuals to wear scant clothing or to be nude.
- Participation in any act of a sexual or lewd nature.

- Activities that endanger, or have the potential to endanger, the academic performance or personal life of an individual (e.g., not allowing adequate time for or interfering with academic commitments, employment, or family obligations).
- Any destruction or removal of public or private property.
- Activities that violate University policies.

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 is prohibited. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing.

Prohibited Conduct

1. Purposefully, knowingly, recklessly, or negligently participating in the hazing of another.
2. Purposefully, knowingly, recklessly, or negligently participating in the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person.
3. Involvement in the planning of hazing and/or being present during hazing.
4. Failing to intervene, to prevent or stop hazing if the individual has prior knowledge of a planned hazing activity.
5. Failing to assist or seek assistance if the individual knows or reasonably should know that another is in danger from effects of hazing.
6. Knowingly making a false accusation of hazing.
7. Failing to report information about suspected Prohibited Conduct if required to do so as a mandatory reporter of the institution.
8. Failing to cooperate in an investigation of hazing, as defined as noncompliance with the student conduct process as outlined in the Student Code of Conduct.
9. Retaliating against or taking adverse action toward any reporting party and/or person.
10. 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 University's hazing policy.

Definitions/Terms

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.

Student organization: Any number of persons who have complied with the formal requirements for Wittenberg University's recognition or registration. This includes all registered student organizations.

Student group/team: Any 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, honor societies, musical or theatrical ensembles, bands or clubs).

Serious physical harm: Includes, but is not limited to, any harm that involves disfigurement, protracted loss of use of or impairment of the function of a bodily part, organ, or mental faculty; substantial risk of death or emergency hospitalization; and or unconsciousness.

Reporting

Wittenberg University encourages anyone who experiences, or has information about, hazing to immediately make a report. Campus safety is our top priority and the University takes all reports of misconduct seriously to protect everyone's health and well-being. Prompt reporting enables law enforcement to collect and preserve evidence and campus officials to gather timely and relevant information to aid in investigations.

A report can be made in person, by telephone, by email, online using the Hazing Incident Reporting Form, or by any other means that results in one of the offices listed below receiving the report. Such reports may be made at any time, including during non-business hours. A report can also be made anonymously, although reporting anonymously may limit the University's ability to investigate or obtain additional information.

To report hazing, any person may contact the following offices or individuals:

- **Wittenberg Police Division**
  - Emergency: 911 or 937-327-6363
  - Non-Emergency: 937-327-6231
- **Submit a Confidential Tip**: https://www.wittenberg.edu/administration/campuspolice/campus-police-divisionconfidential-tips
- **Office of Student Conduct**, Assistant Dean of Student Life and Deputy Title IX Coordinator, Kristina Bryant Reed – 937-327-7804, bryantk1@wittenberg.edu
- **Human Resources**, Director of Human Resources and Deputy Title IX Coordinator, Carol Nickoson – 937-327-7527, nickosonc@wittenberg.edu

Mandatory Reporting Responsibilities for Employees and Volunteers

A "mandatory reporter" must immediately report knowledge of hazing as defined in this policy to the University through the reporting options outlined in this policy. A mandatory reporter who fails to make a timely report, will be subject to appropriate discipline. Each of the following is considered a "mandatory reporter:"

- Any full or part-time employees of the University and graduate assistants.
- Any volunteer acting in an official capacity who advises or coaches student organizations and/or student groups/team and who have direct contact with students.
  - Employees who are required by law to protect confidentiality are exempt from this requirement.

Note: Reports made pursuant to this policy do not supersede or replace other reporting obligations.

Under the law, no administrator, staff member, faculty member, consultant, alumnus, or volunteer of any organization affiliated with Wittenberg, who is acting in an official and professional capacity shall

recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.

Safety Concerns for Students who Report Hazing (Amnesty):

Wittenberg recognizes that individuals may be reluctant to report hazing activity due to a fear of potential consequences for their own conduct. The University provides amnesty to students who report possible hazing incidents and will not be subject to individual charges of policy violation by the University if those violations were a direct result/cause/effect of the hazing.

For example, students required to consume alcohol as part of a hazing incident will not be charged with violations of University alcohol policies. The University may follow up with those students related to those issues as appropriate in a non-disciplinary manner.

Therefore, 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 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.

Wittenberg University considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. For currently enrolled students who, in good faith, seek or obtains medical assistance (calling Witt PD and/or by calling 9- 1-1) for themselves or others, Wittenberg 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. Please find our entire Medical Amnesty Policy in the Student Handbook.

Enforcement and Institutional Response

The Office of Student Conduct in collaboration with the Office of Student Involvement will launch an immediate investigation into all reports of hazing involving students, student groups/teams, and student organizations. When appropriate, other offices may handle certain aspects of the college response including the Office of Human Resources and/or the Wittenberg University Police Division.

The University will determine if interim and/or support measures are needed to protect the safety and/or well-being of others.

The University will follow Sections 6 and 7 of the Wittenberg University Student Code of Conduct to investigate any hazing allegation. These sections outline the student conduct and investigatory procedures the institution follows when a student or student organization, group or team is reported to have violated University policy. Every effort will be taken to complete investigations in a timely manner.

Students, including members of student organizations, groups and/or teams are required to participate in all aspects of the student conduct hearing and investigation procedures.

Wittenberg University may charge an individual student, student organization, group or team with a violation of this policy in accordance with the Student Code of Conduct. Sanctions apply to organizations and/or individual will be imposed in accordance with the severity of the violation.

Wittenberg University will always notify the appropriate law enforcement agency or agencies when a report of hazing is received. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

Sanctions

Hazing is a serious offense of the Wittenberg University Student Code of Conduct, and therefore, is subject to the full range of sanctions (including warning, loss of privileges, disciplinary probation, suspension, dismissal). Violations of this policy by students, student organizations, student groups/teams will be sanctioned in accordance with Section 11 of the Student Code of Conduct.

As outlined in Section 11 of the Student Code of Conduct, 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 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.

Disciplinary Dismissal or Degree Revocation may be the minimum conduct sanction assigned to any student or student organization, group, or team that causes death, serious physical harm or substantial risk of serious physical harm. This includes coerced consumption of alcohol or drugs of abuse that causes death or serious physical harm.

Violations of this policy are subject to referral to appropriate law enforcement or University services, as well as to regional and international affiliated officers of student organizations, for action and prosecution.

Violations of this policy by employees may result in corrective action or discipline (including termination) in accordance with applicable University policy and procedures as outlined in the staff and faculty manual.

Hazing Law

Ohio is one of 44 states that have an anti-hazing law. Individuals may be held criminally or civilly liable. Information pertaining to hazing laws in the state of Ohio can be found in the Ohio Revised Code sections 2903.31, Ohio Senate Bill 126 (Collins Law) and 2307.44. You can find more detailed information regarding these laws at the following links:

Ohio Revised Code 2903.31

Collin's Law (revisions to 2903.31)

Ohio Revised Code 2307.44

Education and Training – Awareness, Prevention, and Intervention

At the start of every academic year the Office of Student Involvement and the Office of Student Conduct will provide hazing prevention education to all incoming students and student group/organization leadership (presidents, captains, advisors/coaches). Hazing prevention education will include information regarding hazing awareness, prevention, intervention, and the Wittenberg University anti-hazing policy. The Office of Student Involvement will record attendance for these educational opportunities.

The Office of Human Resources will provide hazing prevention education to all new hires upon employment to the institution. Hazing prevention education will include information regarding hazing awareness, prevention, intervention, and the Wittenberg University anti-hazing policy. The Office of Human Resources will record attendance for these educational opportunities.

Resources

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.

Campus:

- Office of Student Development/Life - Office of Student Conduct*, 937-327-7800
- Office of Student Involvement*, 937-327-7820
- In-Person Team-Building Activities
    - 30 activities to foster team spirit and trust
    - Teampedia, a wiki made just for team building
- 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 937-327-7818 to request to speak with someone who may schedule a presentation for a group/organization meeting on the topic of hazing prevention.
- Group/organization advisor
    - Recall that as groups and organizations have advisors 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.
- Student Health Center; Megan L. Miller, (937)563-4901

*Staff members from Student Development/Life and Student Involvement are trained in hazing prevention measures. Contact either office to request to speak with someone who may schedule a presentation for a group/organization meeting on the topic of hazing prevention.

