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

The on-line version of the Student Handbook is considered official and can be located on the Ohio Wesleyan website at http://studentaffairs.owu.edu. All students of Ohio Wesleyan University are responsible for knowing, understanding, and abiding by the terms of the Student Handbook including the Code of Conduct.

Students are responsible for reading all communications sent to their Ohio Wesleyan 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 a purely personal nature.

July 2015
Dear OWU Students,

Another exciting year is underway! The Ohio Wesleyan community will provide each of us with challenges and opportunities that will be catalysts for your learning and development. To fully leverage the OWU experience, you must become a part of it. Research tells us that students who are involved in their college experience have higher levels of satisfaction, persistence and learning. Use this opportunity of learning to more fully explore your passions, develop your gifts and talents, and transform yourself and your community.

Respect yourself and others, appreciate and value our diverse community of learners and become resourceful in all that you do. Take responsibility for your learning, involvements and actions in order to make the most of every moment at OWU!

As your Dean of Students, I advocate on behalf of the student experience, promote opportunities to engage inside and outside of the classroom, and am committed to making Ohio Wesleyan University a positive learning environment for all students. Together we, students, faculty, staff and administration, share in the privilege of learning from each other in this special place. I look forward to sharing this transformational journey with you!

Kimberlie L. Goldsberry, PhD
Interim Vice President for Student Affairs

Statement of Non-Discrimination
Ohio Wesleyan admits students of any race, sex, disability, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, sex, disability, religion, sexual orientation, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other college-administered programs. A summary of the Affirmative Action Plan can be found in the Ohio Wesleyan Catalog.
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# ACADEMIC CALENDAR 2015/2016

## Fall Semester

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<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1</td>
<td>Tuesday</td>
<td>Last Day for Changing Credit/No Entry Status, Adding, and Dropping Full-Semester and First-Module Courses</td>
</tr>
<tr>
<td>September 22</td>
<td>Tuesday</td>
<td>Last Day for Withdrawing from First-Module Courses</td>
</tr>
<tr>
<td>October 13</td>
<td>Tuesday</td>
<td>Exams in First-Module Courses</td>
</tr>
<tr>
<td>October 14-18</td>
<td>Wednesday – Sunday</td>
<td>Mid-Semester Break</td>
</tr>
<tr>
<td>October 19</td>
<td>Monday</td>
<td>Second Module Begins</td>
</tr>
<tr>
<td>October 27</td>
<td>Tuesday</td>
<td>Last Day for Changing Credit/No Entry Status, Adding, and Dropping Second-Module Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day for Withdrawing from Full-Semester Courses</td>
</tr>
<tr>
<td>November 17</td>
<td>Tuesday</td>
<td>Last Day for Withdrawing from Second-Module Courses</td>
</tr>
<tr>
<td>November 21-29</td>
<td>Saturday – Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 4</td>
<td>Friday</td>
<td>Last Day to Present Petitions for Withdrawing from Full-Semester and Second-Module Courses</td>
</tr>
<tr>
<td>December 11</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 12-13</td>
<td>Saturday – Sunday</td>
<td>Reading Days</td>
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<tr>
<td>December 14</td>
<td>Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 15</td>
<td>Tuesday</td>
<td>Final Examinations</td>
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<tr>
<td>December 16</td>
<td>Wednesday</td>
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<tr>
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<td>Final Examinations</td>
</tr>
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<td>Term Ends at 10:30 PM</td>
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## Spring Semester

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<tbody>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 19</td>
<td>Tuesday</td>
<td>Last Day for Changing Credit/No Entry Status, Adding, and Dropping Full-Semester and First-Module Courses</td>
</tr>
<tr>
<td>February 9</td>
<td>Tuesday</td>
<td>Last Day for Withdrawing from First-Module Courses</td>
</tr>
<tr>
<td>March 4</td>
<td>Friday</td>
<td>Exams in First-Module Courses</td>
</tr>
<tr>
<td>March 5-13</td>
<td>Saturday – Sunday</td>
<td>Mid-Semester Break</td>
</tr>
<tr>
<td>March 14</td>
<td>Monday</td>
<td>Second Module Begins</td>
</tr>
<tr>
<td>March 22</td>
<td>Tuesday</td>
<td>Last Day for Changing Credit/No Entry Status, Adding, and Dropping Second-Module Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day for Withdrawing from Full-Semester Courses</td>
</tr>
<tr>
<td>April 12</td>
<td>Tuesday</td>
<td>Last Day for Withdrawing from Second-Module Courses</td>
</tr>
<tr>
<td>April 22</td>
<td>Friday</td>
<td>Last Day to Present Petitions for Withdrawing from Full-Semester and Second-Module Courses</td>
</tr>
<tr>
<td>April 28</td>
<td>Thursday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>April 29</td>
<td>Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 30</td>
<td>Saturday (AM)</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>Saturday (PM)</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 1</td>
<td>Sunday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 2</td>
<td>Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 3</td>
<td>Tuesday</td>
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<tr>
<td>May 4</td>
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<td>Sunday</td>
<td>Commencement</td>
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<td></td>
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## Summer Session

May 16, 2016 – June 17, 2016
CODE OF CONDUCT
University Academic Policies

Academic Grievance Policy

Membership in the Ohio Wesleyan community requires a devotion to the highest principles of academic and personal integrity, a commitment to maintain honor, and continuous regard for the rights of others. There can be no rights without individual responsibility.

Ohio Wesleyan assumes that its faculty is composed of mature and conscientious individuals, committed to teaching and learning as a career and a profession. Each teacher is presumed to develop and use methods and techniques which enhance learning and which best fit his or her personality and subject matter area. At the same time, the instructor is expected to abide by the general principles of responsible teaching, which are commonly accepted by the academic profession.

Students are free to take reasoned exception to the data or views offered in any course of study. While they may reserve judgment about matters of opinion, they are responsible for learning the content of any course in which they are enrolled.

In the event of an academic grievance, all parties involved are referred to Joint Statement on Rights and Freedoms of Students and the Complete Text of Endorsements by Sponsoring Organizations, which have been adopted by the Wesleyan Council on Student Affairs, the Faculty, and the Board of Trustees. They are also referred to in the statement on academic honesty and plagiarism, which are discussed below.

Grievance Procedure

Any student who is convinced that his or her academic performance has been treated in a prejudicial or capricious manner or evaluated by criteria other than those appropriate to the course has the right to file an academic grievance. In some cases, the student may believe that direct pursuit of the alleged violation could result in prejudicial treatment of his or her case or in jeopardizing his or her relations with the faculty member or department involved. If this is so, the aggrieved student is urged to seek the advice of his or her academic advisor or other faculty member. As a result of these discussions the student may ask a faculty or administrative staff member, not to include the President, the Provost, or the Dean of Academic Affairs, to act as intermediary in the case. Should that person agree to act as intermediary, the same procedure should be followed as when students are acting in their own behalf (outlined below). It is understood that by their nature, some complaints cannot be pursued, or pursued to a final solution, without the student’s name being known to the faculty member or department involved.

In order to preserve academic freedom and still provide an avenue for appeal for a student who seeks redress of an academic grievance, the following procedure is established. The discussion and resolution of a problem between a member of the faculty and a student or students will follow these steps:

1. The student should make an appointment to discuss the grievance with the professor involved. The student must provide appropriate documentation of the grievance. If the grievance is not resolved, the student may proceed to step 2.

2. The student should now make an appointment with the chairperson of the department involved. Again, the student should provide appropriate documentation of the grievance. The chairperson should ask the professor to provide rebuttal material, if appropriate. In cases where the chairperson is the instructor involved in the grievance, another full-time faculty member in the department, the student’s academic advisor, or another faculty member may serve in this role.

In the event of an academic grievance, all parties involved are referred to Joint Statement on Rights and Freedoms of Students and the Complete Text of Endorsements by Sponsoring Organizations, which have been adopted by the Wesleyan Council on Student Affairs, the Faculty, and the Board of Trustees. They are also referred to in the statement on academic honesty and plagiarism, which are discussed below.
mediating capacity. If the grievance is not resolved to the satisfaction of the student and the faculty member involved, the student may proceed to step 3.

3. The student should make an appointment to discuss the grievance with the Dean of Academic Affairs. This step must be initiated by the end of the fifth week of the semester immediately following the one in which the grievance arose. The student should provide appropriate written documentation of the grievance, including the results of steps 1 and 2. The written documentation should be provided to the Dean at least one day in advance of the appointment to discuss the grievance. The Dean will investigate the complaint by obtaining data and statements from all parties involved and will attempt to resolve the grievance by mutual consent of the student and faculty member.

If the case cannot be resolved based on the information available, the Dean will convene an advisory committee of two faculty members, preferably with little or no prior knowledge of the grievance. The student will select one other faculty member. The faculty member may be from the department involved or from related disciplines. Each party may exercise one peremptory challenge. The committee shall decide the outcome of the complaint with the advice of the Dean who will then notify the student and faculty member. In cases where a change of grade is deemed appropriate, the Dean shall initiate the change of grade at the Registrar’s office and will notify the student, the faculty member, and the chairperson (or other mediator) that he or she has done so. The grievance will normally be resolved by the last day of the semester in which the grievance has been filed.

The decision of the committee is final, and no further appeal procedure exists within the University.

**Academic Honesty Policy**

(Revised January 2008)

I. **Preamble, Definitions, and Examples**

Scholarly work in every discipline involves the use of others’ thoughts, work, and experimental results, published and unpublished. Academic honesty requires that such use be frankly and fully acknowledged. Failing to make such acknowledgment constitutes academic dishonesty.

All members of the Ohio Wesleyan community are obligated to maintain academic integrity and to foster it in others. Participating in, tolerating, or ignoring academic dishonesty must result from a radical misunderstanding of the nature of an academic community. Ignorance is no excuse for academic dishonesty. The Academic Honesty Policy is published in The Ohio Wesleyan Catalog which is available to each student throughout the year. Students will be held accountable for violations of the Academic Honesty Policy even if they claim they have not read it.

This policy is designed to make clear, in part by the penalties imposed, the seriousness of the university’s commitment to academic honesty. It also is intended to promote thinking about the conventions of academic honesty, the process of learning those conventions, and the consequences of violating them. Its definitions and examples are not exhaustive.

**Definitions:** There are many forms of academic dishonesty, including:

- **CHEATING,** the use of unauthorized, prohibited, or unacknowledged materials in any academic exercise;
- **FABRICATING,** the falsification or invention of information, interpretation, or source materials;
- **FACILITATING ACADEMIC DISHONESTY,** the conscious participation, in any
manner, in another student’s commission of any academically dishonest act;
• PLAGIARIZING, the representation of words, ideas, figures, or materials from other sources (print, audio, visual or digital, including the internet) as one’s own.

Elaboration and Examples:
CHEATING
Unless told otherwise by their instructors, students should assume that examinations are to be completed without the use of books, notes, or conversation with others, either in person or electronically. Students, who use or attempt to use unauthorized information in any academic exercise, including exams, are cheating.

FABRICATING
Fabrication is the unauthorized falsification or invention of information in an academic exercise. For example, it is academically dishonest to “invent” information in a laboratory experiment.

Also, students who, without notifying their instructor, attempt to submit academic work that has already been submitted for another course—whether that work has been graded or not—have fabricated their assignment.

FACILITATING ACADEMIC DISHONESTY
Students, who make their work available for another student to submit as his or her own, whether exactly as is or in altered form, are facilitating academic dishonesty, as are students who allow others to copy their answers on examinations. Aiding and abetting other students’ dishonesty is a serious breach of the academic honesty policy and is itself punishable just as cheating, fabricating, and plagiarizing are.

PLAGIARIZING
The Random House Webster’s Dictionary of the English Language defines plagiarism as “the unauthorized use of the language and thought of another author and the representation of them as one’s own.” Any failures to accurately and completely document all uses of source materials in an academic exercise constitute academic dishonesty. Source materials may include, but are not limited to, printed books, electronic media, oral reports, speeches, statistical information or analyses, anecdotal comments, visual media, musical performances, theatrical performances, or official and legal documents.

Plagiarism most commonly occurs in academic assignments when source materials are quoted, paraphrased, summarized, borrowed, or referenced

WITHOUT PROPER DOCUMENTATION PROVIDED, the following are rules for citing source materials:
• Provide a source for every direct quotation…
• Document all ideas, opinions, facts, and information in your paper that you acquire from sources and that cannot be considered common knowledge…
• Document all ideas, opinions, facts, and information in your paper that your readers might want to know more about or might question…
• Provide content notes as needed, but sparingly…
• Provide dates, identifications, and other information to assist the reader.


For examples and specific guidelines pertaining to documentation requirements, consult Parts VII
and VIII of *The Scott, Foresman Handbook* ("Research and Writing", "Documentation"). The handbook provides definitions, models, and examples of the conventions for citing sources and the standards for citation formats in different styles. Documentation formatting guidelines vary considerably among academic disciplines and courses; students should consult instructors in the appropriate discipline for information regarding citation formats and documentation standards. The responsibility for seeking this information and using it rests with each individual student.

II. Penalties for Violations of Academic Honesty Policy

A. The penalty for a first violation can range from a zero for the assignment to failing grade in the course. Students who commit only one act of academic dishonesty during their tenure at Ohio Wesleyan will have the record of that offense kept by the Dean of Academic Affairs expunged at the time of graduation.

B. The penalty for a second offense is a failing grade in the course with a special notation on the student’s official transcript denoting “failure for reasons of academic dishonesty” and suspension from the University for a period of not less than one semester. For students found guilty of a second offense, the notation of “failure for academic dishonesty” will remain on their official transcripts for one year following their graduation or separation from the University and will be automatically expunged by the Registrar at that time.

C. The penalty for a third offense is expulsion. For students found guilty of a third offense, the notation of “failure for academic dishonesty” will remain on their official transcripts for three years following their expulsion and will be automatically expunged by the Registrar at that time.

D. A student found guilty of a first act of academic dishonesty is required to receive instruction as to what constitutes academic dishonesty and must sign a statement verifying that instruction was given (see III. c. below). A student who fails to seek and receive such instruction within fifteen class days of notification by the Dean will have his/her transcript amended to note that the student has been charged with academic dishonesty in the particular course in which he/she was charged. This notation shall remain on the student’s transcript for three years after graduation or withdrawal from the university.

III. Procedures

A. When the instructor determines that academic dishonesty has occurred, he or she either assigns a penalty or refers the case to the Academic Conduct Review Board (ACRB). The instructor must also send a report to the Dean of Academic Affairs identifying the student and summarizing the case and the penalty assessed; the Dean will send a copy of this report to the student.

B. The Dean is responsible for the following: 1.) keeping records of all cases of academic dishonesty; 2.) communicating to the student the report filed by the instructor in III. a. above; 3.) ensuring that any student convicted of academic dishonesty receive instruction in the concepts of academic honesty and the procedures for its enforcement at Ohio Wesleyan, including the penalties for second and third violations; and 4.) Convening the ACRB as required and as necessary.

C. Instruction in academic honesty may be given by the instructor of record or by a faculty member (normally the Dean of Academic Affairs); in either case the student must sign a statement verifying that the instruction was given. This statement will be kept on file by the Dean.

D. When a penalty has been assigned by the instructor, the student may appeal the charge of academic dishonesty or the penalty within fifteen (15) class days of receiving a copy of the report sent to the Dean. Appeals are to be presented by the student him/herself and heard by the ACRB. If the ACRB upholds the instructor’s decision, the student may then appeal to the Provost. The appeal must be made to the Provost by the student. Once the Provost
has ruled, no further appeal is permitted.

E. If the ACRB hears a case referred to it by the instructor, the ACRB determines whether the student did or did not violate the Academic Honesty Policy. If it decides that the student violated the policy, the ACRB assigns a penalty and sends a full report to the Dean, who distributes copies to the student and to the instructor of record. The student may appeal the ACRB’s decision to the Provost. Once the Provost has ruled, no further appeal is permitted.

F. The ACRB consists of three faculty chosen by faculty vote, two students chosen through WCSA, and the Dean (who chairs the ACRB but has no vote). In instances involving a possible conflict of interest (e.g., the instructor of record is a member of ACRB), the faculty alternate, elected by the faculty, shall serve as a substitute with voting power. If the conflict of interest involves one of the two student members, the Dean of Academic Affairs shall ask WCSA to select an alternate who shall serve as a substitute with voting power.

G. In determining the penalty for a second offense, “one semester” is taken to mean a semester during the regular academic year. Thus a penalty of suspension of one semester, incurred during a summer session, would be enforced during the following fall semester.

**Final Examination Policy**

In any particular course, the course instructor determines whether or not a final examination is appropriate and to be given. In staff-taught courses, the department(s) makes such determinations. Such determination shall be announced in class early in the semester.

a. It is the intent of the college that its students receive a full fifteen weeks of instruction per semester and that any in-class final examinations will be given only on the day and time officially scheduled by the Registrar during the period set aside for this purpose.

b. Any assignment(s) that may substitute in a course for an in-class final examination shall be submitted at the time of the officially scheduled final examination for that course.

c. Final examinations in class shall be no more than three hours in duration.

d. Exceptions to (a) and (b) above may be necessary because of the early grade deadline for spring semester seniors expecting to graduate. Under this circumstance, a final examination may be given at a time outside of the official schedule at the mutual convenience of the instructor and the seniors involved. In no case shall such an examination conflict with or overlap other regularly scheduled class or laboratory hours of the seniors.

e. No course examination given during the fifteen-week semester shall overlap or conflict with regularly scheduled classes or laboratories.

Although special examinations are to be avoided, unforeseen circumstances may make them unavoidable. In such a case, a special final examination may be given after approval by the Academic Status Committee and the course instructor and after payment of a special charge for final examination service (see Fees in the Ohio Wesleyan Catalog).

Exceptions to this policy shall be cleared in advance with the Dean of Academic Affairs.


CODE OF CONDUCT

Community Standards and Policies

The policies that are discussed in this section apply to individual students and organizations’ responsibilities as members of the University community. This discussion of rules and policies is not exhaustive. Students and organizations are also subject to policies that are discussed in the sections titled “Residential Life Policies” and “Public Safety Policies and Services,” as well as elsewhere in the Code of Conduct of the Student Handbook. Students and organizations are also subject to applicable local, state, and federal law. Criminal violations are also violations of University policy and are subject to action by Student Conduct.

Students are expected to embrace the values and ideals of Ohio Wesleyan University. Students should act reasonably and responsibly in all situations, on and off campus. Remember, as students you represent the University.

Definitions

*Student* refers to a current full or part time student at OWU.

*Guest* refers to a current full or part time student at OWU who is not assigned as a resident of a particular room in question

*Visitor* refers to an individual who is not a student at OWU who is visiting an OWU student.

General Policies

Among the behaviors and activities in which students may not engage, and which are subject to University sanctions:

1. Forgery, destruction, removal, concealment, alteration, defacing, mutilation, or misuse of Ohio Wesleyan University documents, books, records, or identification cards.
2. Possessing or furnishing false information to Ohio Wesleyan University, or to individuals acting on its behalf in matters relating to admission, registration, student status, housing, grades, academics, financial aid, or investigation, or prosecution of other alleged violations of law and University policies.
3. Destruction, damage, or defacement of Ohio Wesleyan University property or the property of a member of the University community.
4. Theft: No person shall remove or use the property of another without permission. No person shall knowingly receive or possess stolen property.
5. Unauthorized, illegal, or fraudulent use of any building or facility (or any part thereof), motor vehicle or other property of Ohio Wesleyan University, including but not limited to the telephone system, mail system, or computer system, or any part thereof.
6. Trespassing or the unauthorized entry upon the property of Ohio Wesleyan University or the property or residences of OWU students, faculty or staff.
7. Conduct which injures or endangers the safety or health of any member of the University community, including oneself.
8. Disruption or prevention of any University activity.
9. Possessing, duplicating or using Ohio Wesleyan University keys without proper authorization by an appropriate University authority.
10. Refusal to identify oneself, failure to display upon request the Ohio Wesleyan University identification card, or other appropriate identification to authorized personnel.
11. Unauthorized parking, improper registration, or improper operation of motor vehicles on campus.
12. Bookmaking or establishing or promoting a game of chance for personal profit.
13. Failure to comply with the directives of a faculty or staff member in the performance of his or
her official duties, or with the orders of individuals acting on behalf of the University.

14. Failure to comply with orders/directives from and sanctions imposed by the Student Conduct System.

15. Students who host visitors (i.e., non-students who are visiting an OWU student) are responsible for the behavior of their visitors. A University rule violation by a visitor will result in a charge of “Visitor Policy Violation” filed against the student host through Student Conduct. Students who are hosting visitors who are on campus for a recruiting event sponsored by the Admissions Office, the Athletics Department, or other campus organizations are exempt from this policy.

**Computer Use Policy**
Ohio Wesleyan University provides computing resources to support the educational mission and administration of the University. The University also serves as a technology resource for the local community of OWU students, faculty, and staff; the extended OWU community, including alumni and emeriti faculty and staff; and campus visitors and guests. Information Services provide and maintain the public computing infrastructure, such as the network, servers, and computer laboratories. These resources are critical for the academic, administrative, and research needs of the University community. OWU community members, visitors, and guests (users) who utilize these resources are expected to comply with institutional policies as well as local state, and federal laws and regulations. Each user will share the responsibility for safeguarding the University’s computing environment. Fair, legal, and equitable use of the resources is essential for all users to maintain OWU’s computing environment.

Technology environments can easily be disrupted, and digital information can effortlessly be duplicated and distributed. Responsible utilization of OWU’s computing resources by users will ensure the integrity of these resources. The promotion of responsible use of the University’s resources does not negate the value placed on individual privacy and intellectual property rights or the academic freedoms guaranteed by the university.

Visit [http://infoserv.owu.edu/pdfs/ComputerUsePolicy.pdf](http://infoserv.owu.edu/pdfs/ComputerUsePolicy.pdf) to review the entire OWU Computer Use Policy.

**Smoking Policy**
Smoking is prohibited in all University buildings and areas immediately adjacent to doors and windows. (Ohio Revised Code Chapter 3794 – Smoking Ban). If you choose to smoke outdoors, University policy prohibits smoking in any area of campus where secondhand smoke may enter a University building or reach individuals who do not want to be exposed to it.

**Complaints**
General questions and concerns can be raised with specific offices/departments by forwarding an e-mail outlining the concern directly to the office/department leader. Complaints about staff or faculty members can be raised in the following ways:

**Staff** - A student with a complaint about a staff member should first attempt to bring their complaint to the staff member’s attention. If you feel unsafe doing so, or fear some kind of reprisal, you may contact the staff member’s direct supervisor to make a complaint. Staff in the Dean of Students Office and the Director of Human Resources can also be of assistance.

**Faculty** - Students with a complaint about a faculty member should first attempt to address the concern with the faculty member directly. If you feel unsafe doing so or fear some kind of reprisal, you may bring the concern to the attention of the chair of the department in which the faculty member is teaching. Students may also meet with the staff in the Dean of Academic Affairs or Provost Office.
The abuse of alcohol and the use of illegal drugs by members of the Ohio Wesleyan University community are incompatible with the goals of the institution. Students who abuse alcohol and use illegal drugs are more likely to experience significant problems with their academic work, personal safety, health, and interpersonal relationships than those who do not. The University recognizes that some students choose to use alcohol; those who do must do so legally and responsibly. All members of the University are required to observe federal, state, and local laws, and University rules that pertain to alcohol and other drugs. Students who do not abide by applicable laws and policies may be subject to both criminal prosecution and university disciplinary action. If you choose to use alcohol or other drugs, remember that you are responsible for your behavior and its consequences. Intoxication is not an excuse for sexual assault, assault, harassment, endangering safety, destruction of property, or any other prohibited behavior.

The primary goal of the University’s policy on alcohol and other drugs is to protect students. If you observe someone drinking or consuming other drugs dangerously in our community, please seek assistance; you may save someone’s life. Immediate medical attention should be sought for students whose safety is endangered by the over-consumption of alcohol or other drugs. Please note OWU’s Amnesty Policy below:

**Amnesty Policy**: Students who seek medical attention for themselves or others because of the over-consumption of alcohol or other drugs will not be charged with violations of the alcohol or illegal drugs policies through the Office of Student Conduct. However, students who repeatedly endanger themselves by over-consumption may face administrative intervention in other forms.

To further the University’s commitment to a healthy and safe educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University has established the following policy on alcohol and other drugs. A biennial review of this policy will be conducted as a part of the Biennial Review of Alcohol Prevention as required by EDGAR 86.

**Policy on Alcohol**

In accordance with federal, state and local law, Ohio Wesleyan University prohibits the unlawful possession, use, or distribution of alcohol by students and student organizations.

Students and visitors are prohibited from serving or otherwise supplying alcohol to any person under the age of 21. Students and visitors under the age of 21 are prohibited from possessing alcoholic beverages. “Possessing” includes:

- Consumption of alcohol
- Physical contact with any container that holds an alcoholic beverage
- Situations in which a student or visitor is not in physical contact with an alcoholic beverage container, but a preponderance of evidence supports the conclusion that the underage student or visitor has been drinking alcohol. Such evidence may include, but is not limited to, situations in which a container of alcohol is within reach of an underage student or visitor, the alcohol to of age student ratio suggests that underage students are consuming alcohol, and/or there are indicators such as the odor of alcohol about a student or visitor’s person, slurred speech, or impaired motor skills.
- Having alcohol or empty alcohol containers in rooms or suites (if all residents are under the age of 21)
OWU students and visitors 21 years of age or older may possess open containers of alcohol in the following places:

- Student rooms and suites in which at least one of the residents is 21 years of age or older
- Registered Large Social Gatherings
- Designated common areas of residential houses (SLUs, Williams Drive Houses, Theme Houses) and fraternities as long as the number of people does not exceed fifteen (15). See definition of a Small Social Gathering
- Sanctioned social events such as department or college receptions and other events where alcohol is served

Open containers of alcohol are prohibited outdoors, except at registered social gatherings and events that are approved to be outdoors. Loitering with an open container of alcohol is prohibited in residential facilities. However, a student or visitor 21 years of age or older may be in transit from one room, suite, or common area to another room, suite or common area within the same residential facility while in possession of an open container of alcohol.

In keeping with OWU’s goals of promoting healthy lifestyles and protecting students’ safety, excessive consumption of alcohol is strongly discouraged. Therefore, delivery systems designed to facilitate mass consumption of alcohol, such as beer bongs and funnels, are prohibited. Unless otherwise approved by an appropriate university staff member, kegs, tap systems and other common sources of alcohol (e.g. party balls, punch bowls, pre-stocked areas) are also prohibited. Participation in drinking games is prohibited if it contributes to endangering the safety of oneself or others, violating the rights of others, damaging property, or any other violation of the Student Code of Conduct. Although participation in drinking games is strongly discouraged, it constitutes a rule violation only when participation in such games contributes to committing other violations.

Fraternities and sororities are responsible for adhering to both OWU policies and national fraternity and sorority risk management policies. In accordance with national fraternity and sorority risk management policies, alcohol is prohibited at all fraternity and sorority recruitment and new member events, at all sorority houses, and as otherwise specified by national policies. Fraternity and sorority national headquarters will be notified of violations.

No university funds may be used to purchase alcohol. This restriction includes funding from the Wesleyan Council on Student Affairs (WCSA), Council of Fraternity Presidents (CFP), Panhellenic Council, and money collected by the University and given to the living units and chartered organizations for social programs or other purposes. Funds from student organizations may be used to hire third party vendors and security. Organization members may not collectively purchase alcohol (i.e. take up a collection to raise funds for purchasing alcohol). Sponsorship of events by companies involved in the production and/or distribution of alcohol is prohibited.

OWU students of legal drinking age may choose to consume alcohol responsibly on campus in one of three types of gatherings: small social gatherings, private large social gatherings, and public large social gatherings.

Small Social Gatherings
Small social gatherings with alcohol are permitted in rooms and suites in residential facilities (residence halls, SLUs and fraternity houses) except those which are alcohol free. See the chart below for the number of individuals permitted in each of these spaces for small social gatherings with alcohol.
### Small Social Gatherings with Alcohol

#### Summary of Number of Individuals Permitted in Rooms and Suites

<table>
<thead>
<tr>
<th>Residence Rooms</th>
<th>Residential Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SINGLE</strong></td>
<td><strong>DOUBLE</strong></td>
</tr>
<tr>
<td>May not exceed 3</td>
<td>May not exceed 6</td>
</tr>
<tr>
<td>May not exceed 12</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Any number of individuals within the limits defined above may be in possession/consuming alcohol – but they must be 21 years of age.

In structures that do not have suites (SLU’s, Williams Drive Houses, Theme Houses and Fraternities) small social gatherings with alcohol may be held in designated common living spaces (excludes: bathrooms, stairwells, storage/utility areas, laundry areas and hallways) and acceptable exterior spaces (patio, porch, deck or enclosed porch connected to or on the lower/1st floor level of the housing facility).

Only one small social gathering in common living spaces (described above) with alcohol can be taking place on a floor at a time (in a single space or in contiguous spaces on the floor). Example: There may be three common spaces inside a facility on two (2) different floors in 4 Williams Drive, but only one small social gathering with alcohol can be taking place in a single or in contiguous spaces on one floor in the building. See the chart below for the number of individuals permitted in common living spaces for small social gatherings with alcohol.

#### Small Social Gatherings with Alcohol

<table>
<thead>
<tr>
<th>Number of Individuals Permitted in a Common Living Spaces (only for SLU's, Williams Drive Houses, Theme Houses &amp; Fraternities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May not exceed 15</td>
</tr>
</tbody>
</table>

**Note:** Any number of individuals within the limits defined above may be in possession/consuming alcohol – but they must be 21 years of age.

Hosts of small social gatherings with alcohol must be of legal drinking age (21) and are responsible for what happens in their rooms and suites, as well as in the common areas where they are hosting a small social gathering during the time the gathering is being held. The University reserves the right to revoke the privilege of hosting small social gatherings with alcohol for students due to violations to the code of conduct.

### Large Social Gatherings

SLUs/Theme Houses, fraternities, and other student organizations may host large social gatherings with alcohol in accordance with campus policies. The consumption of alcohol is not to be the focal point of any large social gathering, other entertainment must be the primary purpose for the event. Invitations and advertisements for large social gatherings with alcohol must be to individuals and must state the (non-alcohol related) purpose(s) or theme(s) of the gathering. References to alcohol or illegal drugs are prohibited in advertising for all events, on and off campus. Advertisements and mass media invitations must be approved as part of the event registration process. When using a third party vendor off campus, drink specials or feature drinks of any kind are prohibited.

To be eligible to host large social gatherings with alcohol, a Small Living Unit (SLU), Theme Houses or student organization cannot be on any type of probation. SLU’s/Theme Houses and student organizations must complete the Responsible Host Training Program prior to hosting their first event where alcohol is present. This program is to be completed annually by SLU/Theme House residents and student organization officers and 25% of their members. The Responsible Host Training Program is offered on multiple occasions at the beginning of each semester (contact the
Two types of large social gatherings with alcohol are permitted: private events and public events. Private events are for residents of the SLU or members of the student organization and invited guests and visitors only. Public events may be attended by all members of the OWU community and invited visitors. Fraternities and sororities are prohibited by their national organizations from hosting public events when alcohol is served.

All Private and Public Events held on or off campus must be registered with the Office of Student Involvement.

**Private Events**
- For on campus events, a guest list including student names and identification numbers must be provided to Public Safety 24 hours in advance of the event. A second copy must be provided to the Public Safety Officer upon his/her arrival at the event, which will be 30 minutes prior to its start. This list will be used at the entrance of the event to ensure that only invited guests attend.
- Guests must show identification and sign the guest list at the entrance of the party.
- For off campus events, a guest list should be provided to Public Safety with the same information as on campus events.

**Public Events**
- A guest list prior to the event is not required; however, guests must sign in when they arrive.
- Attendance at the party must not exceed the fire occupancy limits or 150 people, whichever is less. Occupancy rates as determined by the Fire Inspector are available from the appropriate university staff member or through the Public Safety Office.

Alcohol may be served in one of two ways at large social gatherings:
- Served by a third party vendor
- Served under an F permit (a temporary liquor permit to sell or serve alcoholic beverages at special events) for which the student organization must apply (contact the Office of Student Involvement for more information. It is important to note that the process for this option needs to begin at least 6-8 weeks in advance of the event)

- **Note:** Men’s fraternity organizations do have the option to host a BYOB event within the guidelines of their insurance which are highlighted in the Event Programming with Alcohol document provided by Student Involvement.

If a student organization chooses to hold an event off campus it is recommended that the group consults with relevant campus offices (e.g., the Office of Public Safety or Student Involvement Office) to develop a plan to enhance its responsibility as hosts and reduce its risk of liability. It is also suggested that you participate in Responsible Host Training to learn about best practices for managing events with alcohol.

In order to reduce the risk of injury to students and guests of OWU, glass bottles are not permitted in residential or other university facilities during large social gatherings. All alcohol must be contained in plastic bottles or aluminum cans.

All large social gatherings with alcohol must be held in a location approved through the event registration process. Appropriate locations on campus include designated common areas within the SLU’s, Theme Houses and Fraternities, Stuyvesant Hall Milligan Hub, and Hamilton Williams Campus Center Benes Rooms. Outdoor Events must be approved and are subject to extra
restrictions pertaining to law enforcement, safety, clean-up, and noise.

During a large social gathering with alcohol within a facility, there may not be any consumption of alcohol occurring outside of the event area (i.e. a small social gathering with alcohol may not be held in a room of a SLU/Theme House or a fraternity house while a large social gathering with alcohol is being held elsewhere in the house). The one exception to this is Stuyvesant Hall, where events may be held in the Milligan Hub and students not included/participating in the event may reside in the building and be able to consume alcohol within a student room if they are of the legal drinking age.

SLU advisors, student organization advisors, and/or fraternity house directors, Theme House RA/Moderator or designee must be present and visible during all large social gatherings with alcohol. Arrangements must be made with these individuals prior to registering an event, as confirmed by their signature as part of the Registration Process.

SLU’s, Theme Houses and student organizations may hold Large Social Gatherings with alcohol on Weekend (Friday or Saturday) Nights:

- that start no earlier than 5 pm and end no later than 2 am (if the event is held in a university housing facility, quiet hours policies may lead to approval only going to 1am); and
- be no more than 5 hours in length; and
- guests may be served a maximum of 6 alcoholic beverages – beer only at ticketed events, at events where direct single sales with server occur the server determines cut off; and
- Alcoholic beverages can only be served in a can or plastic bottle.
- No wine or hard liquor may be served.

Weekday (Sunday through Thursday) Nights:

- that start no earlier than 5 pm and end no later than 10 pm; and
- be no more than 3 hours in length; and
- guests may be served a maximum of 3 alcoholic beverages- beer only at ticketed events, at events where direct single sales with server occur the server determines cut off; and
- Alcoholic beverages can only be served in a can or plastic bottle.
- No wine or hard liquor may be served.

Large Social Gatherings with alcohol will not be approved for the following dates:

- The first full week and weekend of each semester
- during academic breaks
- after the last day of classes (the final day for student programming)

Note: Additionally, Large Social Gatherings with alcohol may not be approved on the days of major campus events (e.g. Transition Programs, Family Weekend, Homecoming, President’s Ball, Honors and Recognition Week/end)

Policy on Other Drugs
All students are prohibited from using, possessing, providing, or selling of other (non-alcoholic) drugs as required by federal, state and local law, including both illegal drugs and prescription drugs that are used illegally (e.g., possessing or using prescription drugs prescribed to another person or using prescription drugs in an altered form). Drug paraphernalia that has been used for illegal purposes is also prohibited. The presence of scales, large quantities of drugs, drugs packaged in multiple containers, large sums of money, ledger books outlining sales and/or other indicators or tools of trafficking or supplying illegal drugs may be used as evidence of trafficking or supplying. By law, Ohio Wesleyan University is required to notify local police whenever evidence of illegal drug use, trafficking, or supplying is discovered on campus. The Delaware City Police Department will
file a report and make an arrest, which typically results in criminal prosecution.

University Sanctions for Alcohol and Other Drug Violations
Students are responsible for activity that occurs within their room or suite. All students found in violation of the University's alcohol or illegal drug policies through the University conduct process will be subject to sanctions. The Table of Sanctions outlines the possible sanctions for alcohol and illegal drug violations. See the Table of Sanctions in the Code of Conduct: The Student Conduct System. Sanctions are based on the severity of the violation and the number of prior violations, of all types, over the course of a student's career at OWU. The range of sanctions for alcohol violations by individual students and for possession/use of marijuana is described in row 4 of the Table of Sanctions. The range of sanctions for alcohol and illegal drug violations by organizations is described in row 6. The range of sanctions for possession/use of illegal drugs, other than marijuana, is described in row 5. The range of sanctions for trafficking or supplying illegal drugs, including marijuana, is described in row 3. Specific sanctions for the possession or use of illegal drugs are determined by the type and amount of drugs involved. Sanctions for trafficking or supplying illegal drugs, including marijuana and prescription drugs, are subject to the most serious sanctions, including suspension and expulsion. Specific sanctions depend on the type and amount of drugs being trafficked or supplied. These sanctions are in addition to any penalties and sanctions the student is charged with through federal, state, and local law.

The Family Educational Rights and Privacy Act (FERPA) gives colleges and universities the power to notify parents or legal guardians about violations committed by their children under certain circumstances. OWU's policy is to notify parents or legal guardians when any alcohol or drug violation creates a safety or welfare concern.

For questions related to the Policy on Alcohol and Other Drugs, please contact the Dean of Students Office.

Federal, State and Local Sanctions for Unlawful Possession or Distribution of Illegal Drugs and Alcohol
OWU observes all laws governing the sale, purchase and serving of alcoholic beverages by all members of its community, and expects that these laws will be adhered to at all events associated with the University. This includes activities on the OWU campus and at off campus functions sponsored by or supported by OWU or any of its affiliated groups.

The following information is provided as a general summary of the major applicable laws. Please keep in mind that laws frequently are amended and reinterpreted, that the application of law to specific situations generally requires an analysis of all of the facts and circumstances, and that this information should therefore not be substituted for specific legal advice. If you are charged with a crime it is important to seek the advice of an attorney.

Federal Penalties and Sanctions for Illegal Drug Offenses
http://www.deadiversion.usdoj.gov/21cfr/21usc/
Federal law prohibits and penalizes the manufacture, distribution, possess with intent to manufacture or distribute, and simple possession of illegal drugs. Federal sanctions for the illegal possession of drugs include imprisonment for up to 1 year and/or a minimum fine of $1,000 for a first conviction; imprisonment from 15 days to 2 years and a minimum fine of $2,500 for a second drug conviction; and imprisonment from 90 days to 3 years and a minimum fine of $5,000 for a third or subsequent drug conviction. For possession of a mixture or substance that contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of $1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or
substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties include, but are not limited to, civil fines up to $10,000 per violation; denial of federal benefits, such as student loans and grants; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Federal law mandates that students who receive federal financial aid and who are convicted of drug offenses under local, state, or federal law lose their eligibility for federal financial aid for the following periods:

- 1st possession or use offense, 1 year
- 2nd possession or use offense, 2 years
- 3rd possession or use offense, indefinitely
- 1st drug sale offense, 2 years
- 2nd drug sale offense, indefinitely

Eligibility for federal financial aid may be resumed prior to these stated periods if:
1. the conviction is legally stricken from the student's record by a court of law, OR
2. if the student completes a federally approved drug rehabilitation program. Contact the Office of Student Conduct for details on eligible programs.

**State Penalties and Sanctions for Alcohol and Illegal Drug Offenses** [http://codes.ohio.gov/orc](http://codes.ohio.gov/orc)

The criminal and traffic laws of the State of Ohio describe a wide range of alcohol and other drug offenses. The following is a brief synopsis of select laws. For detailed information on the laws of the State of Ohio, please consult the Ohio Revised Code available on the internet at [http://codes.ohio.gov/orc](http://codes.ohio.gov/orc) or in the OWU library.

- No person under the age of 21 may possess, consume, purchase, attempt to purchase, share the cost of, or pay for alcoholic beverages. It is illegal for anyone to sell or furnish any alcoholic beverages to an underage person. (Ohio Revised Code 4301.62)
- It is illegal to knowingly furnish any false information, including the name, age, or other identification of any person less than 21 years of age for the purpose of obtaining or with the intent to obtain alcoholic beverages. (Ohio Revised Code 4301.63)
- Except where allowed by permit, it is illegal to possess an opened container of an alcoholic beverage in any public place. (Ohio Revised Code 4301.63)
- It is against the law to operate any vehicle under the influence of alcohol or other drugs. A person convicted of operating a vehicle under the influence is subject to a fine, time in jail, and the suspension of his or her operator's license or driving privileges in the state. It is important to note that:
  - A person can be arrested and convicted even if the Breath Alcohol Content is below .08%.
  - A person can be arrested for DUI on private property.
  - The behavior of the driver may determine whether the person is under the influence regardless of the breath alcohol content.
  - Possession of any amount of cocaine, LSD, crystal methamphetamine, or heroin is a fifth degree felony, which carries a possible prison term of 6 to 12 months, up to a $2,500 fine, and a mandatory operator's license suspension of six months (minimum) up to five years.
  - Convictions for drug related offenses may make an individual ineligible for employment requiring special licensing, such as for attorneys, health care professionals, aviation pilots, law enforcement, etc., as well as for industrial positions requiring some level of security clearance, such as engineering, computer and aerospace technology. Such convictions may also prevent obtaining educational grants and other tuition assistance.

**Local Penalties and Sanctions for Alcohol and Illegal Drug Offenses**

The codified ordinances of the City of Delaware, which apply to students, staff and visitors while on
campus or otherwise within the city limits, are modeled after and closely resemble the state criminal and traffic laws. The illicit possession, use, and distribution of drugs are prohibited and penalized by local (as well as by federal and state) law. Likewise, the illegal possession, use, sale, or purchase of alcohol is prohibited and carries criminal sanctions.

Alcohol and Other Drug Education, Prevention and Treatment Resources
OWU Counseling Services
Hamilton-Williams Campus Center
Room 324
740-368-3145
Counseling Services offers a wide range of services to the OWU Community. These services include individual counseling, group counseling, consultation, crisis intervention, training, referral resources, and outreach programming. Students can work with a trained professional to address alcohol and other drug concerns as well as a variety of other emotional and developmental concerns. Counseling Services staff will provide referrals to outside agencies as appropriate for students with more serious alcohol and other drug concerns including drug dependency. While we are unable to complete mandated assessments, students can contact the Counseling Services office for referrals to outside agencies that do complete mandated assessments.

OWU Student Health Services
Stuyvesant Hall
740-368-3160
The Student Health Center operates as a medical care facility. Some services offered include, but are not limited to, physical examinations, illness/injury care and follow-up, gynecological exams, STD/HIV testing, and health promotion counseling. Students may schedule an appointment at the Health Center to discuss alcohol and other drug concerns. If the health care provider recommends a higher level of care, students will be referred to outside agencies.

Central Ohio Alcoholics Anonymous http://www.aacentralohio.org
Access the website for information about AA resources and meetings in the greater Columbus area including Delaware. You may contact Counseling Services or AA to learn more if you desire to attend.

Health Risks associated with Alcohol and Other Drug Use
Tobacco and Nicotine
Smokers are more likely than nonsmokers to contract heart disease and certain types of cancer. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Nicotine is both psychologically and physically addictive.