Online:

- National Hazing Prevention: https://www.hazingpreventionnetwork.org/

    - A national organization dedicated to its mission to empower people to prevent hazing in college and university student groups.
- StopHazing.org: https://www.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.
- Piazza Center: Piazza Center | Penn State Student Affairs (psu.edu)
    - The Piazza Center for Fraternity and Sorority Research and Reform. The center develops and manages a national scorecard on fraternities and sororities, facilitates national conversations on hazing prevention while also collecting, researching and distributing best practices for hazing prevention.
- Limberlost Consulting: HOME | Limberlost Consult (limberlostconsulting.com)
    - 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.

Policy Review

This policy is maintained and administered by the Office of the Vice President and Dean of Student Life. The Policy will be reviewed each year by the Anti-Hazing Task Force and updated as needed. The annual policy review will include an evaluation of any changes in legal requirements, existing University resources, and the cases reported and resolved during the preceding year.

Reporting and Transparency

The Director of Student Conduct/Assistant Dean of Student Life or Vice President & Dean of Student Life's designee in collaboration with the Director of Student Involvement will create and maintain a website that provides a report of all violations of the institution's anti-hazing policy by student organizations, groups and teams for the current academic year as well as for the previous five (5) academic years. The website will include a brief description of the alleged misconduct, the outcome/finding concerning the alleged misconduct, and any corrective action or discipline taken.

The reports will be updated and published by the 1st day of January and 1st day of August of each year. Reports shall be retained for five consecutive years.

Policy Distribution

This policy will be distributed to the entire campus community on an annual basis, at minimum, and shared on the Wittenberg University website at https://www.wittenberg.edu/student-life/student-development/anti-hazing-policy

Effective: October 7, 2021

Revised: October 12, 2022

Revised: September 22, 2023

Section 6: Overview of the Conduct Process

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 not 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.

- Students and/or student organizations cited for violations of university code of conduct or university policy are notified by the Dean of Student Life's designee regarding a scheduled administrative hearing.
- Violations of university code/policy is referred to the Dean of Student Life's designee who will determine if the alleged violation should be adjudicated in an administrative hearing; may be resolved by assisted resolution; or whether the allegation should proceed to a hearing before the University Hearing Board.
- Administrative hearings 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 students and parties to a conduct case are expected to cooperate fully with the investigation and are expected to abide by the university's code of conduct, including honesty. Individuals who obstruct the investigation process or provide false information, hindering the institution's ability to conduct a prompt and thorough investigation, may face disciplinary action. If a student does not appear for a scheduled administrative hearing and/or formal hearing, and does not communicate in advance to reschedule, the hearing will proceed in their absence, and a decision will be made based on the information available at the time of the hearing.

Accused Student Rights

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

- To have an administrative 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 or administrative hearing, the support person may not speak on behalf of the student but is present to support the student.
- 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 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 for the finding given the lack of information submitted from the accused student's perspective.

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, and 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, chair or hearing officer, to offer information regarding the allegation. There is an investigator(s) and/or hearing officer whose role is to present the allegations and share the evidence that the university has obtained regarding the allegations.

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 Student Life 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 Student Life 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/Life webpage. The Report Forms on the Office of Student Development/Life webpage allow 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:

- Vice President & Dean of Student Life/Title IX Coordinator (Gwen Owen, 937-327-7800, oweng@wittenberg.edu)
- Assistant Dean of Student Life/Deputy Title IX Coordinator (Kristina Bryant Reed, 937-372-7804, bryantk1@wittenberg.edu) for student-initiated complaints
- Chief Human Resources Officer/Deputy Title IX Coordinator (Mary Beth Walter, 937-327-7520, walterm@wittenberg.edu) for faculty or staff-initiated complaints
- Director of Human Resources/Deputy Title IX Coordinator (Carol Nickoson, 937-327-7527, nickosonc@wittenberg.edu) for faculty or staff-initiated complaints

Interim Actions

Under the Student Code of Conduct, the Dean of Student Life, Dean of Student Life's 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:

- 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;
- An interim suspension, which is a temporary suspension of an accused student by the Dean of Student Life 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 Student Life or 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;
- Removal from or alteration of university housing; and
- Directing appropriate university officials to alter a student's academic schedule, university housing, and/or university employment arrangements.

When taking steps to separate the students involved, the university will seek to minimize unnecessary or unreasonable burdens on any party; provided, however, every reasonable effort will be made to allow the complainant to safely continue in their 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.

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.

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 Student Life 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).

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/Life. 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 Student Life or Designee, some incidents are most appropriately resolved informally. Matters meeting criteria for resolution under the Medical Amnesty Policy are resolved informally. Students may also participate in mediation as methods of informal resolution, which may remove the need for more formal proceeding. Resolution via informal process is determined by the Dean of Student Life or designee and mutual consent of 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 (e.g., 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 and finally decided with no subsequent process or appeal.

Formal Hearings

Administrative Hearing

A hearing conducted by a Hearing Officer (Administrator) for disciplinary action and/or referral to the University Hearing Board. When an initial administrative hearing 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 administrative hearing will then determine the sanction(s) for the misconduct, which the respondent may accept and the process ends, or appeal the decision (see section 10).

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 the 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 7: 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/Life. 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 Student Life's 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/Assistant Dean of Student Life or Designee.
- If the respondent is an employee, to the Chief Human Resources Officer or designee.

The facilitator will contact the complainant and respondent within five (5) business 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 Student Life's 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 Student Life's designee for resolution by adjudication.

Section 8: Formal Hearing Procedures

Intake and Investigation

The Dean of Student Life or Designee will appoint a hearing officer for allegations under the Student Code. In most cases, the Director of Student Conduct/Assistant Dean of Student Life will serve as the hearing officer, when appropriate. The hearing officer 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 Student Life 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 Student Life 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 Student Life or designee. In cases of serious violations, the Chief of Wittenberg Police/Director of Campus Safety or the Director'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.

Notice of Hearing
The Dean of Student Life's designee will review the allegations and available information with the student or student organization officers and decide if adjudication can occur within an Administrative Hearing or, where necessary, make appropriate disciplinary referrals to the University Hearing Board.

Students or student organizations referred to an Administrative Hearing 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 Student Life's 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:

- 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
- Direct the respondent of the date/time of the scheduled hearing or to contact the Dean of Student Life's 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 Student Life's 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.

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 Student Life's 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 an Administrative Hearing, the hearing officer will hear the case and determinations will be made and appropriate sanctions assigned. The student may request at the Administrative Hearing 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.

Section 9: University Hearing Board and Procedures
The Dean of Student Life 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 (UHB)

- The University Hearing Board is composed of up to eighteen (18) members. Students will comprise up to six (6) members of the board; faculty will comprise up to four (4) members; and staff will comprise up to four (4) members.
- Every three years the Provost will submit the names of four faculty members to serve a three-year term on the University Hearing Board to the President for approval. Every three years the Dean of Student Life will submit the names of four staff members to serve a three-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 the presidents of each class. Students can also be chosen from those students who have submitted an application with the Dean of Student Life 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 and cannot be a Resident Advisor (RA). An online application process is utilized to verify this information as well as a preliminary set of questions.
- For each complaint, a board will be chosen from the available pool, and is usually comprised of one student, one faculty, and one staff member. Availability may determine a different composition for the board. The Dean of Student Life or designee will appoint a non-voting chair of the hearing board, who assures that university procedures are followed throughout the hearing.
- 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 Student Life designee who will determine if a member should be excused.

The Dean of Student Life 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 Student Life 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 Student Life or designee will solicit a replacement from the group from which the representative came.

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:

- 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 Student Life's 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.
- 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 Student Life's 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.

- The Dean of Student Life's 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 Student Life's 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.
- 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.
- 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.

University Hearing Board Hearing Procedures

The Dean of Student Life 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 Student Life's designee.

The hearing board will convene as promptly as possible, but not later than ten (10) 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 deem 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 the 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:

- Hearings will be closed to the public.

- Admission to the hearing of persons other than the parties involved will be at the discretion of the chair and the Dean of Student Life or designee.
- In hearings involving more than one respondent, the standard procedure will be to hear the complaints jointly; however, the Dean of Student Life's 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.
- 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 or Dean of Student Life's designee. Character witnesses are not permitted as witnesses in the hearing process.
- 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) university working days before the scheduled hearing.
- All procedural questions are subject to the final decision of the board Chair, Dean of Student Life's designee.
- 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.
- Both parties are entitled to expeditious hearings. The hearing body must render a decision within ten (10) university working days from the time the hearing has concluded.
- Both parties are entitled to a hearing by a quorum of the hearing body, which is three (3) members.
- 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 Student Life's 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 Student Life's designee within five (5) days of the end of deliberations.

- 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 Student Life's 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.
- 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 Student Life or designee.
- 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 University Hearing Board 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.