Alcohol
Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, loss of memory, and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption can lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects previously described.
Cannabis
(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)
Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Cannabis can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

Inhalants
(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)
Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

Cocaine (Powder or Crack)
Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants
(Amphetamines, Methamphetamines, Crank, Ice)
Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Depressants
(Barbituates, Methaqualone, Tranquilizers)
Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. The use of depressants can cause both physical and psychological dependence.

Hallucinogens
(PCP, LSD, Mescaline, Peyote, Psilocybin)
Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting
in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

**Narcotics**  
*Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)*
Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Use of narcotics can also cause physical and psychological dependence.

**Designer Drugs**  
*Analogs of Fenatyl, Analogs of Meperidine, MDMA, Ecstasy Analogs of PCP)*
Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogs of PCP cause illusions, hallucinations, and impaired perception.

**Missing Student Policy**  
*Effective July 2010*
Ohio Wesleyan University’s Missing Student Policy and its accompanying procedures establish a framework for cooperation among members of the University community aimed at locating and assisting students who, based on facts and circumstances made known to the University, are determined to be missing. Most missing student reports in a campus environment result from a student changing his or her routine without informing friends of the change. If a member of the University community has reason to believe that a student is missing, all efforts will be made to locate the student to determine his or her state of health and well-being.

A student shall be deemed missing whenever his/her whereabouts are unknown for more than 24 hours. Reports of missing students will be directed to the Department of Public Safety, at which point each report will be investigated in accordance with this policy.

At the beginning of each academic year, students will be asked to identify an emergency contact person to be notified if that student is determined to be missing. The missing student contact information will be collected and maintained by the Office of Residence Life.

**Behavioral Intervention Policy**  
*Effective April 2011*
**Overview and Philosophy**
Ohio Wesleyan University is committed to providing and maintaining a safe, healthy learning environment for all members of the learning community. This is accomplished by promoting awareness, respect and responsibility. Community members are taught:
- to be watchful for patterns of behavior that collectively raise genuine concern about a student's health or safety;
- to respect themselves and others;
• to take responsibility for choosing the opportunities available to them; and
• to be accountable for their behavior.

This policy outlines Ohio Wesleyan’s protocol for working with students who exhibit behavior that could threaten the health and safety of themselves, others, or property. The goals of this policy are to:
• identify and monitor behaviors of concern;
• escalate communication with appropriate professionals and, if necessary, the student’s family to assess risk; and
• implement appropriate intervention and supports to maintain the health and safety of the student and other community members.

Behaviors of Concern
Many behaviors cause concern for the well-being of the individual student and/or others within the campus community. Behaviors or actions that pose a direct threat to the safety and well-being of oneself or others within the campus community are covered in this policy.

Some of these behaviors are described in the Student Code of Conduct. Others include:
• talking about hopelessness, sadness;
• attempting or threatening suicide;
• significant changes in interpersonal relationships, such as abruptly ending a friendship without explanation or discussion;
• unexpected withdrawal from campus life;
• self-injurious behaviors such as cutting or burning oneself;
• failure to attend classes;
• significant changes in self-care, such as no longer bathing or washing one’s clothes;
• excessive sleep or no sleep;
• inappropriate responses, such as angry outbursts or unusually intense reactions;
• excessive eating or starvation;
• any other behavior that creates a direct threat of harm to the student or to others.

Student Care Team
The Student Care Team is responsible for soliciting and evaluating reports of any student whose behavior is of concern. In addition, the Team will communicate with and monitor students whose behavior has been reported.

The Team is co-chaired by the Dean of Students and the Dean of Academic Affairs. Members of the Team include: staff from the departments of Public Safety, Health Services, Academic Advising, Counseling Services, and Residential Life. Depending upon the situation, other community members may be asked to assist the Team.

Privacy
Any information shared with the Team and any records created or collected by the Team will only be shared with the Team and others identified as necessary to: 1.) evaluate the student’s behavior; 2.) monitor the student’s compliance with the plan of action, if applicable; 3.) determine whether the student can be reinstated to the University, if applicable; or to 4.) conduct other essential business for the university. Absent written authority from the student, staff from the Health and Counseling Services will not share information about a student’s interactions with Health and Counseling Services unless permitted by law.
Responsibilities of the Team
When behavior is reported, the Team must 1.) determine the nature, duration, and severity of the risk posed by the student’s behavior; 2.) assess the probability that a threatening injury will actually occur; 3.) determine whether reasonable modifications of policies, practices, or procedures, with the input and participation of the student, will sufficiently mitigate the risk; and 4.) recommend whether the student should take an interim emergency and/or involuntary leave of absence, if applicable.

Identify and Monitor Behaviors
The Team will sponsor campus awareness campaigns and educational programs to disseminate information about patterns of behavior that cause concern. Students who are facing a challenge will be encouraged to seek help through resources available on or off campus. All community members will be encouraged to report behaviors of concern to the Team by contacting a member of the Care Team, a staff member in Residential Life, Public Safety or the Dean of Students Office. The Team will make reasonable efforts to protect the identity of the reporter.

Escalate Communication between Necessary Parties
Once behavior has been reported, at least two members of the Team will assess the nature and degree of threat and then attempt to communicate with the student to gather information about the nature, duration, and severity of the risk posed by the student’s behavior. The student will be given the opportunity to acknowledge the behavior and to discuss whether he or she is getting or has received support to address this behavior through University or other resources. The Team will then determine what parties are necessary to assist in the Team’s evaluation of the risk presented by the behavior.

As part of this evaluation, the Team will ask the student to consent to the release of information maintained by the Health or Counseling Services Centers or other entities, on or off campus, that do or have provided services for the student. If appropriate, the Team may also ask the student to undergo a physical, chemical dependency, or mental health assessment by a qualified and licensed professional whose credentials have been approved by the Dean of Students, or his or her designee, to assist in evaluating the risk. The assessment will be paid for by the student. If, in the judgment of the Dean of Students, or his or her designee, this would present an undue hardship, University funds may be made available to pay for the assessment.

The student may refuse to authorize the release of information and/or refuse to undergo an assessment. This will impede the Team’s ability to assess the risk posed by the student’s behavior and to propose appropriate supports and interventions to minimize the risk. In addition, the student may be subject to discipline for behavior that violates the Student Code of Conduct.

Once the Team has determined the level of risk, it may ask the student for permission to notify his or her parents or guardians. If the student refuses to consent, the Team may still notify the student’s parent(s) or guardian(s) to the extent permitted by law.

Interim Emergency Suspension
Ohio Wesleyan may take immediate action to address an imminent risk of danger posed by a student whose behavior presents a direct threat to the health and safety of him or herself, others, or property. The Dean of Students, or his or her designee, in consultation with at least one member of the Team, may immediately remove a student from the University community. After the removal, the student, with the assistance of their University Advisor, the student may submit written comments to show why his or her continued presence on campus does not pose an imminent threat to him or herself, others, or property. For purposes of this section, University Advisors must be a member of the University community excluding Trustees of OWU, or a parent/guardian of the
Implement Appropriate Interventions and Supports
Once the evaluation is complete, the Team will develop a plan of action to alleviate the health and safety threat and to monitor the student’s behavior. A designee of the Team will meet with the student to describe the plan, identify supportive measures to help the student succeed, and to share the University’s expectations of the student to implement the plan. The plan may prohibit the student from living in a university residence, attending classes or participating in university activities. The student, and in appropriate circumstances, his or her parents or guardians, will be asked to sign the plan of action.

To the extent that implementation of the plan requires the exchange of confidential information about the student, he or she will be asked to consent to the exchange for as long as is necessary to monitor the student’s behavior. The student has the right to refuse to consent to the ongoing exchange of information and to sign or agree to implement the plan. This will impede the Team’s ability to assess whether the student’s behavior has changed and the risk has been reduced. In addition, the student may be subject to discipline for behavior that violates the Student Code of Conduct.

Voluntary Withdrawal
At any time during this process, the student may request to voluntarily withdraw in accordance with the university catalog. A decision to permit the student to voluntarily withdraw is at the sole discretion of the Dean of Students, or his or her designee, with input from the Team.

Involuntary Withdrawal
In the uncommon circumstance that a student cannot safely remain at Ohio Wesleyan after a plan of action has been proposed and/or implemented, the University may require the student to involuntarily withdraw in accordance with the university catalog. Prior to the imposition of an involuntary withdrawal, the student will have the opportunity to attend a hearing. The student will be permitted to have University Advisor accompany him or her to the hearing. A University Advisor supports the student in the hearing process. University Advisors must be a members of the University community excluding Trustees of OWU, or a parent/guardian of the student. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys. University Advisors provide support, guidance, and advice. They do not represent or advocate on behalf of those they advise.

Hearing Procedures
When the Team recommends an involuntary withdrawal, it will document its recommendation and request a hearing before the Vice President of Student Affairs, or his or her designee. The hearing will be held within fifteen (15) University Days from the day the hearing is requested by the Team, not counting the day on which the request is filed. For purposes of this section a University Day is a weekday during which the University is open. The time and location of the hearing will be determined at the discretion of the Vice President of Student Affairs, or his or her designee. At least five (5) University Days before the hearing, the student will be given a Notice of Hearing and a copy of the Team’s recommendation. At the hearing, a designee of the Team will present information to support its recommendation for an involuntary withdrawal. The student or his/her University Advisor will be given the opportunity to appear personally to present information in response to the
Team’s recommendation. The hearing may be held without the student, or his or her University Advisor, if either fails to appear.

Decision
At the conclusion of the hearing, the Vice President of Student Affairs, or his or her designee, will determine whether sufficient evidence has been presented to support the belief that the student has engaged in or is likely to engage in behavior that poses a significant risk of: 1.) harm to him or herself or others; 2.) significant property damage; or 3.) rendering the student unable to engage in the basic activities necessary to obtain an education. In addition, the Vice President of Student Affairs, or his or her designee, will determine whether sufficient information has been presented that supports the belief that the risk cannot be eliminated or reduced to an acceptable level through the implementation of a plan of action. In reaching a decision, the Vice President of Student Affairs, or his or her designee, may consider the impact of the student’s behavior on the educational community as a whole, including other students residing with or near the student, classmates, and professors.

In addition to involuntary withdrawal, the student may be restricted from interacting with the campus community during the period of the leave as needed to ensure safety. Such restrictions may include limits on the student’s communications with faculty, staff or other students and limits on the student’s access to the campus, for example, to visit friends or attend campus events.

Refunds
Regular refund policies will apply to students who withdraw, whether voluntary or involuntary

Reinstatement
A student that has worked with the Team and withdrew, whether voluntary or involuntary, may request at any time to return to Ohio Wesleyan. The process for reinstatement to the University is facilitated by the Academic Status Committee who utilizes the expertise and knowledge of the Care Team to review any requests from students that worked with the Care Team in the past. In support of the request, the student will be required to produce an opinion from a qualified, licensed professional, whose credentials have been approved by the Dean of Students, or his or her designee, that the student is fit to return. In addition, the student will be required to sign a release authorizing the qualified, licensed professional to exchange information regarding his or her determination that the student is fit to return with the Counseling Services Center. Ohio Wesleyan may request a second opinion from a qualified, licensed professional regarding the student’s ability to safely return to school.

Title IX Coordinator
Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Ohio Wesleyan University’s Title IX Coordinator is the designated agent of the University with primary responsibility for coordinating University Title IX compliance efforts. The Title IX coordinator’s responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of University policy in relation to Title IX legal developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University’s Title IX compliance. Below is the contact information for the Title IX Coordinator:
Ohio Wesleyan University also designates two other individuals to assist/support the Title IX Coordinator in his/her work to fulfill the compliance efforts. Below are the names, area of support and contact information for the Title IX Coordinator designees:

**Athletics**
Jennifer Joerger
Assistant Director of Gift Planning
Ohio Wesleyan University
University Advancement
Mowry Alumni Center
Delaware, OH  43015
740-368-3043
jajoerge@owu.edu

**Student Conduct**
Michael Esler, PhD
Professor of Politics and Government &
Coordinator of Student Conduct
Ohio Wesleyan University
Elliott Hall 301 and HWCC–Room 225
Delaware, OH  43015
740-368-3175 (Student Conduct)
mvesler@owu.edu

**Physical Acts of Violence against Persons Policy**
Physical acts of violence against persons violates the purpose of university life, generally, and affronts the values and goals of Ohio Wesleyan, specifically. Accordingly, the University does not tolerate this type of conduct. The University will bring charges whenever it has probable cause to believe that a student(s) has violated this policy, regardless of whether any of the parties to the alleged violation choose to press charges, and regardless of the severity of the violation.

**Assault** is defined as unwanted physical contact with another that causes, or attempts to cause, physical harm, or that recklessly creates the potential for physical harm. Assault is a more serious form of unwanted contact that causes, attempts to cause, or recklessly creates the potential for physical harm and is considered to be a High Severity Violation. **Brawling** is a less serious form and is considered to be a Low to Moderate Severity Violation (see Code of Conduct: The Student Conduct System, Table of Sanctions for descriptions of the sanctions involved).

The Coordinator of Student Conduct with assistance from Student Advisors will determine whether an unwanted act of physical contact that causes, attempts to cause, or recklessly creates the potential for physical harm is charged as an assault or brawling. The following criteria for making the determination will be used:

1. **Violence of the Attack**, which includes:
   a. The means used in the attack. For instance, use of weapons or other potentially harmful devices is an aggravating factor that makes an attack more serious. A closed fisted attack is more serious than a slap. Kicking or hitting someone in a defenseless position or who is otherwise unable to defend himself or herself is more serious than kicking or striking someone who is able to defend himself or herself.
   b. The amount of damage that is caused to the victim.

2. **Context of the Attack**, which includes:
   a. whether the attack was provoked, and/or was instigated by one party, and/or carried out in a fit of rage and/or whether it was calculated, alcohol was involved, the violation of other policies was involved, and any other relevant factors.
3. Whether the Attack was Shocking to the Conscience of the Community
   a. was the attack particularly indifferent to the values of the University or shocking to the sensibilities of the community. For instance, an attack that involved prejudicial harassment or that was committed in public or at a University event would be considered aggravating factors and more serious.

   These and other factors will be considered and weighed together. No one single factor will be determinative of whether an attack is considered to be an assault or brawling.

   With one narrow exception, students who use force against another person will be charged with assault or brawling regardless of who started the altercation. Therefore, students who are attacked should not retaliate; rather, the attack should be reported to the proper authorities. The only exception is when a student can demonstrate that he or she was forced to strike back to prevent harm to himself or herself, or to another. In all other cases, students will be considered to be in violation of the policy.

   All assaults or attempted assaults are considered to be serious. However, student on staff assaults will be treated more seriously and entail stronger sanctions than comparable student on student assaults.

   Sexual Assault, Sexual Contact, Dating Violence, and Domestic Violence are covered in the Sexual Misconduct Policy that can be found in the Code of Conduct.

   **Menacing Policy**
   Menacing, or the threat of assault or brawling, is prohibited. Menacing is any verbal, written, or gesticulated act that a reasonable person would take to be a credible threat of attack against one’s physical well-being or property.

   **Stalking Policy**
   No person will engage in a course of conduct directed at another person that would cause a reasonable person to:
   a. fear for his or her safety or the safety of others
   b. suffer substantial emotional distress

   Stalking that is directed toward other persons because of their gender, gender identity and/or expression, or sexual orientation is covered under the University’s Sexual Misconduct Policy that can be found in the Code of Conduct.

   **Sexual Misconduct Resources**

   **Preventative Measures and Risk Reduction Tips**
   Individuals who are aggressive sexually and commit sexual misconduct are responsible for their behavior. What you wear or say or do and whether you are intoxicated or sober are NOT invitations to engage in sexual activity without your consent. If you are subjected to sexual misconduct without your consent you are not at fault. However, reasonable preventative measures can help reduce your risk of unwanted sexual activity:
   - If there are limits to the types of sexual activity in which you will engage with a potential partner,
make them known as early as possible
- Tell a sexual aggressor NO clearly and firmly
- Remove yourself from the presence of a sexual aggressor
- Find someone and ask for help if you feel uncomfortable
- Know the effects of alcohol and drug use on your reaction time and inhibitions. Although it is not your fault if you are attacked, understand that sexual predators often seek individuals who are intoxicated. Use alcohol and drugs in moderation if you choose to use them
- Stick with your friends and let them help you

If you are initiating sexual activity, respect your potential partner. The following suggestions will help reduce your risk for being accused of sexual misconduct:
- Respect personal boundaries
- Clearly communicate your intentions to your potential sexual partner prior to initiating any particular sex act. Go slow. Allow your potential partner to clearly communicate his or her intentions to you.
- Do not assume that someone wants to engage in sex with you, is available, or is capable of giving consent. If you receive mixed messages or ambiguous responses you do not have consent. If you have any doubts about whether your potential partner consents to sexual activity with you, do not initiate the activity.
- Do not take advantage of someone who is drunk or drugged. Your own state of intoxication from alcohol or other drugs is never an excuse for sexual misconduct that you initiate.
- Realize that your potential partner might be intimidated by you or in a state of fear. You may have a power advantage because of your gender, size, or conduct.

If you are a bystander and witness behavior that you consider to be inappropriate or gives you concern that it could lead to acts of sexual misconduct, intervene. Most people do not condone or support sexual aggression. However, research shows that bystanders often hesitate to act because they are not sure if other bystanders feel the same as they do or would support intervention. In most cases, they do and would. Often it takes a single individual to initiate an intervention for others to follow. We are a community. Protect each other.

What to do if you believe YOU are the victim of Sexual Misconduct

What should I do if I believe I have been Sexually Assaulted?

1. Get to a safe place
2. Get HELP
3. Call someone to be with you - a friend, a family member, someone with whom you are close.
4. Report what happened and learn about your options

24 hours day/7 days week
* Delaware Police 911 for immediate threat and 740-368-1911 for assistance
* Public Safety 740-368-2222 or x2222 on campus
* Helpline Rape Crisis 740-369-3316
**Students Who May Be Victims of Sexual Misconduct**

Your health, safety and well-being are the primary concern to Ohio Wesleyan. If you or someone you know has been the victim of any form of Sexual Misconduct, you are strongly urged to seek immediate assistance.

Assistance can be obtained **24 hours a day, seven days a week** from:

- Delaware Police Department 911 for immediate threat and 740-368-1911 for assistance
- OWU Public Safety 740-368-2222 or (x2222 from a campus phone)
- Delaware HelpLine 24-hour Rape Crisis Assistance 740-369-3316

**What To Do:**

1. Get to a safe place.
2. Contact someone who can help (any or all of the following):
   - The 24 hour, 7 days a week services listed above; and
   - RAINN (Rape, Abuse, and Incest National Network): 24-hour crisis help line and assistance (1-800-656-HOPE)
   - Sexual Assault Response Network of Central Ohio: 24-hour rape crisis help line and assistance (614)267-7020

**Contact . . .**

- Your Resident Assistant/Moderator
- Your Residential Life Coordinator
- Public Safety
- Counseling Services
- Delaware Police Department

**After you report what happened, we can help you understand your options.**

Options to report to campus and local authorities - **who can explain what it means to report versus file charges.**

Know that Ohio Wesleyan will do everything they can to maintain confidentiality, but OWU does have a legal obligation to report sexual assaults that are reported. This does not require you to press charges or be identified by name - but may require you to express your desires to do so or not to the police.

**Reporting:**

- Local/State Justice System
- OWU Student Conduct System

**5. Continue to use the support resources available to you on campus** (Counseling, Chaplain’s Office, Dean of Students Office, etc.) and in the community (local agencies).

**Then what happens?**

Who will find out?

What if I don’t want to do anything - accuse anyone or press charges?

**What about confidentiality?**
Your Resident Assistant (RA) or Moderator/Residential Life Coordinator (RLC) available 24 hours a day, seven days a week
- University Counseling Services 740-368-3145 or (x3145 from a campus phone)
- University Chaplain 740-368-3082 or (x3082 from a campus phone)
- Central Ohio Mental Health Center 740-369-4908
- A trusted friend
- Legal counsel, if desired

3. Do not shower, drink, eat, wash hands, douche, or change your clothes. These activities destroy important evidence necessary to the proof of Sexual Misconduct (as defined in Section II below) or in obtaining a protective order if and when you decide to take legal action. Also, do not disturb anything in the area where the assault occurred. Physical evidence can be collected up to 72 hours after the assault.

4. Do not apply medication to any injuries you may have sustained unless absolutely necessary.

5. Be sure to obtain immediate medical attention, even if you need time before deciding to report the assault to police or University officials. The emergency rooms at Grady Memorial Hospital in Delaware, Grant Medical Center in Columbus, and Riverside Methodist Hospital in Columbus all provide medical treatment for rape and include follow-up referrals. You may also choose to have a collection of evidence exam conducted to preserve your legal options.
   - Grady Memorial Hospital (740-615-1000)
   - Grant Medical Center (614-566-9000)
   - Riverside Methodist Hospital (614-566-5000)

6. Call someone to be with you:
   - A friend
   - A family member
   - Someone with whom you are close

7. Consider your options for reporting the incident. Ohio Wesleyan University strongly encourages the reporting of sexual assault to the Delaware Police (911) so that the victim can receive assistance and support and discuss the option to seek criminal prosecution of the assailant. Public Safety (x-2222) or the police can offer assistance by taking you to the hospital. Support also includes seeking legal advice at any time.

8. Take some time soon after to write down, or dictate to a friend, everything that you can recall about the incident, with as much detail as possible. This documentation will be helpful if and when you decide to take legal action.

9. Most importantly, remember that the assault was NOT your fault; AND

10. If you do not receive the support that you believe you are entitled to, KEEP TRYING until you do.

What To Do If You Have Been Accused of Sexual Misconduct:
1. Speak to someone you can trust: a friend, family, counselor, etc.
2. Review the University’s Sexual Misconduct Policy. It is available on-line in the Student Handbook (http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf).
3. Contact the Coordinator of Student Conduct to review the conduct hearing process, discuss options, and seek assistance and support.
4. Do not attempt to contact the complainant yourself or through others.
Sexual Misconduct Policy

I. Statement of Policy
Ohio Wesleyan University affirms the principle that its students have a right to be free from all forms of Sexual Misconduct, for which the University has zero tolerance. Sexual Misconduct violates University policy, federal civil rights laws, and, in many cases, criminal law. When it
receives notice of an allegation of sexual misconduct it will conduct a prompt and fair investigation. If the investigation reveals that sexual misconduct has occurred, the University will work to end it, address its effects, redress wrongs created by the misconduct, prevent its recurrence, protect the safety of the University community and eliminate any hostile environment that the sexual misconduct creates.

II. Scope of Policy
A. Conduct Covered
   Sexual Misconduct includes sexual assault, dating violence, domestic violence, stalking, sexual contact, and sexual exploitation. These terms are defined more specifically in Section IIIB and C of this policy. Sexual Harassment is also a form of Sexual Misconduct. However, it is covered by its own policy. See, below, III. B. 5, for a definition of sexual harassment. For a more detailed definition and discussion of the policy, see the Harassment Policy in the “Code of Conduct: Community Standards and Policies: Harassment Policy” http://policies.owu.edu/harassmentPolicy.html.

   When sexual harassment is involved in a case that also involves another type of sexual misconduct, the rules and procedures for the other type of sexual misconduct will be applied.

B. Persons Covered
   This policy applies to allegations of sexual misconduct when full or part time students are the accused. If the accused is a non-student employee of the University go to http://policies.owu.edu/pdfs/HarassmentPolicy.pdf. For assistance contact:

   Public Safety at 740-368-2222 (2222 from a campus phone)

   Title IX Coordinator and Director of Human Resources
   John Sanders at 740-368-3394 (3394 from a campus phone)
jasander@owu.edu

   Title IX Coordinator designee and Coordinator of Student Conduct
   Michael Esler at 740-368-3175 (3175 from a campus phone)
mvesler@owu.edu

   Interim Vice President for Student Affairs
   Kimberlie Goldsberry at 740-368-3135 (3135 from a campus phone)
klgoldsb@owu.edu

   For purposes of this policy, full or part time students employed by the University are defined as students and University employees who take classes part time are defined as employees. If the accused is neither a student nor employee contact:

   Office of Public Safety 740-368-2222 (2222 from a campus phone)

   Delaware Police at 911 for emergencies
   740-368-1911 for non-life threatening emergencies

   Title IX Coordinators and/or the Dean of Students for guidance
Any person can file a complaint against an OWU student, regardless of whether he or she is an OWU student.

This policy applies to all, regardless of sexual orientation. Complainants (those who accuse) and respondents (those who are accused) can be male or female, straight, gay, lesbian, bisexual, transgendered, queer or gender non-conforming.

C. Geographical Reach
The policy applies to allegations of sexual misconduct on or off campus. It applies in face to face encounters, social media and other forms of electronic and non-electronic communication. Regardless of where it occurs, the policy applies whenever sexual misconduct creates a discriminatory and/or hostile environment on campus that significantly affects another student’s access to education. A discriminatory and/or hostile environment can be created by a series of events or a single event, such as a sexual assault.

D. Compliance with Federal Law
OWU’s Sexual Misconduct Policy complies with federal law. The University’s policies are subject to Title IX of the Education Amendments of 1972. Title IX bans sexual discrimination in schools that receive federal financial aid. Sexual Assault, Sexual Contact, Dating Violence, Domestic Violence, Stalking and Sexual Harassment are forms of sexual discrimination that are prohibited by Title IX when they create a discriminatory and/or hostile environment on campus that significantly affects other students’ access to education. Title IX requires colleges to balance the interests of complainants, the rights of respondents and the overall welfare of the college community in resolving cases covered by it.

OWU’s policies also follow the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA) and the Sexual Violence Elimination Act (SaVE). The Clery Act requires colleges to report annual statistics on crime, including sexual violence. VAWA is designed to prevent violence against women. It amends Clery by expanding the definition of sexual violence and adds additional rights for victims. The SaVE Act also amends Clery by increasing transparency, protections, training, preventative programs and rights. The policy is also subject to the Family Education Rights and Privacy Act (FERPA), which protects student privacy rights.

III. Definitions
A. Consent: Consent is a voluntary agreement to engage in sexual activity. More specifically, consent is defined as an act that a reasonable person would interpret as knowingly, willingly and unambiguously agreeing to engage in sexual activity. Consent can be provided verbally or non-verbally. However, verbal communication is preferable to communicating through actions. Talking to each other about what you want and do not want can bring clarity to the situation.

An individual who is impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to resist is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority, or who is under the age of 16 cannot consent. Keep in mind:
- Silence or absence of resistance does not imply consent
- Past consent does not imply present or future consent
- Consent to one form of sexual activity does not imply consent to another
• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
• Consent can be withdrawn at any time

B. Types of Sexual Misconduct

1. **Sexual Assault:** No person shall perpetrate without consent any of the following: vaginal intercourse between a male and a female; anal intercourse, fellatio, or cunnilingus between persons regardless of sex; or the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to constitute vaginal or anal intercourse. Sexual Assault is also known as rape.

2. **Sexual Contact:** Touching intimate parts of another’s body including without limitation the thigh, genitals, buttocks, pubic region, or breast, or clothing covering any of those areas, or causing a person to touch his or her own or another’s intimate parts, without consent.

3. **Stalking:** No person will engage in a course of conduct directed at another person because of that individual’s gender, gender identity and/or expression, or sexual orientation that would cause a reasonable person to
   a. fear for his or her safety or the safety of others, or
   b. suffer substantial emotional distress.

4. **Sexual Exploitation:** Includes, without limitation, publicly exposing one’s private parts, publicly engaging in masturbation, or publicly engaging in other sexual conduct. Surrerptitiously invading the privacy of another by spying or eavesdropping upon that person with the purpose or effect of assisting or enhancing one’s sexual gratification; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; recording, photographing and/or transmitting images of private sexual activity and/or the intimate parts of another’s body, including without limitation the thigh, genitals, buttocks, pubic region, or breast without consent; allowing third parties to observe private sexual acts without consent; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

5. **Sexual Harassment:** Two broad categories of sexual harassment are prohibited by the Sexual Harassment Policy –
   • **Quid Pro Quo Sexual Harassment** involves providing benefits or the promise of benefits on the condition that an individual submit to unwelcome sexual behavior, or denying benefits or threatening to deny benefits, or threatening to reveal false information unless an individual submits to unwelcome sexual behavior.
   • **Hostile Environment Sexual Harassment** involves incidents of verbal or non-verbal behavior that focuses on the sexuality or gender of a person and is unwelcome, severe or pervasive enough to substantially affect that person and thereby create a hostile environment, and that lie outside the realm of appropriate academic study or work practice. See the Harassment Policy in the “Code of Conduct: Community Standards and Policies: Harassment Policy” for more detailed definitions of these terms and a discussion of the policy ([http://studentaffairs.owu.edu/pdfs/StudentHandboook.pdf](http://studentaffairs.owu.edu/pdfs/StudentHandboook.pdf))

C. Contexts of Sexual Misconduct

1. Sexual misconduct can occur in a variety of situations and by different types of people. Sexual Misconduct can be committed by strangers, acquaintances, or someone with whom you are intimate. While all are equally serious, students should be aware that
most sexual assaults on and around campus are by acquaintances.

2. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

3. **Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner 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 intimate partner, by a person similarly situated to a spouse or intimate partner of the victim under the domestic or family violence laws of the relevant jurisdiction, or by any other person against an adult or youth who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

D. Panels and Individuals involved in the Sexual Misconduct Hearing Process

1. Sexual Misconduct/Harassment Panel Pool
   - This is a pool from which individuals are drawn to hear cases of sexual misconduct, including sexual harassment, and appeals for these cases. The pool will consist of both faculty and staff members. Faculty members are appointed by the Provost, staff members are appointed by the Chief Human Resources Officer. Pool members receive training on procedures and decision making on a regular basis.

2. Sexual Misconduct Hearing Panel
   - Hears cases of sexual misconduct and sexual harassment and decides the outcomes of these cases, and, when appropriate, determines sanctions. It consists of three members drawn from the Sexual Misconduct/Harassment Panel Pool. For each case, at least one member must be from the faculty and at least one from staff. If possible, at least one male and one female member will be on the Panel for each case. For each case, members of this Panel are selected from the Sexual Misconduct/Harassment Panel Pool by the Coordinator of Student Conduct.

3. Sexual Misconduct Appeals Panel
   - Hears appeal in cases of sexual misconduct and sexual harassment. It consists of three members drawn from the Sexual Misconduct/Harassment Panel Pool. For each case, at least one member must be from the faculty and at least one from staff. If possible, at least one male and one female member will be on the Appeals Panel for each case. Members of the Sexual Misconduct Hearing Panel who originally heard a case are not eligible to serve on the Sexual Misconduct Appeals Panel for that case. For each case, members of this Panel are selected from the Sexual Misconduct/Harassment Panel Pool by the Coordinator of Student Conduct.

4. Title IX Advisor
   - In cases involving sexual assault, sexual contact, dating violence, domestic violence, and stalking, complainants and respondents have the right to be accompanied by an advisor of their choice for all proceedings. Advisors for these types of cases are referred to as Title IX Advisors. Note that Title IX Advisors will be allowed in cases of stalking only when the alleged stalking is directed toward an individual because of the person’s gender, gender identity and/or expression, or sexual orientation. University Advisors will be used
in all other proceedings that involve stalking. “Proceedings” are defined as all activities related to a non-criminal resolution of a University disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. “Proceeding” does not include communications and meetings between officials and complainants and between officials and respondents concerning accommodations or protective measures to be provided to a complainant or respondent.

Title IX Advisors provide support, guidance, and advice. They do not represent or advocate on behalf of those they advise. Title IX Advisors are not allowed to speak during formal hearings and appeals. However, the complainant and respondent may request brief recesses to confer with and seek advice and guidance from the individual advising them. Recesses must be approved by the chairperson of the Sexual Misconduct Hearing Panel or the Sexual Misconduct Appeals Panel, and must be short and limited in number, as determined by the chairperson. Title IX Advisors may speak during pre-hearing meetings and informal processes at the discretion of the University official who is conducting those meetings and processes.

Advisors who are disruptive or who do not abide by the restrictions on their participation may be removed or dismissed to preserve the decorum, civility, and integrity of the proceeding.

The University will provide a reasonable opportunity to reschedule a proceeding to accommodate the schedules of Title IX Advisors. Ordinarily this means that the University will agree to rescheduling a proceeding once. The time frame for resolving a case (normally 9 to 30 University days) will not be delayed to accommodate the schedules of Title IX Advisors.

Title IX Advisors may not appear at a proceeding to observe, present arguments, or for any other reason, if the student for whom they are serving does not also appear at the hearing.

5. University Advisor

In sexual misconduct cases that involve sexual exploitation complainants and respondents have the right to be accompanied by a University Advisor for all proceedings, “Proceedings” are defined as all activities related to a non-criminal resolution of a University disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. “Proceeding” does not include communications and meetings between officials and complainants and between officials and respondents concerning accommodations or protective measures to be provided to a complainant or respondent.

University Advisors must be members of the University community excluding Trustees of OWU, Sexual Misconduct Panel Pool members, or a parent/guardian of anyone involved in the case. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys.

University Advisors provide support, guidance, and advice. They do not represent or advocate on behalf of those they advise. University Advisors are not allowed to speak during formal hearings and appeals. However, the complainant and respondent may
request brief recesses to confer with and seek advice and guidance from the individual advising them. Recesses must be approved by the chairperson of the Sexual Misconduct Hearing Panel or the Sexual Misconduct Appeals Panel, and must be short and limited in number, as determined by the chairperson. University Advisors may speak during pre-hearing meetings and informal processes at the discretion of the University official who is conducting those meetings and processes.

Advisors who are disruptive or who do not abide by the restrictions on their participation may be removed or dismissed to preserve the decorum, civility, and integrity of the proceeding.

The University will provide a reasonable opportunity to reschedule a proceeding to accommodate the schedules of University Advisors. Ordinarily, this means that the University will agree to rescheduling a proceeding once. The time frame for resolving a case (normally 9 to 30 University days) will not be delayed to accommodate the schedules of University Advisors.

University Advisors may not appear at a proceeding to observe, present arguments, or for any other reason, if the student for whom they are serving does not also appear at the hearing.

6. Title IX Coordinators

Federal law requires that the University designate one or more coordinators to be responsible for assuring compliance with regulations under Title IX. This includes overseeing investigations and resolutions of cases that are covered by Title IX, training of University personnel and responding to grievances. Title IX Coordinators may be contacted about questions and concerns that you have about Title IX.

**Title IX Coordinator**

John A. Sanders  
Interim Director of Human Resources  
University Hall – Room #003  
740-368-3394  
jasander@owu.edu

**Title IX Designee – Athletics**  
Jennifer Joerger  
Asst. Director of Gift Planning  
University Advancement  
Mowry Alumni Center  
740-368-3043  
jajoerge@owu.edu

**Title IX Designee – Student Conduct**  
Michael Esler, PhD  
Professor of Politics and Government & Coordinator of Student Conduct  
Elliott Hall 301 and HWCC–Room 225  
740-368-3175 (Student Conduct)  
mvesler@owu.edu

E. Other Participants and Terms used in the Conduct Process

- **Complainants** are those who allege misconduct by a student.
- **Respondents** are students who or student organizations that are accused of misconduct.
- **Appellants** are those who appeal a decision by a Hearing Officer, Student Conduct Board, Sexual Misconduct Panel, or Harassment Panel.
Appellees are those who respond to an appeal.

University Days are weekdays when the University is open and classes are in session.

A Report is information provided about possible sexual misconduct

A Formal Complaint is a written accusation of sexual misconduct that is resolved through use of the formal process (see Section VIII)

IV. Reporting Sexual Misconduct

A. Filing a Report

If you are the victim of sexual misconduct, or you know someone who is a victim of sexual misconduct, OWU urges you to report it. Reporting can help the University protect you and others who might be at risk from the assailant, redress wrongs, take measures to minimize the recurrence of such misconduct, aid in the pursuit of justice, and promote the educational values of the University. We can provide you with support and assistance. We also have protective measures and accommodations that are rigorously enforced to protect you. These include protective orders, special accommodations, interim suspensions and activity restrictions, limits to the number of people who will be informed of your report, and privacy protections over information that is generated in your case (see VI).

For an immediate threat, call the police at 911 or OWU Public Safety at 740-368-2222 (2222 from a campus phone).

To report a case of sexual misconduct when the immediate threat has passed, contact:

Coordinator of Student Conduct and Title IX Designee
Michael Esler at 740-368-3175 (3175 from a campus phone)
mvesler@owu.edu

Enforcement Agencies
Public Safety at 740-368-2222 (2222 from a campus phone)
Delaware Police at 740-368-1911

Interim Vice President for Student Affairs
Kimberlie Goldsberry at 740-368-3135 (3135 from a campus phone)
klgoldsby@owu.edu

Title IX Officer
John Sanders at 740-368-3394 (3394 from a campus phone)
jasander@owu.edu

Title IX Designee – Athletics Compliance
Jennifer Joerger at 740-368-3043 (3043 from a campus phone)
jaioerge@owu.edu

You may also contact Residential Life Staff, including Residential Life Counselors and Resident Assistants. They will provide you with information about your options and how to file a report. With the exceptions noted, below (see V.B), the person you contact will notify the Office of Student Conduct about your meeting. The Office of Student Conduct will conduct a prompt and fair investigation of all reports of sexual misconduct that it receives.
A report can be filed at any time. However, because the Student Conduct System applies only to current students who are accused, sanctions against them might be limited if the report is filed when they are no longer students and if they are subsequently found to be responsible.

If a student withdraws from the University after being accused of sexual misconduct it will be noted in the student’s record and the student must resolve the issue before returning as a student.

B. Meeting with the Coordinator of Student Conduct
The Coordinator of Student Conduct will contact you after the report is received. He or she will make sure that you are receiving support and assistance. The Coordinator will provide a hard copy of the policy and explain your options, including the use of informal processes (see VII), formal processes (see VIII) and remaining anonymous (see V). The Coordinator will also discuss accommodations that might be appropriate concerning the complainant’s academic, housing, transportation, and/or employment arrangements (see VI).

There is no time limit for reporting a case of sexual misconduct. However, timely reporting maximizes the University’s power to respond and investigate in an effective manner. Further, because the Student Conduct System applies only to current students who are accused of sexual misconduct, sanctions against them might be limited if a report is filed when they are no longer students and they are subsequently found to be responsible.

Visit [https://www.notalone.gov/](https://www.notalone.gov/) and/or [ocr@ed.gov](mailto:ocr@ed.gov) for information about resources on how to prevent sexual misconduct on campus, how to respond when it happens, and other important information, including how to file a complaint with the federal government if you believe that the University has failed to follow its Title IX obligations.

C. Notifying the Police
OWU policy is to inform the Delaware Police about reports of serious cases of sexual misconduct that it receives. Serious cases include all forms of sexual assault and other types of sexual misconduct that are determined to be serious on a case by case basis. We encourage you to report cases of sexual misconduct to the police. University personnel can help you contact the police and assist in your communication with them. Reporting to the police does not mean that you have to file criminal charges. In most cases, the police will protect your anonymity, if that is what you desire, and they will not proceed without your consent and cooperation.

D. The Criminal Justice System vs the Student Conduct System
These two systems operate independently. The criminal justice system is operated by the government and its officials exercise discretion in determining the cases they pursue. It is designed to determine the innocence or guilt of someone accused of a crime. For a person to be found guilty, a judge or jury must find them guilty “beyond a reasonable doubt”. If a person is found guilty, he or she is subject to strong penalties such as incarceration and steep fines. People accused of crimes are therefore protected by numerous rights and procedural regulations.

The University’s Student Conduct System is operated by the University and under the requirements of Title IX it must act in response to notification of sexual misconduct. The Conduct System is designed to enforce the rules of a private organization. Its purpose is to determine whether a student has violated its rules and, if so, what sanctions and remedies
should apply. Because under Title IX sexual misconduct is a form of discrimination prohibited by civil rights laws, the standard for finding a student responsible for a sexual misconduct violation is “preponderance of evidence” (or “more likely than not”), which is a lower standard than beyond a reasonable doubt. Sanctions for violating University rules are less severe than in the criminal justice system. The most the University can do is expel a student. Although the University provides significant rights to students who are accused of sexual misconduct, the rights are not as extensive nor are the procedural regulations as involved as they are for the criminal justice system.

The Student Conduct System operates under its own rules, procedures, standards, and sanctions, which are described in this policy. Filing a report about sexual misconduct with the University is independent of filing a report with the police. You may file reports with the University and the police, which we encourage; with the University, only; or with the police, only. If you file complaints with both the University and the police, the University will not wait for the criminal justice system to run its course before commencing its own process, except in cases where the University temporarily delays its investigation while criminal investigators gather evidence. Occasionally, the University and police will share information and conduct joint investigations for the sake of efficiency, but how they use the results will be independently decided.

V. Confidentiality

A. Remaining Anonymous

If you wish to keep information that you provide confidential and remain anonymous, the University will attempt to honor your request. However, any request for confidentiality must be considered in light of Title IX’s requirement that colleges take action when informed about possible Title IX violations. Therefore, the University cannot guarantee confidentiality. It must balance the complainant’s privacy with the University’s obligation to end sexual misconduct, protect the University community, and protect the rights of the accused.

A request for anonymity will be weighed against factors such as the seriousness of the alleged sexual misconduct and whether there have been other complaints of sexual misconduct against the accused, and other relevant factors. Even if the University cannot take disciplinary action against the accused because the complainant insists on confidentiality or that the complaint not be resolved, the University reserves the authority to conduct an investigation, issue no contact orders, or take other reasonably necessary measures to protect the complainant, community, and accused.

The University’s ability to respond fully to your allegation may be limited by honoring your request to remain anonymous. Specifically, it may limit our ability to pursue disciplinary action against the person you identify as your assailant. However, if the University is able to honor your request for anonymity and confidentiality, it often can take steps to respond to complaints in ways other than confronting the accused. These include increased monitoring or security at locations where or for activities in which the alleged sexual misconduct occurred; extra training and materials for members of the community; reviewing, changing, and/or better publicizing policies on sexual misconduct; and conducting climate surveys to monitor developments. For alleged perpetrators who face charges from a number of individuals, disciplinary action sometimes can be pursued without revealing the identities of particular complainants.
The Coordinator of Student Conduct, in consultation with the Dean of Students, will determine if requests for anonymity can be honored. In any event, the Office of Student Conduct will keep complainants informed of developments and before we take any action in your case.

B. Where to Go for Confidential Assistance

Sexual misconduct is traumatic. Individuals who experience it often need time and space to process what happened. If you are not sure how you want to proceed or just need time to consider your options and would like to speak to someone in confidence, you have a number of on-campus options.

Employees and volunteers in the offices listed below will provide basic information about your case to the Office of Student Conduct so that the University can maintain a record of reported sexual misconduct and identify any patterns that might exist. However, these offices will not provide information that would reveal your identity if you wish to speak to them in confidence and remain anonymous.