Appeals may be submitted following the procedures outlined in the General Conduct Appeal Review procedures outlined in the section below.

Section 10: 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 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 Student Life or designee. The appeal must be based on at least one of the following grounds for an appeal:

- 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;
- 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
- 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):

- Appeals of Area Coordinators' decisions are to the Director of Student Conduct/Assistant Dean of Student Life;
- Appeals of the Director of Student Conduct/Assistant Dean are to the Dean of Student Life or designee;
- Appeals of the University Hearing Board are to the Appellant Panel;

The Appellant Panel is a three-member panel 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 panel reviews appeal requests submitted by the Dean of Student Life designee.

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 Student Life or designee refers the appeal to the Appeal Officer, or remand it to the original decision-maker(s), typically within 3-5 university working 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:

- Concur with the original action in which the original decision is affirmed;
- 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
- 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 The Title IX Policy are addressed in the Title IX 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 respondent may constitute a real and/or potential danger to people and/or property or is disruptive to the conduct of University business.

Section 11: 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.

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 their behavior has significantly breached the code of conduct and that any further 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's 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 Student Life, Dean of Student Life's 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 Student Life 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 respondent is required to leave the campus and is barred from attending classes and other privileges or activities for a prescribed period determined by the Hearing Officer, University Hearing Board, Dean of Student Life or their designee. 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 notification of dismissal. A student who has been dismissed is not eligible for readmission and permanently loses the privilege of registration, class attendance, and residence in university owned or managed housing and all other activities or services offered to students. A notation will be placed on a student's transcript indicating disciplinary dismissal.

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 Student or designee and/or Campus Police.
    - Illegal items will not be returned to students, i.e. drug paraphernalia
- Educational program—the student will be required to attend, complete, 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 Student Life or designee(s) for violation of university policies or for failure to complete any sanctions or assignments.
- 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.
- 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.

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 (Witten'Burbs). 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 (Witten'Burbs) 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 Student Life 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.
- 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.

Other sanctions—additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Life 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, Cannabis, 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, cannabis, and/or drug violation, the student may be suspended or dismissed from the university and also may be prosecuted. Below are recommended, but not mandatory sanctions for violations of the alcohol and drug codes. Each case is different; thus, sanctioning may vary.

Alcohol

First Offense

- Warning
- Alcohol awareness education;
- $150.00 fine.

Second Offense

- Disciplinary probation;
- Educational Assignment;
- $200.00 fine;
- Parent/Coach Notification*

Third Offense

- Deferred suspension;
- Substance abuse referral;
- $250.00 fine
- Parent/Coach Notification*

Fourth Offense

- Suspension
- Parent/Coach Notification*

Cannabis

First Offense

- Warning
- Cannabis awareness education;
- $150.00 fine.

Second Offense

- Disciplinary probation;
- Educational Assignment;
- $200.00 fine;
- Parent/Coach Notification*

Third Offense

- Deferred suspension;
- Substance abuse referral;
- $250.00 fine
- Parent/Coach Notification*

Fourth Offense

- Suspension
- Parent/Coach Notification*

Drugs

(Including use or possession of illegal drugs or non-medical use of prescription drugs)

First Offense

- Disciplinary probation;
- Drug awareness education
- $200.00 fine
- Parent/Coach Notification*

Second Offense

- Deferred suspension;
- Substance Abuse referral;
- $300.00 fine
- Parent/Coach Notification*

Third Offense

- Possible dismissal from university
- Educational sanction
- $400.00 fine
- Parent/Coach 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.

** In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Student Life 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.*

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.

File Sharing and Copyright Infringement Sanctions

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

First Offense (Based on initial notice(s) received from the copyright holder(s)):

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

Second Offense (Additional 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.

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 the student will go through the student conduct hearing process.
- The student's personal computer's network access remains disabled until the Solution 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 12: 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.

*Only during Formal Title IX Hearings will an advisor have a speaking role. Please see the Title IX Policy for more information.

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 of other academic material belonging to a member of Wittenberg University's faculty, students or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the

course syllabus or class discussion; (5) using or attempting to use unauthorized materials, information, study aids, or assistance in any academic exercise.

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.

Conduct Hold: Notation on the student's university account indicating that the person is not permitted to register for classes or add classes until a pending issue is resolved with the Office of Student Conduct.

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 offences; and/or non-forcible sex offences.

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

Dating Violence: Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on 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 of Student's office.

Administrative Hearing: 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 or longtime partner, 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: Any University employee or designee who facilitates resolution of a complaint.

Facilitating Academic Dishonesty: Helping or attempting to help another 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 Administrative Hearings.

Hearing Panel: 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 Student Life, Dean of Student Life's 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 a respondent by the Dean of Student Life 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 they were 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 they were 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 a decision-maker with a written report.

No Contact Order: An order put in place by the Dean of Student Life or designee in cases where contact with the other student would be detrimental to one or both parties. When put in place, no party has permission to contact the opposing party whether directly or indirectly through others, by telephone, voice mail, texting, e-mail, online messaging, online postings, campus or US mail, social networks or in any other way. Per the Dean of Student Life 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 eye, verbal, and physical 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 students' record is requested.

Office of Record: Office of Student Development/Life.

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: Representing the words or ideas of another as one's own in any academic exercise 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 Assault: Defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (sexual offenses prohibited and defined by the Clery Act). Conduct classified under sexual assault are:

> **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.
>
> **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
>
> **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
>
> **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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 Harassment: Sexual harassment is defined as conduct on the basis of sex that meets one or more of the following:

- an employee of the institution conditioning the provision of an aid, benefit or service of the college on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct that a reasonable person would determine is so severe, pervasive, and/or objectively offensive that it denies a person access to Wittenberg University's education program and activities;
- sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (all as defined by the Violence Against Women Act).

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

Sexual Misconduct: Domestic violence, dating violence, sexual assault, sexual harassment, stalking, and sexual exploitation that falls outside the scope of the University's Title IX Policy could be subject to adjudication under the Student Code of Conduct.

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. This includes cyber-stalking, which is the use of e-mail, internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

Student: All persons taking courses at Wittenberg University either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, 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 Advisor): A person chosen by the student to sit with them during the course of a formal disciplinary hearing in front of the University Hearing Board. This person is not permitted to be a witness for the case.

University Hearing Board: Convening of faculty, staff, and students responsible for resolving cases that are not resolved in an Administrative Hearing.

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 of Academic Freedom and Tenure.

University Property: Land, facilities, items and/or land owned or managed by Wittenberg University. This includes library materials, campus signage, campus facilities, grounds, vehicles, furniture, 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 13: Resource Guides

Resource Guide A: Alcohol & Other Drug Resources

Wittenberg recognizes drug and/or alcohol dependency as a serious illness and major health issue. 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 and misuse of prescription drugs, is strictly prohibited and may result in dismissal and referred for prosecution. This policy is in accordance with the Drug-Free Schools 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. Failure 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 adhere to state and local laws regarding the possession, consumption, and distribution of alcoholic beverages, and 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:
    a. Use and/or possession of alcohol under the age of 21.
    b. Distribution of alcohol to any person under the age of 21.
    c. Possessing an open container in a public place including a motor vehicle, parked, or moving.
    d. Operating a motored vehicle while impaired or under the influence of alcohol.
B. High Risk/Irresponsible Use: Consumption of alcohol that clearly impairs a student's personal health and/or safety, regardless of age. This includes use of mass consumption devices and drinking games
C. Safe Social Host Policy: Expectations for hosting gatherings at University and Non-University owned rental properties and Fraternity and Sorority facilities. See Safe Social Host Policy.

Use of Alcohol on University Premises or Affiliated Premises:

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

- Students hosting social gatherings must demonstrate consideration of all housemates/neighbors prior to hosting a gathering
- Social gatherings that are causing or leading to nuisance behavior will be addressed by Police
- Social gatherings may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.

- 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.
- 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

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

Residence Halls—Student Rooms

- Students of legal drinking age are permitted to consume alcohol in their room with closed doors.
- Underage students may not be present in rooms where alcohol is available or being consumed.
- 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 underage students 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 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, increased risk for schizophrenia, uncontrollable hallucination/paranoia, and significant decreases in brain development.
- 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, judgment and motor function damage, 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 fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000.

Imprisonment for 5-20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished for forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal 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 Student Health Services
640 N Fountain Ave
Springfield, OH 45504
(937) 563-4901- Text or Call
Info@meganlmillerdpc.com
Campus consultation, education, and referral

Tiger Counseling Center
Shouvlin Center, 210
937-327-7946
counseling@wittenberg.edu
Campus counseling, education, and referral

McKinley Hall
2624 Lexington Ave, Springfield Ohio 45505
937-328-5300
https://www.mckinleyhall.org/
Evaluation, assessment, in-patient and out-patient treatment, individual and group counseling

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

Brightview
201 N. Yellow Springs Rd, Springfield Ohio
866-934-7450
https://www.brightviewhealth.com/
Evaluation, assessment, individual and group counseling

Cleanslate Center
1416 W. 1st St, Springfield, Ohio
937-521-8150
https://www.cleanslatecenters.com

Evaluation, assessment, individual and group counseling

More resources are available upon request. Contact the Office of Student Development/Life 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 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/Life staff may help create a written action plan 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.

Resource Guide B: Safe Social Host

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 a $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.

University-Owned and Non-Owned Properties

a) Students 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.

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.

These procedures assist student organizations and groups to plan events with alcohol while understanding liability and risk reduction techniques. It is the responsibility of all students, student organizations, or groups—and 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 Student Conduct, 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 general guideline, 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 officially 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 Conduct. 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 for that semester.

Registration and Approval

Before any event is held, students must obtain approval for their event if it is to include alcohol. Please adhere to the following procedure for the event to be approved.

1. Submit a Safe Social Hosting Event Request to the Assistant Dean of Student Life 10 days before any sponsored event where alcohol will be present.
2. The Assistant Dean of Student Life, or designee, will send the requesting group a Risk Management Checklist. The group and its event organizers/leaders should fill out the Risk Management checklist and return it to the Assistant Dean of Student Life. This process must be completed no later than noon, three business days before the event. Failure to meet this deadline will result in an automatic denial of the request.
    a. Should the Risk Management strategies, indicated on the checklist, be insufficient, a Risk Management Conferences will be scheduled based on the availability of the Assistant Dean of Students.
    b. A representative from each student organization/group involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that all involved organizations/groups are in compliance with this policy.
    c. Once the event has been approved, Assistant Dean of Students will notify WittPD and the On-Call Staff of the event.
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 the day of the event. (See Guest List Guidelines)

Regulations

For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of the 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 campus 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 Thursday, 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 reservable 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.

- If an event is held in the CDR or Founders and approved by the Office of Campus Scheduling, 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.
- 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 Office of Student Conduct for Student Code of Conduct violations.

- 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.
- 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.
- 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 fi m, or off-duty police officer.
  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

- 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.
- 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.
- 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).

Third Party Vendor Guidelines:

- Must be properly licensed by the appropriate local and state authority.
- 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.
- Agree in writing to per-drink sales only (individuals purchasing their own drinks, drink-by-drink), collected by the vendor, during the function.
- 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:
  - Checking identification cards upon entry;

    - Not serving minors (ideally the TPV will check IDs when serving each drink);
    - Not serving individuals who appear to be intoxicated;
    - Maintaining absolute control of ALL alcoholic containers present;
- 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);
- Removing alcohol from the premises.
- 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.
- 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.

BYOB Guidelines:

- Members and guests 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.
- 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 (i.e., "hard liquor").
- 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.
- 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.
- 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.
- 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

- 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.

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

Guest List Guidelines

- 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.
- Guests should be listed alphabetically by last name. This is very important for coordinating admittance.
- 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			
Guest Names	Birthdate	Member Responsible	Birthdate
Gorski, Dawn	12/15/02	*Johnson, Kate	7/1/97

*Denotes 21 years old or older

A complete guest list must be turned in to the appropriate university official 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 Student Life 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.

General Policy Statements

Animals on University Owned or Controlled Property

The purpose of this policy is to maintain campus health, safety, and security standards relative to animals allowed on institutional property; to permit services that animals provide to students, employees, the institution and the community; and to identify the distinction between those animals permitted on and those excluded from institutional property.

Policy Statement

To protect public health and safety, the university regulates the kinds of animals allowed onto university-owned or controlled property. Service animals (as defined by the Americans with Disabilities Act -ADA-), and assistance animals (as defined by the Fair Housing Act -FHA-) are permitted as provided by law and Campus policy. Companion animals with a valid license, current vaccinations, under proper restraint (e.g., leashed), and accompanied by their owners, are permitted on campus grounds – but prohibited from entering campus facilities (e.g., administrative and academic buildings, residential facilities), university-owned vehicles, and from being on campus athletic and recreation fields.

Types of Animals

1. Service Animals

Service animals are dogs trained to do work or perform specific tasks directly related to an individual's disability such as guiding an individual with impaired vision, pulling a wheelchair, or fetching dropped items. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals. Service animals, including those in the process of training through a recognized training facility, may accompany a person with a disability or a person training the animal in public facilities and accommodations or places to which the general public is invited (e.g., academic buildings, administrative offices, residence halls), as long as the animal is under handler control. In some cases, a miniature horse may be permitted as a Service Animal, however, pursuant to the Americans with Disabilities Act, no other animals qualify as Service Animals.

2. Assistance Animals (Emotional Support Animals)

Assistance animals or "Emotional Support Animals" (ESAs) are animals that provide assistance or emotional support which alleviates one or more identified symptom(s) or effect(s) of an individual's disability. Unlike service animals, ESAs require no specific training and do not perform specific tasks; rather their mere presence mitigates the effects of the disability. ESAs are permitted in university residence hall rooms, apartments, and houses once the resident has been approved through the campus ESA process. Certificates obtained online do not automatically qualify an animal as an Assistance Animal, as these certificates can often be purchased without documentation of a disability. Unlike service animals, ESAs are specifically linked to housing-related accommodations and are generally prohibited in indoor areas considered public spaces including, but not limited to, community bathrooms, lounges, dining centers, computer labs, classrooms, office workspaces, and nonresidential facilities on campus. Requests for permission to have an ESA in residence or in public areas must be made to Student Accessibility Services (student requests) or Human Resources (employee requests).

3. Companion Animals (Pets)

Companion animals are animals living with individuals for purposes of pleasure, leisure time activity and companionship. Generally, companion animals are prohibited from entering campus facilities. Exceptions are provided for: a) the university President's residence; b) Residence Life Professional staff apartments; c) approved university programs involving animals; and d) university-owned housing (as specified in Residence Life policies). In these instances, the applicable Division Vice President will determine if and when companion animals are permitted, and the type of companion animals permitted.

Procedures

Individuals with Disabilities Utilizing Service Animals

Students with disabilities who utilize service animals are encouraged to contact the Accessibility Services Office for assistance. Accessibility Services staff will assist each student as appropriate.

Employees with disabilities who utilize service animals should contact Human Resources. Human Resources may then communicate with the applicable campus department/supervisor regarding the employee's accommodation related needs.

When not readily apparent that an animal is a service animal, campus officials may make limited inquiries to determine if the animal is permitted (Is the animal required because of a disability? What work or task has the animal been trained to perform?).

Individuals with Disabilities Utilizing Assistance Animals

Residential students with disabilities who wish to utilize an ESA must make a formal request to the Accessibility Services Office and provide required documentation from the treating physician or licensed mental health professional that: a) verifies the individual meets the definition of a person with a disability; b) describes how the animal is necessary to allow the student equal opportunity to use and enjoy their university housing; and c) shows the relationship between the individual's disability and the need for the assistance animal. If approved, Accessibility Services staff will communicate with

Residence Life regarding the student's accommodation-related needs. NOTE: Certificates purchased online are not sufficient to guarantee the approval of an assistance animal.

Employees with disabilities residing in university housing who wish to utilize an ESA should contact Human Resources. Human Resources will coordinate as appropriate with Residence Life regarding the employees' accommodation needs following the above noted formal request process requirements.

Individuals approved for an ESA in campus housing must follow the Assistance Animal Agreement, including expectations for annual records and licensing updates. ESA approvals will be communicated to relevant personnel as needed.

Individuals Utilizing Companion Animals (Pets)

Companion animals are prohibited from entering campus facilities. Exceptions are provided for: a) the University President's residence; b) Residence Life Professional staff apartments; c) approved university programs involving animals; and d) university-owned housing (as specified in Residence Life policies). In these instances, the applicable Division Vice President will determine when companion animals are permitted, and the type of companion animals permitted. Requests for exceptions must be made in writing to the applicable Vice President in advance of bringing the animal into a campus facility. Approvals will be communicated to relevant personnel as needed.