- University Counseling Services 740-368-3145 (or 3145 from a campus phone)
- Office of the University Chaplain 740-368-3083 (or 3083 from a campus phone)
- Student Health Services 740-368-3160 (or 3160 from a campus phone)
- Women’s Resource Center 740-368-3189 (or 3189 from a campus phone)
- Spectrum Resource Center 740-368-3196 (or 3196 from a campus phone)

VI. Protective Measures and Accommodations

OWU is committed to protecting complainants, respondents, and other individuals involved in sexual misconduct cases from the time a case is reported, through the process of resolving it, to after the case is resolved. University policy prohibits retaliation against a person who files a complaint on his or her own behalf, on behalf of another, provides information as a witness, or is accused of sexual misconduct. Retaliation includes intimidation, threats, coercion, harassment, discrimination or violence against another individual. Strong responsive measures will be taken against anyone who is involved in retaliation.

Measures to protect individuals include:

1) protective orders to keep the complainant, respondent and their agents apart from each other, and/or;

2) accommodations, examples include changing living arrangements consistent with Residential Life Policy and/or learning, working and transportation arrangements.

Upon notification from the Office of the Dean of Students, the Registrar’s Office and relevant faculty will be asked to consider accommodations for class schedules and coursework of the complainant, respondent, and other individuals involved in a case. This may include withdrawing from a class without penalty. Tutoring support may also be provided, as well as other accommodations.

Complainants, respondents and other individuals involved in a case may request that such measures be taken. The University will provide accommodations when they are reasonably available.

These measures will be designed to minimize, as much as possible, the burden on the complainant, without violating the rights of the respondent.
If, after consultation with the Vice President for Student Affairs, the Dean of Students determines that the presence of the respondent presents a clear and present danger to persons or property at the University, the Dean of Students may issue an **interim suspension** to the respondent at any point of the process from when a complaint is filed to when the case is resolved. Ordinarily, a case involving an interim suspension will be expedited to resolution as quickly as possible.

Alternatively, after consultation with the Vice President for Student Affairs, the Dean may restrict the activities of the respondent through an **interim activities restriction order** at any point of the process from when a complaint is filed to when the case is resolved. Activity restrictions also may be kept in place after the case is resolved. Interim suspensions and activity restrictions are operative immediately upon receipt of the notice by the respondent.

A victim of sexual misconduct always has the right to seek a **restraining order** or similar no-contact or protective order from the police, as well as from the University. Contact the Department of Public Safety for assistance in obtaining protective orders from the University or police, or contact the police directly. The University will enforce all protective and restraining orders regardless of who issues them.

The University is committed to protecting the privacy of all parties involved in sexual misconduct cases, to the extent possible. It will **limit the number of University members who are informed of the case** to those who are involved in resolving sexual misconduct allegations. The University will **maintain the record of your case in a secure manner and limit access to it.** Upon resolution of a complaint, all records pertaining to the case will be sealed and kept in the Offices of Student Affairs, accessible only on a need-to-know basis.

**VII. Informal Resolution of Sexual Misconduct Cases**

If you feel that you have been a victim of sexual misconduct but do not want to pursue formal charges, two informal procedures are available. The first involves a meeting between the complainant, respondent, and the Coordinator of Student Conduct and/or designee. The second involves a meeting between only the respondent and the Coordinator of Student Conduct and/or designee.

**A. Informal Resolution with Complainant Attending the Meeting**

This procedure is not mediation. Informal resolution differs from mediation in that it is more structured because the university official who presides over the meeting, the Coordinator of Student Conduct and/or designee, plays a more active role in guiding the process to completion, and the presiding officer(s) plays the predominant role in determining the outcome of the accusation and any remedies and sanctions that may be imposed.

Both the complainant and respondent must agree to attend. Each may be accompanied by either a Title IX Advisor or University Advisor, depending on the nature of the case (see III. D. 4 & 5).

Informal resolution provides an opportunity for the complainant to confront the respondent in the presence of, and facilitated by, the presiding officer(s), and to communicate his or her perceptions and feelings about the alleged sexual misconduct, the impact of the incident, and his or her expectations about the future. The respondent will have an opportunity to respond.
1. When Respondent Accepts Responsibility for the Accusation
   a. If, during the process, the respondent takes responsibility for sexual misconduct, the presiding officer(s) will propose a resolution. If the complainant and respondent agree to the resolution, the complaint will be resolved when terms of the resolution are completed. Neither party may appeal.
   b. If either party objects to the proposed resolution by the presiding officer(s), either may appeal through the Sexual Misconduct Appeals Panel. The resolution is the only grounds for appeal.

2. When Respondent Contests the Accusation
   If the respondent contests the allegation of sexual misconduct, and an informal resolution cannot be reached, the complainant may request a formal hearing to decide the allegation.

B. Informal Resolution with Complainant Not Attending the Meeting
   A second type of informal resolution may be requested by the complainant. He or she may request that the presiding officer(s) meet with the respondent and confront him or her with the accusation without the complainant being present. During the meeting with the respondent, the presiding officer(s) will discuss available support and assistance, convey any message that the complainant would like to send, discuss the University’s concerns about the alleged misconduct, solicit a response, and discuss how the accusation might be resolved.
   The presiding officer(s) then reviews the conversation with the complainant, who then decides how he or she wants to proceed, including the possibility of filing formal charges.

1. When Respondent Accepts Responsibility for Accusation
   a. If the respondent takes responsibility for committing the violation the presiding officer(s) will propose a resolution. If the complainant and respondent agree to the resolution, the complaint will be resolved when the terms of the resolution are completed. Neither party may appeal.
   b. If either party objects to the proposed resolution by the presiding officer(s), either may appeal through the Sexual Misconduct Appeals Panel. The resolution is the only grounds for appeal.

2. When Respondent Contests the Accusation
   If the respondent contests the allegation of sexual misconduct, and an informal resolution cannot be reached, the complainant may request a formal hearing to

The complainant and respondent may, at any time prior to conclusion of either informal process, elect to end the informal proceedings. The complainant may initiate formal procedures for addressing the issue.

Any statements or disclosures made by the parties during informal procedures may be used in subsequent formal procedures.

For both types of informal procedures the same protective measures and accommodations that are outlined in Section VI of this policy will be employed during and after the process is complete. For both types of informal resolution, the rights that are outlined in Section X of this policy are applicable.

For both types of informal resolution, the complainant and respondent will be simultaneously notified, in writing, about the resolution, if any, that results in the case.

VIII. Formal Resolution of Sexual Misconduct Cases
If, after meeting with the Coordinator of Student Conduct, or if a satisfactory result cannot be reached through informal processes, or if you decide that you do not want to pursue informal resolution, you have the right to pursue formal procedures.

A. Filing a Formal Complaint

To file a formal complaint (or charge) and begin the formal resolution process the complainant must submit a signed accusation to the Coordinator of Student Conduct. A formal complaint can be filed at any time. However, because the Student Conduct System applies only to current students who are accused, sanctions against them might be limited if the complaint is filed when they are no longer students and if they are subsequently found to be responsible.

Once the complainant requests that formal charges be made, no effort to dissuade him or her from the decision will be attempted.

B. Notifying the Respondent

Within 24 hours of receipt of the formal charges, the Coordinator of Student Conduct will notify the respondent (the complainant will be copied) in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), the section(s) of the Code of Conduct that is alleged to have been violated, the range of sanctions that may be imposed, the date, time, place of the conduct hearing and the right of appeal. The notice will also include the names of the members of the Sexual Misconduct Hearing Panel assigned to hear the case and a statement that the respondent and complainant have the right to challenge the participation of any panelist that they feel is unable to objectively decide the case.

We will provide support and assistance to respondents. We also have protective measures and accommodations that are rigorously enforced to protect you. These include protective orders, special accommodations, activity restrictions, limits to the number of people who will be informed of the charge(s) against you, and privacy protections over information that is generated in your case (see VI).

This notice will afford the respondent an opportunity to meet with the Coordinator of Student Conduct at a designated time and place for an informational meeting on the formal procedures for sexual misconduct and to provide a hard copy of the Sexual Misconduct Policy. The Coordinator of Student Conduct will also request from the respondent a detailed written report about the alleged incident. If a response is not submitted, a hearing will proceed without it.

Under normal circumstances, the hearing date will be set no sooner than nine (9) University days and no later than thirty (30) University days from the day the respondent is contacted by the Coordinator of Student Conduct. This time range may be extended at the discretion of the Coordinator of Student Conduct. Absent extraordinary circumstances the time range will not extend beyond sixty (60) days.

Every effort will be made to resolve allegations of sexual misconduct during the academic year in which they occur. However, if alleged cases of sexual misconduct occur too late in the spring semester to be resolved that semester, all or part of the conduct process will be taken up during the following fall semester unless arrangements can be made for all participants in the case to be available at an earlier date.

If a graduating senior is accused of committing sexual misconduct near the end of the school
year and before the hearing process can be completed, the respondent may walk through the graduation ceremony, but the diploma will be withheld until charges are settled.

C. Investigation
In conjunction with the Office of Public Safety, the Coordinator of Student Conduct will investigate the allegations. The investigation may commence prior to or after a complaint has been filed. The principals and witnesses will be interviewed. Their statements and additional evidence collected by University investigators separately and in coordination with law enforcement agencies will be reviewed and analyzed. Expert witnesses may be consulted. The results of the investigation will be made available to the complainant and respondent, and will be provided to the Sexual Misconduct Hearing Panel prior to the hearing.

D. Related Misconduct
The Sexual Misconduct Hearing Panel may decide allegations of, and impose sanctions for, sexual misconduct and other violations of the Code of Conduct that directly relate to the alleged sexual misconduct or that occurred in the course of the alleged sexual misconduct. However, it is not the practice of the University to pursue disciplinary action against a complainant or witness for the improper use of alcohol or other drugs, providing that such student(s) is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

E. Conduct of the Hearing
In the interest of fairness and confidentiality all hearings are closed to those who do not have a role in the case.

Prior to the hearing both the complainant and respondent will provide a list of witnesses that they propose to present at the hearing. The complainant and respondent will have the opportunity to submit other evidence for the record prior to the hearing. A list of witnesses must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

Persons disruptive at any stage of a hearing may be removed at the discretion of the Sexual Misconduct Hearing Panel Chairperson.

All persons who appear at hearings of Sexual Misconduct are expected to provide truthful testimony.

F. Sexual Misconduct Hearing Procedures
The following procedures will be used in formal Sexual Misconduct Hearings.
1. Reading of Procedural Rights by the Sexual Misconduct Hearing Panel Chairperson.
2. Reading of the charge(s) by the Sexual Misconduct Hearing Panel Chairperson.
3. Entering of the plea of the respondent (responsible or not responsible).
4. The Sexual Misconduct Hearing Panel will review the written evidence and solicit verbal testimony that is adverse to the respondent from witnesses, the complainant, respondent and/or the Coordinator of Student Conduct or designee.
5. The Sexual Misconduct Hearing Panel will review the written evidence and solicit verbal testimony that supports the respondent from witnesses, the respondent, complainant and/or the Coordinator of Student Conduct or designee.
6. Questions may be directed to the witnesses, complainant and respondent by members of the Sexual Misconduct Hearing Panel. When recognized by the Sexual Misconduct Hearing Panel Chairperson, the respondent, complainant, witnesses and/or the Coordinator of Student Conduct or designee may raise questions and comment on the
evidence and relevant rules. If the complainant or respondent wishes to ask another party a question(s), the question(s) must be submitted to the Sexual Misconduct Hearing Panel, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Sexual Misconduct Hearing Panel, between the participants to allow rebuttals, and to reveal all relevant facts and points of view.

7. Closing statements are presented by the side of the complainant.
8. Closing statements are presented by the side of the respondent.
9. The Sexual Misconduct Hearing Panel Chairperson dismisses all participants. The Panel will notify the complainant and respondent that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Panel reaches its decision. The Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Panel’s decision immediately after it is made.
10. The Sexual Misconduct Hearing Panel recesses to determine whether the respondent is responsible for violating the University rule(s) with which he/she/it is charged. The Panel proceeds by, first, determining the facts that are true, and then what, if any, sections of the Code of Conduct have been violated, based on the preponderance of evidence standard. If the Sexual Misconduct Hearing Panel decides that the respondent is responsible for a rule violation(s), it will determine the sanction to be imposed within the guidelines of sanctions for the Sexual Misconduct Policy (see section IX).
11. The Sexual Misconduct Hearing Panel Chairperson, or designee, contacts the Coordinator of Student Conduct following the Panel’s deliberation. It also prepares a written statement containing the Panel’s decision and rationale for it. Specifically, it includes:
   a. The facts found to be true
   b. The section(s) of the Sexual Misconduct Policy and/or Code of Conduct found to be violated (if any)
   c. The rationale for its decision.
   d. The sanction(s) to be imposed (if relevant)

G. If a student is found responsible for violating the Sexual Misconduct Policy and he or she appeals, the Coordinator of Student Conduct, in consultation with the Dean of Students, may impose sanctions on an interim basis prior to completion of the appellate process if it is determined that the student presents a danger to the community or other individuals. Otherwise, sanctions will not be imposed until the appellate process is complete.

H. The Appeal
   1. Both the respondent and complainant have the right to appeal. The written appeal must state the specific grounds for the appeal.
   2. Appeals are limited to:
      a. A review of the procedures;
      b. Appropriateness of the sanction; and
      c. Submission of new evidence.
   3. Appeals must be submitted in writing to the Coordinator of Student Conduct at the Office of Student Conduct. The written appeal must be received by the Coordinator of Student Conduct within seven (7) University Days from the date of the outcome letter for the hearing.
   4. Upon receipt of the written appeal the Office of Student Conduct notifies members of the Sexual Misconduct Appeals Panel. The Panel must hear any appeal by a student who has been suspended or expelled from the University. Appeals of cases involving lesser sanctions are heard at the discretion of the Appeals Panel. For discretionary appeals, the
Panel will accept a case if it believes that the appellant has a reasonable probability of prevailing in an appellate hearing. A majority of the members of the Panel must agree to hear a case for the appeal to be heard in cases that do not involve suspension or expulsion.

5. The Coordinator of Student Conduct arranges a hearing for cases that have been accepted for an appeal hearing. The appellant, appellee, witnesses, members of the Sexual Misconduct Appeals Panel, the members of the original Sexual Misconduct Hearing Panel that heard the case, and/or other relevant parties will be contacted to establish a time, date, and place for the appeal hearing. The notice to the appellant and appellee will include the names of members of the University Appeals Panel.

6. Sexual Misconduct Appeal Hearing Procedures

I. The following procedures will be used in Sexual Misconduct Appeal Hearings

1. The Sexual Misconduct Appeals Panel Chairperson reads the appeal.
2. The appellant presents his/her appeal.
3. If the grounds for appeal are “new evidence” the Sexual Misconduct Hearing Panel, through one or more of its members, through written or oral statements, may offer testimony about the evidence that was presented to the Panel during the original hearing and the basis of the Panel’s decision, in that case.

If the grounds for appeal are the “sanction” the Sexual Misconduct Hearing Panel, through one or more of its members, through written or oral statements, may offer testimony about the evidence that was presented to the Panel during the original hearing and the basis of the Panel’s decision, in that case.

If the grounds for appeal are “procedural error,” the party that is alleged to have committed the error(s) (e.g., members of the Sexual Misconduct Hearing Panel, Coordinator of Student Conduct, Public Safety Officials), through written or oral statements, may offer testimony about the alleged procedural error(s).

4. Questions may be asked of all parties by Sexual Misconduct Appeals Panel members. When recognized by the Sexual Misconduct Appeals Panel Chairperson, the appellant, appellee, witnesses, Sexual Misconduct Hearing Panel members, the Coordinator of Student Conduct or designee and/or others whose decisions might be at issue in the appeal may raise questions about or comment on the evidence and relevant rules. If the appellant or appellee wish to ask another party a question(s) the question(s) must be submitted to the Sexual Misconduct Appeals Panel, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Sexual Misconduct Appeals Panel, between the eligible participants to allow rebuttals, and to reveal all relevant facts and points of view.

5. Closing statement by the side of the appellant.
6. Closing statement by the side of the appellee.
7. The Sexual Misconduct Appeals Panel Chairperson dismisses all participants. The Sexual Misconduct Appeals Panel will notify the appellant and appellee that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Panel reaches its decision. The Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Panel’s decision immediately after it is made.

8. The Sexual Misconduct Appeals Panel recesses to determine the outcome. Based on the preponderance of evidence standard, and by majority vote, the Panel decides whether to
affirm or reverse the decision(s) that is being appealed.

a. When considering (a) claims of procedural error, if the Sexual Misconduct Appeals Panel determines that a procedural error occurred, it must decide whether the error was sufficiently severe such that the finding of the Sexual Misconduct Hearing Panel should be reversed or whether the error was harmless to the appellant’s original case;

b. when considering (b) claims about the appropriateness of the sanction, the Panel has the authority to modify a sanction that was imposed at the original conduct hearing; and

c. when considering (c) claims of new evidence, the Panel may reverse the decision of the Sexual Misconduct Hearing Panel if it determines that new evidence, when added to the existing record, establishes a preponderance of evidence that the decision by the Sexual Misconduct Hearing Panel should be reversed.

9. The Sexual Misconduct Appeals Panel Chairperson or designee, contacts the Coordinator of Student Contact following the Panel’s deliberation. It also prepares a written statement containing the Panel’s decision and rationale for it. Specifically, it includes:

a. The facts found to be true

b. The section(s) of the Sexual Misconduct Policy and/or Code of Conduct found to be violated (if any)

c. The rationale for its decision

d. The sanction(s) to be imposed (if relevant)

The statement is forwarded to the Office of Student Conduct, which informs the appellant and appellee simultaneously in writing.

10. The decisions of the Sexual Misconduct Appeals Panel are final

IX. Remedies and Sanctions

A. In cases in which a student is found responsible for sexual misconduct, the University will put a stop to it, address its effects, provide relief to the complainant, redress wrongs created by the sexual misconduct, prevent its recurrence, protect the safety of the University community and eliminate any hostile environment that the sexual misconduct creates. These measures include working to separate the student found responsible for sexual misconduct from the complainant in their learning, living and working environments. The burden of any changes in these environments will be on the person who is responsible for sexual misconduct. The University may also address the matter through one or more campus-wide programs, or programs targeted at a more defined population, to raise awareness of and prevent sexual misconduct.

B. Sanctions for Sexual Assault

The presumptive sanction for any student found to be in violation of Sexual Assault is expulsion. A less severe sanction is permitted only upon the finding of at least one mitigating circumstance (e.g., if a perpetrator commits Sexual Assault by an act of penetration without consent, but mistakenly believes that consent was granted, and withdraws immediately at the protest of the victim). Lack of charges or an acquittal of charges of Sexual Assault in a criminal court does not mean that sanctions imposed by the University in an on-campus hearing cannot be imposed.

C. Sanctions for Dating Violence, Domestic Violence, Stalking, Sexual Contact and Sexual Exploitation:

If a person is found responsible for any of these violations, the sanction(s) will range from a minimum of disciplinary probation to expulsion. Sanctions may be imposed as deemed
appropriate by the Sexual Misconduct Hearing Panel, subject to revision by the Sexual Misconduct Appeals Panel. In addition to probation and expulsion examples include, but are not limited to, suspension, fines, community service and mandatory psychological assessment. Multiple offenses of Sexual Misconduct may result in expulsion or suspension even if, taken individually, they would not result in removal from the University. You may also reference the “Code of Conduct: The Student Conduct System: Sanctions” for more details on the range of sanctions that might be imposed http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf.

Students found responsible for committing sexual misconduct but are not removed from campus will be subject to certain class scheduling, housing (consistent with Residential Life Policy), transportation, and employment arrangements so that the offender and complainant avoid, to the greatest extent possible, contact, unless the complainant agrees otherwise.

X. Procedural Rights for Students in Sexual Misconduct Cases

The following procedural rights are established for students who are accused of Sexual Misconduct and those who accuse them:

A. Students who are alleged to have violated the Student Sexual Misconduct Policy have the right to a hearing.

B. The respondent and complainant have the right to be informed in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), the section(s) of the Code of Conduct that is alleged to have been violated, the range of sanctions that may be imposed, the date, time, place of the conduct hearing, and the right of appeal.

C. The respondent and complainant have the right to review any written documents relevant to their case prior to a hearing.

D. The respondent and complainant have the right to meet with the Coordinator of Student Conduct at a specified time and place for an informational pre-hearing meeting about the Sexual Misconduct Policy and the Student Conduct System.

E. The respondent and complainant have the right to challenge any Sexual Misconduct Hearing Panel Member or Sexual Misconduct Appeals Panel Member that he/she feels is unable to objectively hear the case. Any challenge must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

F. The respondent has the right to be presumed not responsible until proven responsible for violating University policies.

G. The respondent has the right to a decision based on the preponderance of the evidence. More precisely, there must be a preponderance of evidence to find a respondent responsible. When there is no preponderance of evidence or if the preponderance of evidence supports the respondent, the respondent is not responsible for the violation.

H. The respondent and complainant have the right to testify and to present evidence and witnesses. A list of witnesses must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

I. At each stage of the conduct process, including pre-hearing meetings, hearings for formal and informal resolution, and any appeals that might be filed, the respondent and complainant have the right to be accompanied by an Advisor.

- In sexual misconduct cases involving sexual assault, sexual contact, dating violence, domestic violence, and stalking, complainants and respondents have the right to be accompanied by a Title IX Advisor, who is an advisor of their choice.

- In sexual misconduct cases that involve sexual exploitation, complainants and respondents have the right to a University Advisor. University Advisors must be
members of the University community, excluding Trustees of OWU, Sexual Misconduct Panel Pool members, or a parent/guardian of anyone involved in the case. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys.

- See III. D. 4 and 5 for a more detailed discussion of Title IX and University Advisors

J. The respondent and complainant have the right not to appear at a scheduled hearing. The hearing will proceed as scheduled if either or both exercises the right. If the respondent does not appear at the hearing it will not be presumed that he/she violated the rule(s) for which he/she is accused. If the complainant does not appear it will not be presumed that the alleged violation did not occur.