Responsibilities of Individuals with Animals on Campus

Owners and keepers of animals on campus are always responsible for their animals. This responsibility includes complying with all state laws and local animal ordinances, as well as all university policies and guidelines including the following requirements:

- Providing appropriate restraint, control, and supervision of animals.
- Providing animals with appropriate care, including food, water, shelter, health care, and humane treatment.
- Cleaning up and disposing of all animal waste (both indoors and outdoors) in a timely and effective fashion.
- Confining animals when leaving them alone in a university-owned residence and not for over six consecutive hours per 24 hours.
- Not allowing odor, noise, damage, or other behavior of animals that disturbs others or damages university grounds, facilities, or property.
- Having animals wear current identification and vaccination tags when applicable.

Individuals with Service Dogs in Training

A service dog in training is a dog that is in training to perform a task related to a disability, for a person with a disability. Under Ohio law, Ohio Revised Code Section 955.43, service dogs in training have the same access to facilities as service dogs, subject to the expectations established for service dogs. Ohio

law requires that service dogs in training be covered by a liability insurance policy provided by the nonprofit special agency engaged in such work.

Dogs in training must always be under their handler's control and not be disruptive to their surroundings.

Students must register their service dog in training with the Accessibility Services Office. Employees must register their service dog in training with the Office of Human Resources.

NOTE: Residential students wishing to participate in the 4 Paws for Ability program must receive approval prior to participation in the program. Primary handlers must be eligible and live in a Witten'Burbs property. Residence Life restricts the total number of 4 Paws dogs allowed on campus.

Similar to questions about service dogs, the trainer will be asked if they are training a dog to assist with a disability and to identify what task the dog is being trained to perform. The trainer will also be asked questions about basic obedience and toiletry.

As part of the registration process, individuals must provide the following documentation:

1. Proof of liability insurance provided by the nonprofit special agency engaged in training of service dogs;
2. A photo of the service dog in training;
3. Health information about the service dog in training; and
4. Dog registration from Clark County or the home county.

This documentation must be updated with the appropriate office at least annually.

Exceptions and Exclusions

An animal may be prohibited from or required to leave a facility on campus if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, an animal that displays aggressive/vicious behaviors toward people may be excluded.

Animals may be prohibited in areas where their presence fundamentally alters the nature of a program or activity or is disruptive. Examples include, but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.

An animal may be prohibited if the owner/keeper does not adhere to the Responsibilities of Individuals with Animals on Campus (above), or if the animal substantially interferes with the reasonable use of housing or public accommodation by others.

Animals that have been abandoned or found within university facilities that are not a part of a university-sponsored program may be impounded and/or placed with a third party, at the expense of the owner or individual who claims the animal.

Working animals are permitted if used for law enforcement and rescue purposes or under the direction of licensed mental health professionals employed by the university for therapeutic purposes.

This policy does not apply to animals used for research purposes. The Wittenberg Animal Care and Use Committee governs the use of animals used for research purposes. The Wittenberg Animal Care and Use Committee follows guidelines as adopted by federal regulatory agencies such as the United States Department of Agriculture and National Institutes of Health.

Violations and Complaints

Wittenberg is committed to ensuring that the needs of all individuals with disabilities are met and will resolve complaints, conflicts, or problems as quickly as possible.

Animals that are out of control, presenting a disruption or posing a threat to the campus community should be reported to the Wittenberg Police. Individuals found to be violating the Responsibilities of Individuals with Animals on Campus (above) should also be reported to the Wittenberg Police, 937-327-6231.

Residential students or employees violating the Responsibilities of Individuals with Animals on Campus (above) should be reported to the Office of Residence Life or Human Resources. Violation of these requirements may constitute a violation of the student or employee conduct code and be referred to the appropriate offices for review and consequence.

Individuals with service or emotional support animals who feel they have been treated unfairly, discriminated against, or harassed should consult with the Dean of Student Life, or the Chief Human Resources Officer.

Resources

- Wittenberg Accessibility Services, 937-327-7870, https://www.wittenberg.edu/academics/studentsuccess/accessibility-services
- Wittenberg Human Resources, 937-327-7517, https://www.wittenberg.edu/administration/humanresources
- Wittenberg Dean of Student Life, 937-327-7800, https://www.wittenberg.edu/student-life/student-development/meet-dean-students
- Resolving Student Complaints Under the Americans with Disabilities Act and the Rehabilitation Act of 1973, https://www.wittenberg.edu/student-life/student-development/resolving-student-complaints-ada
- Americans with Disabilities Act, https://www.ada.gov/
- Fair Housing Act, https://www.justice.gov/crt/fair-housing-act-2

Chosen Name Change Policy

Wittenberg University recognizes that many members of our community prefer to use chosen first names other than their legal names to identify themselves. The university is committed to using the chosen first names of individuals in our community wherever possible.

The university allows system users to use a first name different than their legal name on certain university records. Any member of the university may choose to identify a chosen first name in addition to their legal name (as listed on the driver's license, Social Security card, Tax Identification Number card, or passport). The university will display the chosen first name to the university community where

feasible and appropriate and make a good faith effort to update reports, documents, and systems accordingly.

The chosen first name may be used in university-related systems and documents except where the use of the legal name is required by law. All documents relating to university benefits must use the legal name.

Chosen first name may not be used for purposes of fraud or misrepresentation. Misuse of chosen first name may result in disciplinary action. The university reserves the right to deny a chosen first name change if the request is inappropriate in nature. The university also reserves the right to rescind this service at any time.

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 Student Life or designee. Employees should consult with Human Resources.

It is the policy of Wittenberg University to prohibit any and all solicitation or sales in all campus buildings 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 Student Life or designee on a first-come, first-served basis. Any sales organization must follow the Ohio Vendor Licensing requirements

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. Information Technology Services 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:

- Use of hardware/software/periphery devices;
- Legal use of licensed software;
- Access to and use of data, including the confidentiality of data or information;
- 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 ensuring 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 judgement 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.

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 Student Life (or designee) may refer the student for a mandatory risk assessment with a licensed counseling professional. Pending completion of the evaluation, the Dean of Student Life (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 Student Life

(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 Student Life (or designee) may require that students comply with a recommended treatment plan or take a leave-of- absence from campus.

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, and do not impede any campus activity. At no point in time should such dissent endanger the well-being of Wittenberg community members or campus visitors.

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 President in consultation with the Provost, Human Resources and/or the Dean of Student Life (or their 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 disruptive group.

If order is not restored after these steps have been taken, then the disturbance may be regarded as a disruption. Should a serious disruption occur, sufficient to disrupt the educational process, campus activities or threaten the safety of members of the campus community, it is the immediate responsibility of the President in consultation with the Provost, Human Resources and/or the Dean of Student Life, 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:

- A debrief of the incident to consider next steps to include all appropriate parties relative to the disruption.
    - When involving students – include the appropriate Senior Staff member and the Dean of Student Life

        - The Dean of Student Life, believing there is a need for further action, refers the case to the student conduct process.
    - When involving faculty, staff and/or visitors – include the appropriate Senior Staff member and Human Resources.
        - The Area Senior Staff member and Human Resources, believing there is a need for further action, will follow the code of conduct process.

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 Student Life or designee has granted written permission for alternative sites for such distribution. E-mail may be sent to individuals, but listserves 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. The University posting policy is also located in the Student Organization Manual.

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.

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 disclosing 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, designated as "public information," concerning the student may be released by the University unless the student has informed the University that such information should not be released. Public information is limited to:

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

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

Financial Aid and Scholarships

Wittenberg University offers a comprehensive financial aid program that includes, federal, state, donor, and Wittenberg financial aid.

To learn more about financial aid, the application process, and more, please visit the Student Financial Services website: https://www.wittenberg.edu/administration/sfs or contact The Office of Student Financial Services by phone: 937-327-7321 or email: financial-aid@wittenberg.edu

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, including 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. 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.

Gambling

Even though gambling laws have changed in Ohio, gambling on university premises may be a violation of the code of conduct and/or state laws. Additionally, all members of the university community should understand that gambling is the practice of risking money or other stakes in a game or bet.

- Sports betting is legal in retail and online sports books.
- Participants must be at least 21 years of age.
- Participants cannot bet on high school sports.
- Pursuant to NCAA bylaws, no NCAA athlete, coach, athletic department staff and non-athletic department staff with oversight can place, accept or solicit a wager on any sport sponsored by the NCAA at any level. Athletes are referred to the NCAA policy.

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

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

1. Sponsorship must be by a registered student organization that has completed all mandatory registration procedures with both Student Senate and The Office of Student Involvement, has participated in all required workshops and trainings, and is in good standing (both in regards to conduct and finances) with the university.
2. The process of contracting must be done within the guidelines set forth by The Office of Student Involvement, namely:
    a. Contracts must be approved by the Director of Student 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.
3. Proper arrangements for the use of Wittenberg University facilities must be made, consistent with institutional policy, by contacting the Director for Campus Scheduling.
4. 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.
5. 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.
6. 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.