K. The respondent and complainant have the right to refuse to answer questions.

L. The respondent and complainant have the right to appeal an unfavorable decision.

M. The respondent and complainant have the right to request that the Coordinator of Student Conduct reschedule a hearing. Requests must be made in writing at least 48 hours before the scheduled hearing. The Coordinator will determine whether to grant the request.

N. If a case involves allegations of racial or sexual discrimination, the University Council on Equity and Diversity may submit written statements or documents to the Coordinator of Student Conduct prior to the hearing for consideration in the case.

O. Proceedings in cases of alleged sexual misconduct will be conducted by officials who receive annual training in issues related to sexual misconduct, procedures, and decision-making. The University is committed to providing a prompt and fair investigation and resolution of cases of sexual misconduct that protect the rights of the respondent and complainant, and the interests of the University community.
Preventing Harassment

Everyone can help improve the learning, living, working and transportation environment at OWU by taking responsibility, showing respect for others, and by modifying words and actions when they may offend others. You can prevent harassment, through increased awareness, self-evaluation and with your commitment to taking action.

If you are not sure whether your words or a particular action are acceptable, you should probably not say them or do it. You might also ask yourself how someone you care about might feel if he or she were the subject of the words or action, whether you would utter the words or engage in the action in front of your parents or grandparents or a professor, or whether you would be uncomfortable if your words or behavior were publicized.

Even if not intended to harass, your words or behavior could violate the University’s policy against harassment. While your intentions may be considered when determining appropriate remedies and sanctions, what is decisive for determining if your words or actions constitute harassment is if they are unwanted, and severe or pervasive enough to substantially interfere with the learning, living, working or transportation experience of others, and thereby constitute a hostile environment. The focus is on the complainant’s right to be treated equally as a member of the OWU community, not on the intentions of the respondent.

You should consider the impact of power. Harassment often occurs when there is an imbalance of power and/or an abuse of a power relationship. The imbalance can be with respect to administrative power and authority, such as between RA and resident, club officer and member, captain and teammate, established member and recruit or pledge, or supervisor and staff member. It can also be a situation in which power is based on some other criteria, such as possessing information that another person needs for his or her work or study, differences in personality types, or the number of persons in one group compared to another. Realize that if you are in a position of power or authority, power can be intimidating.

Below are a few key steps individuals can take to prevent harassment:

- Let it be known when you experience or witness behavior that you find objectionable and unwelcome.
- Clarify your understanding of harassment, freedom of speech, academic freedom, and performance management and the relationships among these practices.
- Offer support to anyone who is being harassed.
- Refuse to go along with harassment masked as humor or academic debate.
- Remember that “no” means “NO!”
- Respect others and treat them the way that you would want to be treated.

What to Do if You Have Been Accused of Harassment

- Speak to someone you can trust: a friend, family, counselor, etc.
- Review the University’s Harassment Policy. It is available on-line.
- Contact the Coordinator of Student Conduct to review the conduct hearing process, discuss options, and seek assistance and support.
- Do not attempt to contact the complainant yourself or through others.
Harassment Policy
PROCESS FLOWCHART

Victim of Harassment

Get Help 24 hours day/7 days week
* Delaware Police 911 for immediate threat and 740-368-1911 for assistance
* Public Safety 740-368-2222 or x2222 on campus
* Helpline Rape Crisis 740-369-3316

Learn about options to address alleged harassment

Complaint against Faculty or Staff
http://policies.owu.edu/pdfs/HarassmentPolicy.pdf

Complaint against Student
OWU Student Conduct System

Document Complaint/Allegation
with Coordinator of Student Conduct

Informal Hearing
facilitated by Coordinator of Student Conduct

Formal Hearing Process

Decision and Sanctions Presented

NOTE: Both the respondent and complainant have the option to appeal the decision and sanctions.

Submit Written Appeal to Coordinator of Student Conduct

Written Appeal & Case Documents
Provided to Harassment Appeals Panel

Decision Presented

Harassment - Formal Appeal Process

With Both Respondent and Complainant

With Respondent Only

Hearing with Harassment Panel

Harassment - Formal Appeal Process

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I. Statement of Policy
Ohio Wesleyan University is a diverse community of scholars that seeks to provide a learning, living and working environment conducive to the free pursuit of truth by all its members. Individuals are judged solely on factors such as ability, performance, and other qualities relevant to the values of the University. Harassment undermines the purpose of the University and threatens the academic experience, well-being and careers of students, faculty, staff and visitors to the campus.

Accordingly, the University is committed to providing an atmosphere that is free from discrimination, coercion and intimidation.

Consistent with these aims, harassment in all its forms is prohibited. When the University receives notice of an allegation of harassment it will conduct a prompt and fair investigation. If the investigation reveals that harassment has occurred, the University will work to end it, address its effects, redress wrongs created by it, prevent its recurrence, protect the safety of the University community and eliminate any hostile environment that the harassment creates.

II. Scope of the Policy
A. Persons Covered
This policy applies to allegations of harassment when full or part time students are the accused. If the accused is a non-student employee of the University go to http://policies.owu.edu/pdfs/HarassmentPolicy.pdf. For assistance contact:

Public Safety at 740-368-2222 (2222 from a campus phone)

Title IX Coordinator and Director of Human Resources
John Sanders at 740-368-3394 (3394 from a campus phone)
jasander@owu.edu

Title IX Coordinator designee and Coordinator of Student Conduct
Michael Esler at 740-368-3175 (3175 from a campus phone)
mvesler@owu.edu

Interim Vice President for Student Affairs
Kimberlie Goldsberry at 740-368-3135 (3135 from a campus phone)
klgoldsb@owu.edu

For purposes of this policy, full or part time students employed by the University are defined as students and University employees who take classes part time are defined as employees. If the accused is neither a student nor employee contact:
Office of Public Safety 740-368-2222 (2222 from a campus phone)

Delaware Police at 911 for emergencies
740-368-1911 for non-life threatening emergencies

Title IX Coordinators and/or the Dean of Students for guidance
Any person can file a complaint against an OWU student, regardless of whether he or she is an OWU student.

This policy applies to all, regardless of sexual orientation. Complainants (those who accuse) and respondents (those who are accused) can be male or female, straight, gay, lesbian, bisexual, transgendered, queer or gender non-conforming.

B. Geographical Reach
The policy applies to allegations of harassment on or off campus. It applies in face to face encounters, social media and other forms of electronic and non-electronic communication. Regardless of where it occurs, the policy applies whenever harassment creates a discriminatory and/or hostile environment on campus that significantly affects another student’s access to education. A discriminatory and/or hostile environment can be created by a series of events or a single event. When determining whether a discriminatory and/or hostile environment exists, both objective and subjective factors will be considered.

C. Sexual Harassment, Federal Law and OWU Policy
Although all forms of harassment are prohibited under the University’s policy, OWU complies with Title IX of the Education Amendments of 1972, which prohibits sexual discrimination in schools that receive federal financial aid. Sexual harassment is a form of sexual discrimination when it creates a discriminatory and/or hostile environment on campus that significantly affects other students’ access to education.

Under OWU policy, sexual harassment is a form of sexual misconduct (see “Code of Conduct: Community Standards and Policies: Sexual Misconduct Policy, II. A”). However, sexual harassment is governed by its own policies and procedures, which are described in this policy. In cases that involve allegations of sexual harassment and another type of sexual misconduct, the policies and procedures for the other type of sexual misconduct will be applied.

D. Academic Freedom
This policy should not be interpreted to infringe upon the academic freedom of members of the University community and their right to use the academic forum provided by the University to discuss controversial subjects or express ideas with which some or most members of the University community might strongly disagree.

III. Types of Harassment
A. Non-Prejudicial Harassment is defined as words, nonverbal symbols, or actions that are a) directed toward another individual; b) unwanted; c) severe or pervasive enough to substantially interfere with that person's learning, living, and working experience at OWU, and thereby create a discriminatory and/or hostile environment; and d) outside the realm of appropriate academic study or practice. A discriminatory and/or hostile environment can be created by a series of events or a single event. When considering whether a discriminatory and/or hostile environment exists, both objective and subjective standards will be considered.

B. Prejudicial Harassment is defined as words, nonverbal symbols or actions that are a) directed toward another individual because of that individual's race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, age, disability or military status; b) unwanted; c) severe or pervasive enough to substantially interfere with a person’s learning, living, and working experience at OWU, and thereby create a discriminatory and/or hostile environment; and d) outside the realm of appropriate
academic study or practice. A discriminatory and/or hostile environment can be created by a series of events or a single event. When considering whether a discriminatory and/or hostile environment exists, both objective and subjective standards will be considered. For examples of prejudicial harassment see Section XII.

While no form of harassment is tolerated, prejudicial harassment is of special concern given the legacy of discrimination it represents and the negative impact it has on diversity. It is incompatible with the University’s commitment to equal opportunity, inclusiveness and diversity. Remedies and sanctions imposed in cases of prejudicial harassment may be tailored to the circumstances of the case and/or to a defined population, and will reflect the serious nature of these types of cases.

If a student is found to be responsible for violating another section(s) of the Code of Conduct and is found to have committed that violation(s) because of the victim’s race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, age, disability or military status, then that violation will be considered a higher level severity offense than it would have otherwise.

C. Sexual Harassment is a specific form of prejudicial harassment that is defined in two broad categories:

1. Quid Pro Quo sexual harassment can involve a) promises or favors, such as when a tutor offers assistance that could lead to a student getting a higher grade or when a student leader promises membership in a club/organization in return for submission to sexual advances, or other unwelcome attention based on gender or sexuality. It can also involve b) threats, such as spreading rumors, threatening demotions within clubs/organizations, or other unwelcome attention based on an individual's refusal to submit to a sexual or romantic relationship, granting sexual favors, or engaging in other sexual or unwelcome activities based on gender or sexuality. Quid pro quo sexual harassment can be overt or implied from the conduct, circumstances and relationship of the individuals involved.

2. A Hostile Environment is created when words, nonverbal symbols or actions are a) directed toward another individual because of that individual’s gender, gender identity and/or expression, or sexual orientation b) unwanted; c) severe or pervasive enough to substantially interfere with a person's learning, living, and working experience at OWU, and thereby create a discriminatory and/or hostile environment; and d) outside the realm of appropriate academic study or practice. A discriminatory and/or hostile environment can be created by a series of events or a single event. When considering whether a discriminatory and/or hostile environment exists, both objective and subjective standards will be considered.

For examples of sexual harassment, see Section XIII.

IV. Panels and Individuals Involved in the Harassment Hearing Process

A. Sexual Misconduct/Harassment Panel Pool

The pool from which individuals are drawn to hear cases of harassment, including non-prejudicial harassment, prejudicial harassment and sexual harassment, as well as other types of sexual misconduct described in the “Code of Conduct: Community Standards and Policies: Sexual Misconduct II A.” Individuals from this pool are also drawn to hear appeals in harassment cases. The Pool will consist of faculty and staff members. Faculty members
are appointed by the Provost, staff members by the Chief Human Resources Officer. Pool members receive training on procedures and decision making on a regular basis.

B. Harassment Hearing Panel
Hears cases of harassment, including non-prejudicial harassment, prejudicial harassment and sexual harassment, decides the outcomes of these cases, and, when appropriate, determines sanctions. It consists of three members drawn from the Sexual Misconduct/Harassment Panel Pool. For each case, at least one member must be from the faculty and at least one from staff. If possible, at least one male and one female member will be on the Panel for each case. For each case, members of this Panel are selected from the Sexual Misconduct/Harassment Panel Pool by the Coordinator of Student Conduct.

C. Harassment Appeals Panel
The Appeal Panel hears appeals in cases of harassment, including non-prejudicial harassment, prejudicial harassment and sexual harassment. It consists of three members drawn from the Sexual Misconduct/Harassment Panel Pool. For each case, at least one member must be from the faculty and at least one from staff. If possible, at least one male and one female member will be on the Appeals Panel for each case. Members of the Harassment Hearing Panel who originally heard a case are not eligible to serve on the Harassment Appeals Panel for that case. For each case, members of this Panel are selected from the Sexual Misconduct/Harassment Panel Pool by the Coordinator of Student Conduct.

D. University Advisors
Complainants and respondents in harassment cases, and appellants and appellees in harassment appeals cases have the right to be accompanied by a University Advisor for all proceedings. “Proceedings” are defined as all activities related to a non-criminal resolution of a University disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. “Proceeding” does not include communications and meetings between officials and complainants and between officials and respondents concerning accommodations or protective measures to be provided to a complainant or respondent.

University Advisors must be members of the OWU community, excluding Trustees of OWU, members of the Sexual Misconduct/Harassment Panel Pool, or a parent/guardian of anyone involved in the case. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys.

University Advisors provide support, guidance, and advice. They do not represent or advocate on behalf of those they advise. The right to a University Advisor applies at each stage of the conduct process for cases of harassment, including pre-hearing meetings, hearings for formal and informal resolution, and any appeal that might be filed.

University Advisors are not allowed to speak during formal hearings and appeals. However, they may provide advice and guidance. The complainant and respondent may request brief recesses to confer with the individual advising them. Recesses must be approved by the chairperson of the Harassment Hearing Panel or the Harassment Appeals Panel, and must be short and limited in number, as determined by the chairperson. University Advisors may speak during pre-hearing meetings and informal processes at the discretion of the University official who is conducting those meetings and processes.
University Advisors may not appear at a hearing to observe, present arguments, or for any other reason, if the student for whom they are serving does not also appear at the hearing.

E. Title IX Coordinators
Federal law requires that the University designate one or more coordinators to be responsible for assuring compliance with regulations under Title IX. This includes overseeing investigations and resolutions of cases that are covered by Title IX, such as sexual harassment, training of University personnel, and responding to grievances. Title IX Coordinators may be contacted about questions and concerns that you have about Title IX.

Title IX Coordinator
John A. Sanders
Interim Director of Human Resources
University Hall – Room #003
740-368-3394
jasander@owu.edu

Title IX Designee – Athletics
Jennifer Joerger
Asst. Director of Gift Planning
University Advancement
Mowry Alumni Center
740-368-3043
jajoerge@owu.edu

Title IX Designee - Student Conduct
Michael Esler, PhD
Professor of Politics and Government & Coordinator of Student Conduct
Elliott Hall 301 and HWCC–Room 225
740-368-3175 (Student Conduct)
mvesler@owu.edu

F. Other Participants and Terms used in the Conduct Process
- Complainants are those who allege misconduct by a student.
- Respondents are students who or student organizations that are accused of misconduct.
- Appellants are those who appeal a decision by a Hearing Officer, Student Conduct Board, Sexual Misconduct Panel, or Harassment Panel.
- Appellees are those who respond to an appeal.
- University Days are weekdays when the University is open and classes are in session.
- A Report is information provided about possible harassment
- A Formal Complaint is a written accusation of harassment that is resolved through use of the formal process (See Section IX)

V. Reporting Harassment
A. Filing a Report
If you are the victim of harassment, or you know someone who is a victim of harassment, OWU urges you to report it. Reporting can help the University protect you and others who might be at risk from the harasser, redress wrongs, take measures to minimize the recurrence of such misconduct, aid in the pursuit of justice, and promote the educational values of the University. We can provide you with support and assistance. We also have protective measures and accommodations that are rigorously enforced to protect you. These include protective orders, special accommodations, interim suspensions and activity restrictions, limits to the number of people who will be informed of your report, and privacy protections over information that is generated in your case (see VII).
B. Who to Contact
For an immediate threat, call the police at 911 or OWU Public Safety at 740-368-2222 (2222 from a campus phone).

To report a case of harassment when the immediate threat has passed, contact:
Coordinator of Student Conduct and Title IX Designee
Michael Esler at 740-368-3175 (3175 from a campus phone)
mvesler@owu.edu

Enforcement Agencies
Public Safety at 740-368-2222 (2222 from a campus phone)
Delaware Police at 740-368-1911

Interim Vice President for Student Affairs
Kimberlie Goldsberry at 740-368-3135 (3135 from a campus phone)
klgoldsh@owu.edu

Title IX Officer
John Sanders at 740-368-3394 (3394 from a campus phone)
jasander@owu.edu

Title IX Designee - Athletics
Jennifer Joerger at 740-368-3043 (3043 from a campus phone)
jaioerge@owu.edu

You may also contact Residential Life Staff, including Residential Life Coordinators and Resident Assistants. They will provide you with information about your options and how to file a report. With the exceptions noted below (see VI.B), the person you contact will notify the Office of Student Conduct about your meeting. The Office of Student Conduct will conduct a prompt and fair investigation of all reports of harassment that it receives.

If a student withdraws from the University after being accused of harassment it will be noted in the student’s record and the student must resolve the issue before returning as a student.

C. Meeting with the Coordinator of Student Conduct
The Coordinator of Student Conduct will contact you after the report is received. He or she will make sure that you are receiving support and assistance. The Coordinator will provide a hard copy of the policy and explain your options, including the use of informal processes (see VIII), formal processes (see IX) and remaining anonymous (see VI.A). The Coordinator will also discuss accommodations that might be appropriate concerning your academic, housing, employment and/or transportation arrangements (see VII).

A report should be initiated within one year of the alleged harassment, absent extenuating circumstances that dictate otherwise, which will be determined by the Coordinator of Student Conduct. However, timely reporting maximizes the University’s power to respond and investigate in an effective manner. Further, because the Student Conduct System applies only to current students who are accused of harassment, sanctions against them might be limited if a report is filed when they are no longer students and they are subsequently found to be responsible.
VI. Confidentiality

A. Remaining Anonymous

If you wish to keep information that you provide confidential and remain anonymous, the University will attempt to honor your request. However, any request for confidentiality must be considered in light of the University’s commitment to addressing harassment whenever it occurs. In cases of sexual harassment, Title IX requires colleges to take action when informed about possible cases. Therefore, the University cannot guarantee confidentiality. It must balance your privacy with its obligation to end harassment, safeguard the University community, and protect the rights of the accused.

A request for anonymity will be weighed against factors such as the seriousness of the alleged harassment, whether there have been other complaints of harassment and other forms of misconduct against the accused, and other relevant factors. Even if the University cannot take disciplinary action against the accused because the complainant insists on confidentiality or that the complaint not be resolved, the University reserves the authority to conduct an investigation, issue no contact orders, or take other reasonably necessary measures to protect the complainant, community, and accused.

The University’s ability to respond fully to your allegation may be limited by honoring your request to remain anonymous. Specifically, it may limit our ability to pursue disciplinary action against the person you identify as your harasser. However, if the University is able to honor your request for anonymity and confidentiality, it often can take steps to respond to complaints in ways other than confronting the accused. These include increased monitoring or security at locations where or for activities in which the alleged harassment occurred; extra training and materials for members of the community; reviewing, changing, and/or better publicizing policies on harassment; and conducting climate surveys to monitor developments. For alleged perpetrators who face charges from a number of individuals, disciplinary action sometimes can be pursued without revealing the identities of particular complainants.

The Coordinator of Student Conduct, in consultation with the Dean of Students, will determine if requests for anonymity can be honored. In any event, the Office of Student Conduct will keep complainants informed of developments and before we take any action in your case.

B. Where to Go for Confidential Assistance

Harassment is traumatic. Individuals who experience it often need time and space to process what happened. If you are not sure how you want to proceed or just need time to consider your options and would like to speak to someone in confidence, you have a number of on-campus options.

Employees and volunteers in the offices listed below will provide basic information about your case to the Office of Student Conduct so that the University can maintain a record of reported harassment and identify any patterns that might exist. However, these offices will not provide information that would reveal your identity if you wish to speak to them in
confidence and remain anonymous.

- University Counseling Services 740-368-3145 (or 3145 from a campus phone)
- Office of the University Chaplain 740-368-3083 (or 3083 from a campus phone)
- Student Health Services 740-368-3160 (or 3160 from a campus phone)
- Women’s Resource Center 740-368-3389 (or 3189 from a campus phone)
- Spectrum Resource Center 740-368-3196 (or 3196 from a campus phone)

VII. Protective Measures and Accommodations

OWU is committed to protecting complainants, respondents, and other individuals involved in harassment cases from the time a case is reported, through the process of resolving it, to after the case is resolved. University policy prohibits retaliation against a person who files a complaint on his or her own behalf, on behalf of another, provides information as a witness, or is accused of harassment. Retaliation includes intimidation, threats, coercion, harassment, discrimination or violence against another individual. Strong responsive measures will be taken against anyone who is involved in retaliation.

Measures to protect individuals include:

1) protective orders to keep the complainant, respondent and their agents apart from each other, and/or
2) accommodations, examples include changing living arrangements consistent with Residential Life Policy and/or learning, working and transportation arrangements.

Upon notification from the Office of the Dean of Students, the Registrar’s Office and relevant faculty will be asked to consider accommodations for class schedules and coursework of the complainant, respondent, and other individuals involved in a case. This may include withdrawing from a class without penalty. Tutoring support may also be provided, as well as other accommodations. Complainants, respondents and other individuals involved in a case may request that such measures be taken.

The University will provide accommodations when they are reasonably available. These measures will be designed to minimize, as much as possible, the burden on the complainant, without violating the rights of the respondent.

If, after consultation with the Vice President for Student Affairs, the Dean of Students determines that the presence of the respondent presents a clear and present danger to persons or property at the University, the Dean of Students may issue an interim suspension to the respondent at any point of the process from when a complaint is filed to when the case is resolved. Ordinarily, a case involving an interim suspension will be expedited to resolution as quickly as possible.

Alternatively, after consultation with the Vice President for Student Affairs, the Dean may restrict the activities of the respondent through an interim activities restriction order at any point of the process from when a complaint is filed to when the case is resolved. Activity restrictions also may be kept in place after the case is resolved. Interim suspensions and activity restrictions are operative immediately upon receipt of the notice by the respondent.

A victim of harassment always has the right to seek a restraining order or similar no-contact or protective order from the police, as well as from the University. Contact the Department of Public Safety for assistance in obtaining protective orders from the University or police, or
contact the police directly. The University will enforce all protective and restraining orders regardless of who issues them.