7. For events that include alcohol, 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 officials that host programs or events on behalf of the university should work directly with the Finance & Administration Office for contracting and risk management needs.

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 (937-327- 6363) immediately and provide as much information as possible. During business hours the Dean of Student Life's Office (937-327-7800) should also be notified. 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 Student Life 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/Self Service or by contacting Student Development - Dean of Student Life at 937-327-7800. 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.

Minors on Campus

Wittenberg University is committed to promoting the well-being of all members of our community, which includes Minors participating in university-sponsored programs and courses. For the purposes of this policy, a "Minor" includes persons under the age of 18 years. The purpose of this policy is to describe requirements for employees, students, volunteers, and others who work with Minors to promote the protection of Minors; comply with applicable laws; and to minimize the risk of injury to Minors. This policy will be jointly enforced by Human Resources and the Wittenberg Police Department & Department of Campus Safety, as well as area vice presidents and the Provost when incidents under their governance arise.

The university workplace is not an appropriate place for Minors (except registered students) to be present on a frequent or continuing basis, or in lieu of other childcare arrangements. However, the university fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise the employee and immediate supervisor will develop a plan that will accommodate the situation with as little disruption as possible.

These situations are subject to the same conditions as any other visitor to the university. Unescorted or unsupervised Minors are not permitted on university premises, except as provided for in this policy. Supervised Minors are permitted in general use facilities (e.g., athletic fields, academic buildings, Student Center, etc.) but are not generally permitted in laboratories or other areas where potential safety hazards and liabilities may exist, and where strict safety precautions are required.

This policy applies to any program or activity offered or sponsored by any unit of the university (academic, administrative, athletic, etc.). Examples include summer conferences, athletic camps, music lessons, Upward Bound, local K-12 school visits, Community Service courses, etc. Provisions of the policy, including all conduct requirements, apply to non-university groups using university facilities, properties, and any areas owned or controlled by the university. The university may facilitate completion of requirements for outside entities sponsoring programs or activities, such as completion of background checks or training. Any questions regarding applicability of this policy to a program should be directed to Human Resources.

All external contractors using Wittenberg University facilities who offer programs to Minor participants will be required to meet recognized standards of conduct set forth in their contracts with the university. All Authorized Adults are required to report any instances of known or suspected child abuse or neglect or sexual abuse relating to Minors.

Definitions

1) **Authorized Adult**: An adult who has complied with the requirements to be present with Minors under this policy and who is responsible for either escorting, accompanying or supervising Minor(s) participating in any program under the policy. To qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements implemented pursuant to this policy.

2) Parent(s) or Legal Guardian(s): Although a parent or legal guardian may supervise their own minor children and their guests who are Minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a program

(including one in which their Minor participates) unless they are in compliance with the requirements outlined under this policy.

3) Minor(s): Persons under the age of eighteen (18) and not enrolled at the university. The university reserves the right to condition, restrict or deny access to university facilities at its discretion. All Minors, including those participating in programs, shall be subject to all university regulations while on campus, and may be asked to leave the campus if unable to comply.

4) Program: Any program or activity in which Minors will be physically present and participating, offered or sponsored by any unit of the university, or by contracted, third-party groups using university facilities, properties and any areas owned or controlled by the university. "Program" includes but is not limited to all athletic camps, major weekend program activities (i.e., Family Weekend, Homecoming), workshops, academic camps, mentoring programs, academic competitions, summer conferences, music lessons, etc.

"Program" does not include single performances or events open to the general public that are not targeted toward Minors (such as varsity athletic competitions, plays, concerts, Witt Series events); visits and tours for prospective students organized by the Office of Admission; visitations by Minors including student-hosted overnight stays in university housing facilities by prospective students or registered siblings/guests of enrolled students.

5) External Program: Any program (as defined above) that is not operated by the university.

Strategies for setting and maintaining safe boundaries with minors include:

- Establish boundary limits and parameters early in relationships.
    - Encourage individuals to stay within their assigned roles, whether it be instructors, coach, counselor, advisor, overnight host, etc.
- Maintain personal awareness.
    - Remind individuals to be alert to their own behavior and how it may affect interactions with minors. Individuals must know that if they cross a boundary, they must examine the motive and discontinue or correct the behavior. When minors act inappropriately, individuals must discuss the situation so the minors understand how to conduct themselves properly.
- Avoid risky behavior.
    - Train individuals to avoid putting themselves in ambiguous or compromising situations with minors. Physical contact should be limited and appropriate to the adult's role at the school. Tell individuals to minimize the sharing of personal information and to avoid secrets — unless the minor's disclosure is made confidentially with a counselor or clergy member. Reiterate to individuals that they must not consume alcohol while on duty or in the presence of underage minors.
- Use appropriate settings.

    - Remind individuals to schedule meetings with minors at regular times and when other staff members are present. When one-on-one meetings with a minor are necessary, they should be conducted in rooms with an open door or unobstructed window views. For online interactions and virtual instruction, continue to limit one-on-one interactions with minors. Individuals should avoid entering bedrooms or bathrooms of minors while on program-sponsored trips and at other times unless it's necessary for health or other reasons. Individuals should minimize contact with minors away from the program except on program-sponsored functions.
- Motivate minors and build self-esteem.
    - Modeling appropriate boundaries concepts can build minors' self-esteem and reduce their vulnerability to misconduct with adults or peers. Rather than relying on a list of dos and don'ts, individuals should offer minors choices within reasonable limits to encourage cooperation. Individuals should communicate positively by making promises for achievement rather than threats for failure. They should respond to minors' problems or emotions with acceptance and support.
- Document and communicate.
    - Individuals and program leaders should document interactions with minors that might be interpreted as boundary violations. Discuss the situation with the parents and other individuals, as appropriate. Ensure that minors understand whether communications will be kept confidential. Discuss the circumstances in which confidentiality won't be protected, such as imminent risk of harm to the minor or another person.

All Authorized Adults are required to report any instances of known or suspected child abuse or neglect or sexual abuse relating to Minors. Authorized Adults must:

- Call 911 or Wittenberg Police (937-327-6363) for situations that involve life-threatening emergencies;
- Call the Children Services Agency: 855-O-H-CHILD (855-642-4453),
- Report potential violations of this policy to Wittenberg Human Resources and Wittenberg Police immediately following reporting through one of the mechanisms above.

Motor Vehicle Regulations

Students are reminded that all motor vehicles must be registered with the University at the beginning of each academic year. Each year it is the operator's responsibility to affix the registered vehicle's validation sticker to the inside of the driver's side windshield. The cling should be placed in the top, left hand corner (driver's side) of the windshield. All student vehicle registration sticker will be sent to their campus mailbox. Please allow 48 hours for registrations to be processed.

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

prohibited. The speed limit on campus roads is 15 mph. Parking in any university crosswalk is prohibited.

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

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 new Krieg lot, and the Tower and Firestine Hall lots. Students may also park in any legal spot on city streets.

- Interactive Campus Map
- Google Map with Parking Areas Designated

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

Visitors are required to follow the same regulations as their relatives or sponsors. They are expected to obey parking regulations just as are other members of the university community. Visitors must obtain a visitor's parking pass, free of charge, from the Wittenberg Police Division.

Traffic and parking violations are dealt with in a progressive manner. Sanctions include, but are not limited to, citations, 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 Wittenberg's Assistant Director of Campus Safety. Financial hardship is not a cause for review. This review must occur within five business days of the violation. Citations will not be reviewed outside the five-day time frame. Violations not subject to the appeal process include unsafe operation of a motor vehicle, parking in fire lanes and handicap spaces.

Fines are paid at the Student Accounts Office.

Smoking Policy

Wittenberg has a smoking policy designed to provide as close to a smoke-free environment as is practical. We recognize and support the findings of the United States Surgeon General that tobacco use in any form poses a significant health hazard to tobacco users and to those exposed to secondhand smoke. Furthermore, we are committed to upholding The Ohio Smoke-Free Workplace Act, which prohibits "smoking" in a "public place" or a "place of employment." Our policy prohibits smoking and vaping/e-cigarettes, in all campus buildings, campus vehicles and within 25 feet of entrances, operable

windows and outdoor air intakes. This prohibition is without regard to the time of day or the presence of others and includes, but is not limited to residence facilities, classrooms, athletic facilities, labs, offices, restrooms, private offices, and other common spaces. It applies to all faculty, staff, students, contract service employees, campus visitors and vendors.

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 an individual have a concern about the enforcement of this policy, the concern should be addressed directly to the person violating the policy or, if an individual is uncomfortable doing that, they should bring your concern to the attention of their immediate supervisor/manager/chair, Wittenberg Police, Student Development/Life or Human Resources.

The university will refer individuals who wish to enroll in a smoking cessation program to available resources.

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.

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.

Posting Policy

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

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:

- 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.
- The content of all postings must comply with Wittenberg University mission, philosophy, values and policies.
- 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.)
- 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.
- Materials will also be denied if they display or encourage any form of aggressive behavior, violent acts, or weapons.
- 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:
    - Only 75 postings will be approved per event, 27 to be distributed throughout university residence halls and 48 to be distributed in campus buildings.
    - 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.
    - All paper postings must be done on bulletin boards within buildings. No paper posting may be attached to any other surface. See approved posting locations below.

Posting Approval Expiration

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.

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

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

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

- Doors, walls, windows, tables, benches, brick walkways, lamp posts, and trees are not appropriate display places.
- 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.
- 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.
- Advertisements may not be distributed on vehicles in any university owned parking lot or campus drive.
- 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.
- 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).
- Organizations can obtain a full list of approved poster locations by visiting The Office of Student Involvement.

Banner Space

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.

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

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.

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

- All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development/Life.
- General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above.
- 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.
- Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are re moved upon their completion date.

- 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.
- 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

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.

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

All materials posted by academic departments and university 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 offices have full control of the bulletin boards located in or near their offices that are dedicated to their use. If other organizations or departments wish to post in these areas, they must receive explicit permission from the appropriate department.

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

External, for-profit non-profit or non-university business entities are not permitted to advertise openly on campus.

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 Student Life, 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 Center for Personal & Professional Development s. Contact the Director of Center for Personal & Professional Development 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:

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

Purchasing and Conflict of Interest Policy

All members of the university community are expected to understand and comply with the university's purchasing and conflict of interest policies. Details of these policies can be found on the Business Services web page here: https://www.wittenberg.edu/administration/businessservices/purchasing-procedures.

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/Life 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.

Sales, Solicitation & Fundraising Policy

Registered Student Organizations

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

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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Funds raised may not benefit any specific individual.
- 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.
- 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.
- 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.

- Some fundraising activities may require a meeting with the Office of Student Involvement to ensure compliance with University policy and procedures.
- 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

- 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).
- In addition, posters, flyers and other advertisements pertaining to said activity must follow all guidelines set forth by the Wittenberg University Posting Policy.
- 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).
- 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.
- Any entities that violate this policy will be asked to stop immediately and may be escorted off campus property by Wittenberg University Police.

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.

The Health, Wellness & Athletics Complex (HWA) Use by Students

The HWA fields and facilities are for student recreation, intramural and club sports, and intercollegiate athletics. All Wittenberg students may use the HWA 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 HWA 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 HWA 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 HWA facilities.

- 5 gymnasium modules
- 1 fitness centers
- cardio intensive center
- strength intensive center
- 1 swimming pool, 25 yards x 25 meters
- 6 outdoor tennis courts
- 1 outdoor all-weather track (no bicycles, skateboards, pets, or chewing gum allowed— tennis shoes required)
- 1 indoor track and turf field (no bicycles, skateboards, pets, food or chewing gum allowed – tennis shoes or turf shoes required)
- 1 stadium—turf field (no bicycles, skateboards, pets, or chewing gum allowed— tennis or turf shoes required)
- Bill Edwards Field—rugby, intramurals, practice field
- Betty Dillahunt Field – softball, practice field

For more information concerning the scheduling and use of the HWA field and facilities, contact HWA front desk at 937-327-6415.

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:

- 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.
- Working academic files are maintained by deans, department chairs, and academic advisers in their respective offices.
- Records related to a student's nonacademic activities are maintained in the Office of Student Development/Life.
- 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 retained indefinitely. 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/Life staff, and a record of disciplinary action. This file is maintained in the Student Development/Life 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:

- 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.
- 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.

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.

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:

- 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;
- to officials of other educational institutions in which students seek to enroll;
- to persons or organizations providing to the student's 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:
- to accrediting agencies carrying out their accreditation functions;
- to authorized representatives auditing and evaluating federal- and state- supported programs;
- to parents of a student who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152;
- to persons in compliance with a judicial order or subpoena. The University will notify the student when this judgment is ordered; and
- 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.

University Vehicle Use

The Motor Pool department has a small number of passenger vans available for use by departments and student organizations. Please refer to the Motor Pool webpage to review policies and procedures for use.

Weapons Policy

Possession, use, or distribution of weapons is strictly prohibited at Wittenberg University. This includes all martial arts weapons, brass knuckles, knives (other than small pocket knives with blades four inches or less and kitchen knives which are only allowed in Witten'Burbs properties), slingshots, explosives (including fireworks and ammunition), guns (including air or spring-powered weapons, BB guns, paintball guns, jellyball/orbeez guns, facsimile weapons, stun guns, pellet guns, and any other projectile-firing devices), or other dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, chains, swords, and hazardous chemicals (except when necessary for academic or other approved University purposes). This prohibition includes the storage of any such item, including in vehicles on University property.

Tasers: For personal safety, students are permitted to possess one taser, but it must be kept in a personal item such as a backpack, handbag, or vehicle at all times. Tasers may not be removed from aforementioned personal item or used inside any University building. Any student found using or displaying a taser indoors will be subject to the Student Conduct process. Improper possession or misuse may result in confiscation and additional disciplinary action.

Any student found to possess a weapon or dangerous item in a manner that violates this policy may have the item confiscated and will be referred to Student Conduct. Additionally, any item—regardless of its primary purpose—used in a dangerous or threatening manner (e.g., a baseball bat) will be considered a weapon under this policy.

This prohibition applies to all University employees, students, vendors, visitors, and guests, including individuals licensed under Ohio law to carry a concealed weapon. Please refer to the University's Firearms Policy for further information. The only exception to this policy applies to law enforcement officials conducting official business on University property.

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 and 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 for 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 full time 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 fulfill 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. In general, students may not break a campus housing agreement during the academic year to move into a fraternity or sorority house (please see Mid-Year release exceptions below). 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.

Only students who are eligible to live in Witten'Burbs are eligible to request release to live in their Fraternity/Sorority house. Housing contracts are a yearly commitment and any mid-year releases are an exception granted by Residence Life. Because of this, the Office of Residence Life limits the number of mid-year releases to 5 students across all Greek Organizations.

Students seeking to be released from Wittenberg Housing to live in their Chapter-Owned House must submit a housing release form in the dates communicated to Greek Leadership.

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 Director of 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: either Carte Blanche or 200 Flex. Student living in the Witten'Burbs and in Greek housing (without a Greek required meal plan approved by the DOS), are required to have a meal plan. These students may choose from the Carte Blanche, 200 Flex, 100 Flex, 50 Flex or 30 Flex meal plans. If the Student does not specify a preferred board plan, one will be assigned by the University. Commuter students are permitted to select from any meal plan.

Meal Plan selections are for the semester. Students who wish to alter their meal plan must do so online (through the Wittenberg Housing Portal) 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 submit a Meal Plan change online 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. 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 should work with the Office of Accessibility Services. All students are required to participate in a University meal plan and through the Accommodations process will discuss their needs with the General Manager of Parkhurst. If Dining Services is unable to accommodate the special medical or dietary need, the Office of Accessibility Services may grant permission to not participate in the University dining program. 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 Student Service Portal. It is valid for two weeks. Students may not use a series of temporary IDs 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 IDs should be directed to Student Accounts, phone 937-327-7330.

Guest passes are included with some of the meal plan options. 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. During special restrictions, dining guests may be limited to other campus members (students/faculty/staff) as much as possible.

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). Unused Bonus Dollars will be forfeited at the end of the spring semester.

Additional dollars may be purchased using the Witt Gold program. Witt Gold does not expire at the end of a term and is rolled over.

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 undergraduate 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. **The University reserves the right to consolidate, alter, or cancel housing assignments at any time**.

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 and have lived in residence hall housing for one year 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 the Associate Director for Housing

Operations for permission to move. In instances where a student desires to move from one hall/area to another, the Associate Director for Housing Operations 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 at the super single rate.

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 could result in fines or termination of the move. 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 the 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 the 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; 2) the Student's behavior demonstrates disregard for the community members or facilities; 3) 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 Director of Residence Life, or the Director'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 execution of the agreement.

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 Director of Residence Life, or the Director'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, as well as hall-wide wi-fi access. 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. Common space lounges are provided for studying, programming, or social activities; priority is given to studying and programming. Residents must take trash and recycling to the designated containers and dispose of properly.