The University is committed to protecting the privacy of all parties involved in harassment cases, to the extent possible. It will limit the number of University members who are informed of the case to those who are involved in resolving harassment allegations. The University will maintain the record of your case in a secure manner and limit access to it. Upon resolution of a complaint, all records pertaining to the case will be sealed and kept in the Offices of Student Affairs, accessible only on a need to know basis.

VIII. Informal Resolution for Harassment

The purpose of informal resolution is to bring an end to the unwanted conduct, without pursuing a full fact-finding process or seeking sanctions. The complainant may decide for a variety of reasons that resolution through informal means is the appropriate course of action. These might include the belief that the person engaging in harassing behavior may not fully understand the impact of his or her words or actions, increased confidentiality, speed of resolution and a return to normal relations.

If you feel that you have been subject to harassment of any type but do not want to pursue formal charges, two informal procedures are available. The first involves a meeting between the complainant, respondent, and the Coordinator of Student Conduct and/or designee. The second involves a meeting between only the respondent and the Coordinator of Student Conduct and/or designee.

A. Informal Resolution with Complainant Attending the Meeting

This is designed to resolve an accusation of harassment in a less formal way than formal university procedures. It is not mediation. Informal resolution differs from mediation in that it is more structured because the university official(s) who presides over the meeting, the Coordinator of Student Conduct and/or designee, plays a more active role in guiding the process to completion, and the presiding officer(s) plays the predominant role in determining the outcome of the accusation and any remedies and sanctions that might be imposed.

Both the complainant and respondent must agree to attend. Each may be accompanied by a University Advisor.

This type of informal resolution provides an opportunity for the complainant to confront the respondent in the presence of, and facilitated by, the presiding officer(s), and to communicate his or her perceptions and feelings about the alleged harassment, the impact of the words or actions, and his or her expectations about the future. The respondent will have an opportunity to respond. The main goal is to stop the offending behavior.

1. When Respondent Accepts Responsibility for the Accusation
   a. If, during the process, the respondent takes responsibility for harassing conduct, the presiding officer(s) will propose a resolution. If the complainant and respondent agree to the resolution, the complaint will be resolved when terms of the resolution are completed. Neither party may appeal.
   b. If either party objects to the proposed resolution by the presiding officer(s), either may appeal through the Harassment Appeals Panel. The resolution is the only grounds for appeal.
2. When Respondent Contest the Accusation
   If the respondent contests the allegation of harassment, and an informal resolution cannot be reached, the complainant may request a formal hearing to decide the allegation.

B. Informal Resolution with Complainant Not Attending the Meeting
   A second type of informal resolution may be requested by the complainant. He or she may request that the presiding officer(s) meet with the respondent and confront him or her with the accusation without the complainant being present. During the meeting the presiding officer(s) will discuss available support and assistance, convey any message that the complainant would like to send, discuss the University’s concerns about the alleged harassment, solicit a response and discuss how the accusation might be resolved. The presiding officer(s) then reviews the conversation with the complainant, who then decides how he or she wants to proceed, including the possibility of filing formal charges. The main goal is to stop the offending behavior.
   1. When Respondent Accepts Responsibility for the Accusation
      a. If the respondent takes responsibility for committing the violation the presiding officer(s) will propose a resolution. If the complainant and respondent agree to the resolution, the complaint will be resolved when the terms of the resolution are completed. Neither party may appeal.
      b. If either party objects to the proposed resolution by the presiding officer(s), either may appeal through the Harassment Appeals Panel. The resolution is the only grounds for appeal.
   2. When Respondent Contest the Accusation
      If the respondent contests the allegation of harassment, and an informal resolution cannot be reached, the complainant may request a formal hearing.

The complainant and respondent may, at any time prior to conclusion of either informal process, elect to end the informal proceedings. The complainant may initiate formal procedures for addressing the issue.

Any statements or disclosures made by the parties during informal procedures may be used in subsequent formal procedures.

For both types of informal procedures, the same protective measures and accommodations that are outlined in Section VII of this policy will be employed. For both types of informal resolution, the same rights that are outlined in Section XI are applicable.

For both types of informal resolution, the complainant and respondent will be simultaneously notified, in writing, about the resolution, if any, that results in the case.

IX. Formal Resolution of Harassment Cases
   If, after meeting with the Coordinator of Student Conduct, or if a satisfactory result cannot be reached through informal processes, or if you decide that you do not want to pursue informal resolution, you have the right to pursue formal procedures.
   A. Filing a Formal Complaint
      To file a formal complaint (charge) and begin the formal resolution process the complainant must submit a signed accusation to the Coordinator of Student Conduct. A formal complaint can be filed at any time. However, because the student conduct system applies to only the current students who are accused, sanctions against them might be limited if the
complaint is filed when they are no longer students and if they are subsequently found to be responsible.

Once the complainant requests that formal charges be made, no effort to dissuade him or her from the decision will be attempted.

B. Preparing Complainant Statement
The complainant will prepare a written statement to describe the conduct that the complainant believes to be harassment. The report should include as much detail as possible, including the name of the person(s) alleged to have engaged in harassment, a detailed description of specific incidents, dates, times, language used, others who may have observed the conduct in question, any response that the complainant may have given, including any efforts to resolve the matter, any outcome that he or she is seeking and any other relevant details.

C. Notifying the Respondent
After completion of the Complainant Statement, the Coordinator of Student Conduct will notify the respondent (the complainant will be copied) in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), and the section(s) of the Code of Conduct that is alleged to have been violated, the range of sanctions that may be imposed, the date, time, and place of the conduct hearing, and the right of appeal. The notice will also include the names of the members of the Harassment Hearing Panel assigned to hear the case and a statement that the respondent and complainant have the right to challenge the participation of any panelist that they feel is unable to objectively decide the case.

We will provide support and assistance to respondents. We also have protective measures and accommodations that are rigorously enforced to protect you. These include protective orders, special accommodations, activity restrictions, limits to the number of people who will be informed of the charge(s) against you, and privacy protections over information that is generated in your case (see VI).

The notice will also include a request for the respondent to submit a detailed written report about the alleged incident, although such a response is not required. If a response is not submitted, a hearing will proceed without it.

The notice will afford the respondent an opportunity to meet with the Coordinator of Student Conduct for an informational meeting on the formal procedures for harassment.

Under normal circumstances, the hearing date will be set no sooner than nine (9) University days and no later than thirty (30) University days from the day the accused is contacted by the Coordinator of Student Conduct. The time range may be extended at the discretion of the Coordinator of Student Conduct. Absent extraordinary circumstances the time range will not extend beyond sixty (60) days.

Every effort will be made to resolve allegations of harassment during the academic year in which they occur. However, if alleged cases of harassment occur too late in the spring semester to be resolved that semester, all or part of the conduct process will be taken up during the following fall semester unless arrangements can be made for all participants in the case to be available at an earlier date.
If a graduating senior is accused of committing harassment near the end of the school year and before the hearing process can be completed, the respondent may walk through the graduation ceremony, but the diploma will be withheld until charges are settled.

D. Investigation
In conjunction with Public Safety, the Coordinator of Student Conduct will investigate the allegations. The investigation may commence prior to or after a complaint has been filed. The principals and witnesses will be interviewed. Their statements and additional evidence collected by University investigators separately and in coordination with law enforcement agencies will be reviewed and analyzed. Expert witnesses may be consulted. The results of the investigation will be made available to the complainant and respondent, and will be provided to the Harassment Hearing Panel.

E. Related Misconduct
The Harassment Hearing Panel may decide allegations of, and impose sanctions for harassment and other violations of the Student Code of Conduct that directly relate to the alleged harassment or that occurred in the course of the alleged harassment. However, it is not the practice of the University to pursue disciplinary action against a complainant or witness for the improper use of alcohol or other drugs, providing that these students act in good faith in providing evidence about the alleged harassment.

F. Conduct of the Hearing
In the interest of fairness and confidentiality all hearings are closed to those who do not have a role in the case.

Prior to the hearing both the respondent and complainant will provide a list of witnesses that they propose to present at the hearing. The respondent and complainant will have the opportunity to submit other evidence for the record prior to the hearing. A list of witnesses must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

Persons disruptive at any stage of a hearing may be removed at the discretion of the Harassment Hearing Panel Chairperson.

All persons who appear at hearings of Harassment are expected to provide truthful testimony.

G. Harassment Hearing Procedures
The following procedures will be used in formal Harassment Hearings.
1. Reading of Procedural Rights by the Harassment Hearing Panel Chairperson.
2. Reading of the charge(s) by the Harassment Hearing Panel Chairperson.
3. Entering of the plea of the respondent (responsible or not responsible).
4. The Harassment Hearing Panel will review the written evidence and solicit verbal testimony that is adverse to the respondent from witnesses, the complainant, respondent and/or the Coordinator of Student Conduct or designee.
5. The Harassment Hearing Panel will review the written evidence and solicit verbal testimony that supports the respondent from witnesses, the respondent, complainant and/or the Coordinator of Student Conduct or designee.
6. Questions may be directed to the witnesses, respondent and complainant by members of the Harassment Hearing Panel. When recognized by the Harassment Hearing Panel Chairperson, the respondent, complainant, witnesses and/or the Coordinator of Student Conduct or designee may raise questions and comment on the evidence and relevant rules. If the respondent or complainant wishes to ask another party a question(s), the
question(s) must be submitted to the Harassment Hearing Panel, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Harassment Hearing Panel, between the participants to allow rebuttals, and to reveal all relevant facts and points of view.

7. Closing statements are presented by the side of the complainant.
8. Closing statements are presented by the side of the respondent.
9. The Harassment Hearing Chairperson dismisses all participants. The Panel will notify the complainant and respondent that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Panel reaches its decision. The Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Panel’s decision immediately after it is made.
10. The Harassment Hearing Panel recesses to determine whether the respondent is responsible for violating the University rule(s) with which he/she/it is charged. The Panel proceeds by, first, determining the facts that are true, and then what, if any, sections of the Code of Conduct have been violated, based on the preponderance of evidence standard. A majority vote of the Panel is required to find the respondent responsible. If the Harassment Hearing Panel decides that the respondent is responsible for a rule violation(s), it will determine the sanction to be imposed within the guidelines of sanctions for the Harassment Policy (see section X).
11. The Harassment Hearing Panel Chairperson, or designee, contacts the Coordinator of Student Conduct following the Panel’s deliberation. It also prepares a written statement containing the Panel’s decision and rationale for it. Specifically, it includes:
   a. The facts found to be true
   b. The section(s) of the Harassment Policy and/or Code of Conduct found to be violated (if any)
   c. The rationale for its decision
   d. The sanction(s) to be imposed (if relevant)

H. If a student is found responsible for violating the Harassment Policy and he or she appeals, the Coordinator of Student Conduct, in consultation with the Dean of Students, may impose sanctions on an interim basis prior to completion of the appellate process if it is determined that the student presents a danger to the community or other individuals. Otherwise, sanctions will not be imposed until the appellate process is complete.

I. The Appeal
   1. Both the respondent and complainant have the right to appeal. The written appeal must state the specific grounds for the appeal and be received by the Coordinator of Student Conduct within seven (7) University days from the date of the outcome letter from the Harassment Hearing Panel.
   2. Appeals are limited to:
      a. A review of the procedures;
      b. Appropriateness of the sanction; and
      c. Submission of new evidence.
   3. Upon receipt of the written appeal, the Office of Student Conduct notifies members of the Harassment Appeals Panel. The Board must hear any appeal by an individual student who has been suspended or expelled from the University. Appeals of cases involving lesser sanctions are heard at the discretion of the Harassment Appeals Panel. For discretionary appeals, the Panel will accept a case if it believes that the appellant has a reasonable probability of prevailing in an appellate hearing. A majority of the
members of the Panel must agree to hear a case for the appeal to be heard in cases that do not involve suspension or expulsion.

4. The Coordinator of Student Conduct arranges a hearing for cases that have been accepted for an appeal hearing. The appellant, appellee, witnesses, members of the Harassment Appeals Panel, the members of the original Harassment Hearing Panel and/or other relevant parties will be contacted to establish a time, date, and place for the appeal hearing. The notice to the appellant and appellee will include the names of members of the University Appeals Board.

5. Persons disruptive at any stage of the appellate hearing may be removed at the discretion of the Harassment Appeal Panel Chairperson.

6. All persons who appear at a harassment appeal hearing are expected to provide truthful testimony.

J. Harassment Appeal Hearing Procedures

The following procedures will be used in Harassment Appeal Hearings

1. The Harassment Appeals Panel Chairperson reads the appeal.
2. The appellant presents his/her appeal.
3. If the grounds for appeal are “new evidence” the Harassment Hearing Panel, through one or more of its members, through written or oral statements, may offer testimony about the evidence that was presented to the Panel during the original hearing and the basis of the Panel’s decision, in that case.

If the grounds for appeal are the “sanction” the Harassment Hearing Panel, through one or more of its members, through written or oral statements, may offer testimony about the evidence that was presented to the Panel during the original hearing and the basis of the Panel’s decision, in that case.

If the grounds for appeal are “procedural error,” the party that is alleged to have committed the error(s) (e.g., members of the Harassment Hearing Panel, Coordinator of Student Conduct, Public Safety Officials), through written or oral statements, may offer testimony about the alleged procedural error(s).

4. Questions may be asked of all parties by Harassment Appeals Panel members. When recognized by the Harassment Appeals Panel Chairperson, the appellant, appellee, witnesses, Harassment Hearing Panel members, the Coordinator of Student Conduct or designee and/or others whose decisions might be at issue in the appeal may raise questions about or comment on the evidence and relevant rules. If the appellant or appellee wish to ask another party a question(s) the question(s) must be submitted to the Harassment Appeals Panel, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Harassment Appeals Panel, between the eligible participants to allow rebuttals, and to reveal all relevant facts and points of view.

5. Closing statement by the side of the appellant.
6. Closing statement by the side of the appellee.
7. The Harassment Appeals Panel Chairperson dismisses all participants. The Harassment Appeals Panel Chairperson will notify the appellant and appellee that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Panel reaches its decision. The Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Panel’s decision immediately after it is made.
8. The Harassment Appeals Panel recesses to determine the outcome. Based on the preponderance of evidence standard, and by majority vote, the Panel decides whether to affirm or reverse the decision(s) that is being appealed.
   a. When considering (a) claims of procedural error, if the Harassment Appeals Panel determines that a procedural error occurred, it must decide whether the error was sufficiently severe such that the finding of the Harassment Hearing Panel should be reversed or whether the error was harmless to the appellant’s original case;
   b. When considering (b) claims about the appropriateness of the sanction, the Panel has the authority to modify a sanction that was imposed by the original Harassment Hearing Panel; and
   c. When considering (c) claims of new evidence, the Panel may reverse the decision of the Harassment Hearing Panel if it determines that new evidence, when added to the existing record, establishes a preponderance of evidence that the decision by the Harassment Hearing Panel should be reversed.

9. The Harassment Appeals Panel Chairperson or designee, contacts the Coordinator of Student Conduct following the Panel’s deliberation. It also prepares a written statement containing the Panel’s decision and rationale for it. Specifically, it includes:
   a. The facts found to be true
   b. The section(s) of the Harassment Policy and/or Code of Conduct found to have been violated (if any)
   c. The rationale for its decision
   d. The sanction(s) to be imposed (if relevant)

10. The statement is forwarded to the Office of Student Conduct, which informs the appellant and appellee simultaneously in writing.

11. The decisions of the Harassment Appeals Panel are final.

X. Remedies and Sanctions
   A. In cases in which a student is found responsible for Harassment, the University will put a stop to the harassment, address its effects, provide relief to the complainant, redress wrongs created by the harassment, prevent its recurrence, protect the safety of the University community and eliminate any discriminatory and/or hostile environment that the harassment creates. These measures include working to separate the student found responsible for harassment from the person who was harassed in their learning, living and working environments. The burden of any changes in these environments will be on the person found responsible for the harassment. The University may also address the matter through one or more campus-wide programs, or programs targeted at a more defined population, to raise awareness of and prevent harassment.
   B. A range of sanctions may be placed upon the party responsible for harassment. The Harassment Hearing Panel will determine any sanctions to be imposed, subject to review by the Harassment Appeals Hearing Panel. See the “Code of Conduct: Student Conduct System: Sanctions, Section IX” for possible sanctions.

XI. Procedural Rights for Student Harassment Cases
   The following procedural rights are established for students who are accused of harassment, and those who accuse them:
   A. Students who are alleged to have violated the Harassment Policy have the right to a hearing.
   B. The respondent and complainant have the right to be informed in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), and the section(s) of the Code of
Conduct that is alleged to have been violated, the range of sanctions that may be imposed, the date, time, and place of the conduct hearing, and the right of appeal.

C. The respondent and complainant have the right to review any written documents relevant to their case prior to a hearing.

D. The respondent and the complainant have the right to meet with the Coordinator of Student Conduct for an informational pre-hearing meeting about the Harassment Policy and the Student Conduct System.

E. The complainant and the respondent have the right to challenge any Harassment Hearing Panel member or Harassment Appeals Panel member that he/she feels is unable to objectively hear the case. Any challenge must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

F. The respondent has the right to be presumed not responsible until proven responsible for violating University policies.

G. The respondent has the right to a decision based on the preponderance of the evidence. More precisely, there must be a preponderance of evidence to find a respondent responsible. When there is no preponderance of evidence or if the preponderance of evidence supports the respondent, the respondent is not responsible for the violation.

H. The complainant and the respondent have the right to testify and to present evidence and witnesses. A list of witnesses must be presented in writing to the Office of Student Conduct at least three (3) University days prior to the hearing.

I. At each stage of the conduct process, including pre-hearing meetings, hearings for formal and informal resolution, and any appeals that might be filed, the respondent and complainant have the right to be accompanied by a University Advisor.

J. The respondent and complainant have the right not to appear at a scheduled hearing. The hearing will proceed as scheduled if either or both exercise the right. If the respondent does not appear at the hearing it will not be presumed that he/she violated the rule(s) for which he/she is accused. If the complainant does not appear it will not be presumed that the alleged violation did not occur.

K. The complainant and respondent have the right to refuse to answer questions.

L. The complainant and respondent have the right to appeal an unfavorable decision.

M. The respondent and complainant have the right to request that the Coordinator of Student Conduct reschedule a hearing. Requests must be made in writing at least 48 hours before the scheduled hearing. The Coordinator will determine whether to grant the request.

N. If a case involves allegations of racial or sexual discrimination, the University Council on Equity and Diversity may submit written statements or documents to the Coordinator of Student Conduct prior to the hearing for consideration in the case.

O. Proceedings in cases alleging harassment will be conducted by officials who receive annual training in issues related to harassment, procedures and decision-making. The University is committed to providing a prompt and fair investigation and resolution of cases of harassment that protect the rights of the complainant and respondent, and the interests of the University community.

XII. Forms and Examples of Prejudicial Harassment

Prejudicial harassment in violation of this policy can take many forms. The following are some examples of the type of conduct that, if severe or pervasive, can substantially interfere with the learning, living and working arrangements of individuals and thereby constitute a discriminatory and/or hostile environment in violation of this policy.
A. Abusive, threatening, or offensive remarks about individual persons or classes of persons on the basis of an individual’s age, race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, disability or military status.

B. Circulation or display of offensive or threatening materials, including photos, pictures, stories, jokes, cartoons, symbols, objects, or commentary about individual persons, or classes of persons on the basis of their age, race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, disability or military status.

C. Stereotyping persons with regard to their characteristics or abilities on the basis of the individual’s age, race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, disability or military status.

D. Use of slurs or epithets in reference to individuals or classes of persons on the basis of the individual’s age, race, color, gender, gender identity and/or expression, sexual orientation, family configuration, religion, national origin, disability or military status.

XIII. Forms and Examples Specific to Sexual Harassment

Sexual harassment can be verbal, visual or physical. Men, as well as women, can be subject to sexual harassment. Sexual harassment can be aimed toward a person of a different or the same gender as the person who is doing the harassing. The following are some examples of the type of conduct that, if severe or pervasive, can substantially interfere with the learning, living or working arrangements of individuals and thereby constitute a discriminatory and/or hostile environment in violation of this policy.

A. Persistent, unwelcome attempts to change an academic or platonic relationship to a romantic or sexual relationship.

B. Abusive remarks about individual persons or classes of people on the basis of their gender, gender identity and/or expression, or sexual orientation.

C. Abuses such as assault and rape, which are also covered by the Assault Policy and Sexual Misconduct Policy in the Code of Conduct

D. Forms of attention toward another member of the University community when they are persistent and unwelcome; for example:
   - requests for dates, flirtations and/or sexual advances
   - phone calls, electronic communications, love letters and/or gifts
   - staring, touching, patting, hugging, brushing against a person’s body
   - graphic commentary about an individual’s body, sexual prowess, sexual deficiencies, sexual orientation and gender identity and/or orientation
   - inquiries and comments about sexual activity, experience, or orientation

Voluntary Sexual Relationships between Faculty/Staff and Students Policy

Ohio Wesleyan strongly discourages any sexual relationship between a faculty/staff member and an OWU Student. Relationships in which a differential of power exists between parties increase the risk of exploitation, favoritism, bias, and conflicts of interest. The following policy is intended to help protect the academic and institutional integrity of Ohio Wesleyan University by reducing the potential for these problems or the perceptions of them that might otherwise occur.

Faculty and staff members are prohibited from engaging in sexual relationships with OWU students with whom they have a supervisory, advisory, or evaluative role. For the purposes of this policy, a sexual relationship is defined as a relationship in which any kind of sexual physical contact occurs. All persons inhabiting the dual role of full-time student and paid staff will be treated exclusively as full-time students for the purpose of this policy. This policy sets a minimum standard for OWU employees. Non-faculty employees may be subject to different and stricter policies, in which policy
statements may be promulgated by the administration to prohibit all sexual relationships between staff and students.