At times, certain common space equipment may be removed or restricted for emergency related safety precautions. This can include common space microwaves, some lounge furniture, and table games. Residents must abide by these restrictions and not alter any signage or markings in the common spaces that would undermine these precautions. If necessary, guests and outside groups may not be permitted in residence hall common lounges. 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. Common space furnishings and equipment are never permitted to be taken into resident's private room.

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 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. It is the responsibility of all residents to keep the laundry room and stairwells clean and to remove their own trash from the area. Residents must take trash and recycling to the designated containers and dispose of properly. 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 for 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 by completing the appliance registration form 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 mean deterioration which occurs without negligence, carelessness, accident, overuse 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 in designated outdoor 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 in 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 decoration 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. When installing window coverings students should be cautious and avoid causing permanent damage to the surface; students are prohibited from using sheets, flags, posters, tarps, trash bags, blankets, particle board/wood, 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 on Monday evening; 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) or light fixtures. 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, steps, walkways, and driveways.
    - Cleaning up any broken glass or similar hazards from lawn, walkways, and driveways.
    - Replacing light bulbs or reporting any need for assistance in 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.

Students should be placing work orders as they see areas that need to be fixed or if they have a concern. Appropriate steps will be taken to remedy the requests. Requests above normal wear and tear will be the responsibility of the residents.

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 Director of 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.

Student 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 walls, flooring, doors, windows or screens;
- Damages from windows or doors left open; appliances installed incorrectly;
- 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 updated prior to August 1 each year. Damages that are extreme, excessive, or extensive may be charged at a higher rate. While students 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 on the condition of the space at checkout, the condition at move-in as reported on the RCR and known history of the property. Students who do not complete an RCR during the first two weeks of moving in forfeit

the ability to turn one in. 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 Facilities Management. 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 July 1st or February 1st for midyear move outs.

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 ($125 per day). The Student agrees to vacate University housing:

- 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 Director of Residence Life.
- 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 $125 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 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. Residence Life will not accept an RCR from a student after the second week past move in. 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. All items provided to the student in the space must be present at check-out. Failure to do so, will result in charges to the student(s) assigned to that space.

Check-Outs

The Student can 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 Facilities Management professional staff before final determination of damages is made. Please note, RAs (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 break, and Summer break periods. If the Student wishes to make arrangements for break housing (if offered), they must complete the break stay request form at least two weeks in advance of the break period. Break Housing is not guaranteed, may carry additional fees, and may require temporary relocation. There is no access during any break period outside of approved break stay requests for Residence Halls or Witten'Burbs (houses/apartments) housing.

If a fall resident is not registered for spring semester for any reason, they are expected to vacate their residence completely, and complete a checkout by house/hall closing in December or within 48 hours of the status change.

Any housing needs past spring housing closing (or approved commencement closing for seniors) are considered part of Summer Housing/Summer Storage. Students engaged in university related activities (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/summer storage found to be occupying or storing belongings in summer housing may be charged for the entirety of summer housing/storage. 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 can help 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, relocation of assignment 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 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.

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 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 they 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 housing or 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 are given electronic access through their smart phone or through an electronic FOB that grants them access to the building. Students are given a physical key for access to their individual room. Houses and apartments have an exterior house locks as well as individual bedroom locks; multi-units may have a shared exterior door as well as an 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/FOBS/Mobile Access 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/access card or mobile access to 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 9p-2a), 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, Residence Hall students will be issued warnings from Resident Advisors (RA) 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 Wittenberg Police Division and Residence Life. Lockouts will be charged as follows:

- 1st lockout - $10
- 2nd lockout - $15
- 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 Facilities Management 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. Facilities Management will not issue keys directly to students. Students should pick up keys from Residence Life Office or they may be directed to pick up the key from Wittenberg Police.

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 themselves 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 for leaving guests unattended. 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, 3 nights per month during summer). 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 (Residence Halls and Witten'Burbs) 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 street or block parties without written permission from Wittenberg Police and 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. Students wishing to host gatherings at their home should review Resource Guide B: Safe Social Host for best practices.

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 ensure 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 (Surge Protectors with an auto shutoff feature are allowed);
- 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, air fryers, etc., and any items with exposed heat coil/element;
- Heaters of any type;
- Air conditioners in Residence Halls (except any cooling unit whose electrical draw is less than the requirements below, is evaporative, and does not need to exhaust out of a window)
- 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 (ww.bedloft.com). 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, blow torches, fuel/flammable liquids (such as lighter fluid, gasoline etc), 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
- Saunas, such as portable steam or infrared sauna boxes,
- 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
- Electronic scooters may not be charged or stored inside.
- LED Light strips are strongly discouraged, as they cause significant wall damage.

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 (www.bedloft.com). 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.
- Only for Ferncliff or Woodlawn Halls- One freestanding air conditioning unit or cooler per room, that meets the electrical requirements above. The unit cannot sit in a window nor require the unit to exhaust out of a window and must be evaporative.

For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside of closets. During break closings, refrigerators must be emptied, defrosted, unplugged, and left standing open. The University reserves the right to inspect refrigerators and micro- fridges 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:

- If residents want to bring in other appliances not already present in their unit (a/c units, laundry machines, etc.), they must request permission by completing the appliance registration form 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. Students will only be permitted to bring one air conditioner or one refrigerator unit per student. If this appliance causes too high of an electrical draw, Residence Life and Facilities Management reserve the right to deny the appliance. For students that bring an air conditioner in the Witten'Burbs, they are required to be removed from the window by Fall Break and not permitted to be placed back into the window until March 1. These dates are subject to change by Residence Life and Facilities and are just to serve as guidelines for planning.

- Students living in Burbs houses are allowed to each bring one extra appliance. Additionally, there will be permitted one additional appliance for the whole unit (Example, each resident may bring a window AC unit and then one additional may be brought for the living room). Each

appliance is required to be registered through the Office of Residence Life BEFORE they are installed.

- Students wishing to rent laundry machines are encouraged to use the University approved vendor, Open Sky Concepts. The University will not provide access to the student properties for any other vendor. Students using an unapproved vendor are responsible for any arrangements, appointments, access, or damage resulting from those arrangements.
- 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). Students will be charged for leaving behind grills and will be considered abandoned property. Grills are not permitted to stay with Summer Storage as it is not permitted to be stored inside the property or on the porch.
- Outdoor fireplaces/firepits are prohibited. Students wishing to have an outdoor fire can request permission to use the campus approved bonfire location and will need to meet with Witt PD to request permission and review expectations, the space should also be reserved in 25 live.
- Small appliances not allowed in residence halls but permitted in Witten'Burbs homes provided they are within the electrical limits listed above, in good condition, have an auto shut-off feature, and UL approved are limited to: toasters, convection/toaster ovens, microwaves, slow cookers, pressure cookers, waffle irons, griddles, electric pans/skillets/woks, rice cookers, hot pots, air popcorn poppers, bread machines. Students should remain present throughout use, exercise caution, and follow safe operating procedures.
- Witten'Burbs residents are still NOT permitted to bring: hot plates, oil fryers or poppers, indoor grills, fuel-based lamps, space heaters, or anything with an exposed flame or heating element or reliant on a flammable or accelerant material such as kerosene, propane, butane, gasoline, lighter fluid, etc.

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 the 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.

Students may not leave microwave ovens unattended while in use.

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 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 Facilities Management 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. Windowsills 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 individual's 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 at any time regardless of age. 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 in 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, pets approved for the Pilot Tiger Pals community, 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.

Residential students wishing to participate in the 4 Paws for Ability program must receive approval prior to participation in the program. Primary handlers must be eligible and live in a Witten'Burbs property. "Baby Sitters" may live in residence halls or Witten'Burbs properties. Residence Life restricts the total number of 4 Paws dogs allowed on campus.

Parking

All registered students are required to register any vehicle they bring to campus, regardless of residence. Validation stickers should be displayed at all times. Validation stickers are available through Wittenberg Police Division. Parking is only permitted in designated area. Vehicles are never permitted on lawns. Vehicles must be registered every academic year.

Electric Scooters

Due to safety and accessibility concerns, Wittenberg University prohibits the use of all electric scooters on campus property north of College Avenue. This includes the electric scooters deployed in downtown Springfield. For individuals interested in riding an electric scooter off-campus, it's important to know that riders are required to follow the general rules of the road and for operating a vehicle, including all local, state, and federal laws. Additionally, bicycles and electric scooters may not be ridden on sidewalks.

Academic Standards and General Academic Information

Please refer to the Academic Catalog for Academic Information and General Academic Standards.

Wittenberg University

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