If a faculty/staff member does enter into a sexual relationship with a student, the faculty/staff member must have previously divested himself or herself from any responsibility for supervising, evaluating, grading, or advising the student, and must refrain from such activity with that student in the future. Because the fundamental asymmetry of the relationship may make subsequent allegations of sexual harassment difficult to disprove, the faculty/staff member is encouraged to report the relationship to a department head or supervisor and both the faculty/staff member and the student are encouraged to seek counseling regarding the potential for exploitation and harassment.

The fraternization policy applies to relationships between all faculty/staff members and students regardless of gender; however, it does not apply to relationships between faculty/staff members and their spouses or domestic partners (as defined by the University – see Personnel Office information).

Sanctions for violating this policy, which can range from a letter of reprimand to dismissal, will be determined through the following procedures:

Preliminary Evaluation
Any member of the campus community may approach a Sexual Harassment Advisor (as listed in the University Sexual Harassment Policy and Procedures, Section III) with a complaint regarding a sexual relationship believed to violate this policy. The advisor will carry the complaint forward to the Provost (or the President if the Provost is the accused). When the Provost or President becomes aware of an alleged violation of the policy, the Provost or an alternative designate of the President will meet with an ad hoc committee. If the accused is a faculty member, the committee will consist of three faculty persons appointed by the Provost (or alternative designate) and two staff persons appointed by the President. If the accused is not a faculty member, the committee will consist of two faculty persons appointed by the Provost (or alternative designate) and two staff members appointed by the President. This committee in conjunction with the Provost or designate shall determine whether or not there is a reasonable likelihood that the policy has been violated. If the decision is that no reasonable likelihood of violation exists, the case shall be dismissed, and all records pertaining to the case shall be sealed and placed in the appropriate office accessible only to the Provost and the President.

If the decision is that a reasonable likelihood of violation does exist, a reasonable attempt will be made to informally resolve the case in a manner that is acceptable to both the University and the accused. Such resolution may include sanctions as described below. If the case is not informally resolved, it will be formally heard by the determining body appropriate to the position of the accused.

Hearing
If the accused is a faculty member, the complaint will be heard by the Provost and the Faculty Personnel Committee (who will follow the Procedures outlined in the Faculty Handbook: Chapter III, Part R, Section 5, from “It shall be the duty…,” Sections 6, 9, 10). Members of the Faculty Personnel Committee who have personal involvement in the proceedings shall be disqualified.

If the accused is an administrator or member of the support staff, the complaint will be heard by an ad hoc committee of the three administrators and two faculty members appointed by the President,
none of whom shall have any personal involvement in the proceedings. If the President is the accused party, the Provost shall appoint the committee. The committee will follow the procedures outlined in the *Faculty Handbook* (substituting “ad hoc committee” for “Faculty Hearing Panel”): Chapter III, Part R, Section 5, from “It shall be the duty…”, Sections 6, 9, 10.

If the accused is neither a faculty member, a member of the administration, nor a member of the support staff, the complaint will be heard in accordance with the “Grievance Procedure” in the *Hourly Employees' Handbook*. If the official participants in the grievance have any personal involvement with the proceedings, they shall be disqualified.

In all cases, a preponderance of evidence is required to find that the policy has been violated. The accused may be assisted and accompanied at the hearing by support persons and an advocate of his or her choosing. Those persons must be members of the University community (excluding members of the Board of Trustees) and may not include legal counselors (although legal counselors may be consulted at other points in the proceedings). The ad hoc committee will present evidence, call, question, and cross-examine witnesses on behalf of the University.

The accused and the advocate may also call, question, and cross-examine witnesses. Every effort will be made to keep all aspects of the proceedings strictly confidential.

The final decision and disposition of the case by the determining body should be completed no later than twenty working days after the alleged violation is revealed to the Administration. If the determining body finds that the policy was not violated, the case shall be dismissed and all records pertaining to the case shall be sealed and placed either in the office of the Provost or of the President, whichever is deemed appropriate. After concluding its deliberations, the determining body may recommend that the accused undergo appropriate training or counseling, even if the violation of the policy remains unproven.

University Sanctions

If the determining body finds that the policy has been violated, the violator will be removed from any supervisory or evaluative capacity with regard to the student. Based on the nature of the offense, its severity, and the existence of prior violations, one or more of the following sanctions may be imposed.

**Faculty members:**
- Receipt of a written reprimand or warning which will be added to the violator's permanent personnel file
- Loss of eligibility for a limited time for merit, internal grants, travel money, summer school teaching, leaves (regular or scholarly), salary enhancements, endowed chairs, and/or department chairpersonships
- Suspension without pay
- Termination for cause

**Non-faculty members:**
- Receipt of a written reprimand or warning which will be added to the violator's file
- Reassignment (where appropriate)
- Suspension without pay
- Dismissal

A faculty member receiving the sanction of suspension without pay or termination for cause may
request a hearing according to procedures in the *Faculty Handbook*.

**Appeals**  
An appeal by the accused may be submitted to the President to have the Board of Trustees or its Executive Committee or a special committee designated by one of those bodies (in accordance with the *Faculty Handbook* appeal procedure, Chapter III, Part R, Section 8, or the appeal procedures in the *Hourly Employees’ Handbook*) review the findings of and/or the nature and extent of the sanctions invoked by the determining body (unless the person is a faculty member who has elected to request another hearing, as in C above).

Such an appeal shall be submitted in writing to the President within ten working days after the finding of the determining body is received. Appeals shall be limited to: (A) Review of procedures; (B) Review of the appropriateness of the sanction(s); (C) Consideration of significant new evidence.

The written appeal shall state the reason(s) why the accused believes that there are sufficient grounds for appeal. Such a review shall be based upon the record originally presented to the determining body and shall not constitute a rehearing of the evidence. The accused and the University shall be given the opportunity to present oral argument to the reviewing committee. The written determination of the Board of Trustees or its Executive Committee or the specially designated committee to such appeals shall constitute the final determination of the policy violation. The appeal process should be completed no later than twenty working days after its initiation.

**Fire Safety Policy**  
Ohio Wesleyan University takes fire safety very seriously. Our fire safety policy is reviewed annually and upgraded as necessary with concern for the safety of the entire Ohio Wesleyan community. The following are Fire Safety Policy Violations:

**Arson**: Arson is knowingly setting fire to or burning property. The University holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

**Tampering with Life Safety Equipment**: Tampering with life safety equipment is strictly prohibited. Life safety equipment includes fire alarms, fire alarm pull stations, fire extinguishers, and smoke detectors. Misuse of this equipment endangers lives. False alarms also endanger the larger Delaware community by diverting the city's fire fighting resources when they might be needed for an actual fire emergency elsewhere in the community.

The University views arson and tampering with fire safety equipment as some of the most serious violations in the Code of Conduct.

**Failure to Evacuate**: When an alarm sounds, all occupants must immediately vacate the building. This includes all residences and academic buildings. Drills will be conducted periodically to ensure knowledge of evacuation procedures, and staff members will check rooms for compliance.

**Possessing and/or Using Flammable Materials**: This includes, but is not limited to candles (lit and unlit), incense, electric skillets, hot plates, fireworks, fire pits (anything a fire can be built in/on), gasoline, paint thinners, and lamp oils. Please review the description of “Electrical Appliances” in the “Residential Life Policies” section of the Handbook.
Possessing Halogen Products: No halogen electronic products (e.g., lamps, etc.) are permitted in university housing facilities.

Dangerous Decorations: Hallway or room lights are not to be covered at any times. No live trees are permitted. Only small artificial trees and small bulb light sets are permitted. No electrical wiring (e.g., light sets, extension cords, etc.) is to be placed on the exterior of the rooms (doors or windows).

Destruction or Removal of Door Documents: Ohio State law requires all University residences to have a Fire and Safety document on the back of each door. These documents are to be in plain sight. Removal or destruction of a door document is a fire safety violation.

Students and organizations will be subject to charges of “Failure to Comply” for failing to comply with orders from University officials concerning fire safety concerns.

Violations of these rules will be forwarded to The Office of Student Conduct, which will impose appropriate sanctions for those who are found to have violated these rules.

All fires, no matter how small, must be immediately reported to a member of the residential life staff and the Public Safety Office, x-2222.

Blocking Fire Exits and Hallways: Fire exits and hallways must remain clear of obstructions that might prevent or delay evacuation of a building during an emergency.

Hazing Policy
Ohio Wesleyan University seeks to create and maintain an intellectual and educational atmosphere throughout the campus. The protection of health, safety, and welfare of members of the University community is essential to the educational mission of Ohio Wesleyan University; thus, hazing is prohibited.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any member or prospective member of an organization (varsity team, club sport, group, Greek chapter, etc.) by other members of that organization that causes or creates a substantial risk of: discomfort, pain, fright, disgrace, injury, personal degradation, or which violates any federal, state, or local statute, or University policy.

Hazing is a crime. People and organizations that haze can face University sanctions, as well as criminal and civil charges. Charges of hazing can be filed not only against the person who committed the act, but witnesses to the incident, people with firsthand knowledge of the incident and individuals who were hazed. The president and officers of an organization, the advisor and/or any national headquarters could be liable. In addition to individual charges, organizational charges may be filed.

The Interfraternity and Panhellenic Councils of Ohio Wesleyan University support the definition and position on hazing and pre-initiation activities established by the Fraternity Executives Association, FIPG, Inc. and Ohio Wesleyan University policy.

Ohio State Law on Hazing
Hazing is a misdemeanor of the fourth degree in the State of Ohio, which can carry fines up to
$500, 30 days in jail and restitution if appropriate. Prosecution by the county or state carries serious consequences for an individual's future. Criminal records may complicate admittance to graduate or professional schools and employment.

The State of Ohio's Hazing Law is set forth in Section 2307.44 of the Ohio Revised Code. Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Ohio Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31 of the Ohio Revised Code:
A. As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
B. (1) No person shall recklessly participate in the hazing of another.
(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

Examples of Hazing
Depending on the circumstances, the activities listed below are among those construed as hazing by the courts, institutions of higher education, Interfraternity council, and/or Panhellenic council (this is not a complete list of activities that might be construed as hazing):

- The use of alcohol
- Paddling or striking in any manner
- Less than six (6) hours of uninterrupted sleep nightly
- Treasure or scavenger hunts, road trips
- Calisthenics
- Requiring the carrying of items, such as rocks, helmets, books, paddles, matches, etc.
- Preventing/restricting class attendance (accidentally or purposely)
- Harassment (yelling, pushing, cursing, etc.)
- Psychological shock
- Undue emotional stress
- Implication and/or references to public sex and/or nudity or indecent exposure
- Preventing/restricting normal personal hygiene
- Public humiliation
• Anything detrimental to the OWU community
• Public/private obscenities
• Clothing that is unclean or in poor taste
• New members/prospective new members/members standing, walking, ambulating in formation (line ups)
• Throwing anything at an individual
• New member education (pledge) programs that run past the designated eight (8) week deadline without consent of the Interfraternity or Panhellenic councils and chapter house corporation (this includes falsely ending the program)
• Restricting personal freedoms such as eating proper meals, using the phone, returning to or sleeping in their rooms, showering, etc.
• Posting signs in/on a university building or property which indicates poor taste (all signs must be approved by the office in charge of that organization)
• Kidnapping or simulation of the act of kidnapping

A good rule to follow when determining whether an activity is hazing: If you have to ask if what you're doing is hazing, it probably is.

Hazing could be, but is not limited to the following:
• An activity that might reasonably bring embarrassment or emotional harm to the individual(s)
• An activity that might reasonably bring physical harm to the individual(s)
• An activity that requires an unreasonable or inordinate amount of the individual’s time or any manner that impairs the individual’s academic efforts
• An activity that requires consumption of any liquid or solid matter
• An activity that would degrade or otherwise compromise the dignity of the individual
• A requirement that compels an individual to participate in any activity that is illegal or contrary to an individual’s genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

All acts of hazing, both on and off campus by an organization or any of its members, are strictly forbidden.

What Are Some Myths About Hazing?

Unity Builder. Hazing does not build unity. It separates the membership into “hazees” and “hazers.” How can an organization realistically accept new members by separating them from the rest of the group?

Free Will. New members do not freely and spontaneously submit to activities that constitute hazing. A potential new member who seeks to join an organization and is typically an underclassman is unlikely to refuse to take part in an activity that is presented as a tradition or explicitly or implicitly as a condition of membership.

Motivator. Hazing does not motivate new members. It turns them into hazers. It hinders academic achievement, damages self-esteem, and causes emotional strain and physical harm. If an organization hazes to motivate its new members, then it is a weak organization.

Non-Damaging. Hazing damages people and the organizations to which they belong. Hazing doesn’t just hurt the people who were hazed, it hurts everyone!
If You or Members of Your Organization are not Sure Whether or not an Activity is Hazing, Consider These Questions:

- Is this activity an educational experience?
- Does this activity promote and conform to the ideals and values of the organization?
- Will this activity provide education for the new members in respect to the organization and its membership?
- Is this an activity that all members participate in together?
- Is this an activity or program that your national will approve?
- Would you be willing to allow parents to witness this activity? A judge? Ohio Wesleyan University administrators? The media?
- Does this activity have value in and of itself?
- Would you be able to defend this activity in a court of law?

How Do You “Break the Tradition?”

Educate your members and make them aware. Use all the resources available to you to let your members know what hazing is and why it will not be tolerated. Talk about alternatives to hazing and what the founding beliefs of your organization are. How do your group activities fit into those beliefs?

- Be proactive. Take advantage of speakers, programs, workshops, and other resources that can help you educate your group.
- Be alert. Be on the lookout for activities that could lead to hazing. Simply looking the other way will not solve the problem and could cause serious harm.
- Take Action. If you do have members who are hazing, report it and discipline those members.

Activities that promote scholarship, develop leadership, encourage community service, provide workshops on different issues, and involve campus life are all positive ways to bring your membership together.

If You Become Aware of Incidents of Hazing or Suspicious Behavior, Please Contact:

Assistant Director of Student Involvement for Fraternity/Sorority Life (740) 368-3170 or x-3170
Dean of Students (740) 368-3135 or x-3135
OWU Public Safety (740) 368-2222 or x-2222

Weapons and Explosives Policy

Weapons, including all martial arts weapons, brass knuckles, knives (other than small pocket knives), slingshots, explosives (including fireworks of any kind), and firearms (which include BB guns, paintball guns, pellet guns, stun guns, and air guns) are prohibited at Ohio Wesleyan University. Any student found to possess a weapon will have the weapon confiscated and will be referred to the Student Conduct System.

Students involved with gun club activities, such as skeet shooting, and with hunting or other related activities must store their guns at an off-campus facility. Paint ball guns and their cartridges are not allowed on campus due to the clean-up problems and their potential for injury.

Because of the potential dangers, students are encouraged to report to Public Safety the presence of any weapons on campus.
CODE OF CONDUCT
Residential Life Policies

http://reslife.owu.edu
HWCC 225, 740-368-3175

The Rights and Responsibilities of Residential Living
Group living in the residential facilities is part of the general education process of the University. It provides an opportunity to develop those qualities of character which are descriptive of a responsible and mature person. To this end, residents must recognize their personal responsibility for promoting the common good. As members of a community expect others to respect their rights, so must each community member respect the rights and privileges of others. These rights and privileges include the right to sleep, to study, and to have reasonable privacy as desired. Each community member is encouraged to be appropriately assertive about these rights and diplomatically confront those individuals who are infringing upon his/her rights. Moreover, the behavior of the residents should reflect the generally accepted principles which motivate and dominate the conduct of students pursuing an academic education. A sense of community and pride can develop only when the individual residents begin to accept personal responsibility for their living space. This responsibility involves students caring for the physical structure of the residential facility and reporting to the staff damage that needs to be repaired. More importantly, this sense of responsibility enables students to acknowledge damage personally caused by them and to encourage fellow residents to do the same. (See Residential Life Policies, Policies Governing Residential Facilities, item #1 for more information.)

Community living means accepting the responsibility for dealing individually or communally with problems as they arise. This includes, individually and as a group, confronting inappropriate behavior. Corrective measures necessary for the maintenance of conditions conducive to study will be taken by members of the Residential Life staff. When deemed necessary, these may include referral to the University Student Conduct System.

Policies for Residence Halls, Small Living Units, Theme Houses, and Fraternity Houses

General Policies
1. Alcohol Use - When alcohol is taken from a residential unit due to probable cause that a policy violation occurred, the alcohol will be confiscated and destroyed regardless of the outcome of the student conduct process. Refer to the Code of Conduct, Community Standards and Policies, Policy on Alcohol and Other Drugs.
2. Controlled Substances - Possession of, use of, providing, or selling illegal drugs (i.e., drug abuse), including the misuse of prescription drugs, is prohibited. Students who violate the illegal drug policy are subject to local, state, and federal laws in addition to sanctions by the University. Refer to the Code of Conduct, Community Standards and Policies, Policy on Alcohol and Other Drugs.
3. Social Gatherings (Registration) - Refer to the Policy on Alcohol and Other Drugs in the Code of Conduct, Community Standards and Policies, Policy on Alcohol and Other Drugs.
5. Smoking – Smoking is not permitted in the residential facilities. (Ohio Revised Code Chapter 3794 – Smoking Ban) Students may legally possess tobacco smoking paraphernalia, including but not limited to hookah pipes.
6. Gambling - A student is prohibited from bookmaking, engaging in betting or playing a scheme/game of chance, and/or establishing, promoting, or operating a game of chance for profit.
7. Theft - No person shall remove or use the property of another without permission.
9. Room Capacity – The number of individuals permitted in a residential room or suite is equal to three (3) times the number of residents assigned to the room or suite at full occupancy. See the chart below for specific information:

<table>
<thead>
<tr>
<th>Number of Individuals Permitted in Rooms and Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE</td>
</tr>
<tr>
<td>May not exceed 3</td>
</tr>
<tr>
<td>DOUBLE</td>
</tr>
<tr>
<td>May not exceed 6</td>
</tr>
<tr>
<td>QUADS/SUITES</td>
</tr>
<tr>
<td>May not exceed 12</td>
</tr>
</tbody>
</table>

Policies Governing Residential Facilities
1. Damage
   A. **Accidental** - A student may not be assessed a fine for causing the damage if (1) they notify a staff member immediately and (2) they accept responsibility for the cost of repair.
   B. **Community/Common Areas** - The student(s) responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. **If the responsible individual or individuals are unknown, then the occupants of the residential unit will be expected to assume the cost of repair or replacement.** Community damage will be divided among the residents and assessed to each individual student account. Damage bills are mailed out at the end of each semester, when the student leaves the residential unit, or at other times at the discretion of the University.
   C. **Student Room** - Residents are held accountable for property destruction that occurs in their room. Residents will be charged for repair or replacement costs due to the removal of or destruction of property in their residential unit. When two or more students occupy the same room and individual responsibility for damages to that room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages caused by guest behavior.

2. **Electronics/Electrical Appliances** - All electronics/electrical appliances must bear a UL (Underwriters Laboratory) approved label, in good operating condition (wires/plugs), and not left unattended while in use.

   Extension cords are not permitted. An extension cord is a cord that plugs into an outlet on one end and receives a plug from an electrical appliance on the other end.

   Power strips/surge protectors are permitted with the following caveats:
   - Large draw appliances, such as refrigerators, microwaves and blow dryers (hair dryers) CANNOT be plugged into power strips/surge protectors; they must be plugged directly into an outlet
   - Computers (PC’s and laptops), stereos, TV’s can be plugged into a UL approved power strip
   - Power strips/surge protectors should never be plugged into another device of the same type; they should be plugged directly into an outlet

Students should remember the limitations of space. With this in mind, students may bring the following items into residential facilities:
Electronic Items Permitted in Residential Facilities

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Example Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air purifiers</td>
<td>Hair Dryers/Electric Hair Curlers/Straighteners</td>
</tr>
<tr>
<td>Clocks</td>
<td>Lamps (300 watt limit; excluding Halogen lamps)</td>
</tr>
<tr>
<td>Computers</td>
<td>Refrigerators (may not exceed six cubic feet in capacity, or draw more than two amps at 100 watts - see #10, “Refrigerators,” later in this section for more information)</td>
</tr>
<tr>
<td>Stereos</td>
<td>Televisions (cable hookups are available; satellite antennas may not be installed)</td>
</tr>
<tr>
<td>Fans</td>
<td>VCR/DVD/DVR players</td>
</tr>
<tr>
<td>Razors (electric)</td>
<td>Video Game Systems</td>
</tr>
<tr>
<td>Microwaves (800 watts or less)</td>
<td>Holiday Lights (not stranded together)</td>
</tr>
</tbody>
</table>

**Note:**
- All electrical items must bear the UL (Underwriters Laboratory approved label and be in good condition.
- Any appliance that is not expressly prohibited but causes a nuisance by tripping electrical breakers will be deemed prohibited.

Students living in Small Living Units/Theme Houses may possess and use coffeepots, corn poppers, and toasters in kitchens only. Any electronic/electrical appliance not listed above must be approved to a Residential Life Coordinator/Assistant Director of Residential Life.

Due to the risk of fire when using the following electrical appliances, students are prohibited from possessing and/or using them in the residential facilities (refer to the Code of Conduct, Community Standards, Fire Safety Policy):

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Example Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air conditioners</td>
<td>Hot plates</td>
</tr>
<tr>
<td>Electric frying pans/griddles/devices</td>
<td>Hot Water Heaters</td>
</tr>
<tr>
<td>Extension Cords (all types)</td>
<td>Space Heaters</td>
</tr>
<tr>
<td>George Foreman Grills</td>
<td>Sun Lamps</td>
</tr>
<tr>
<td>Halogen Lamps</td>
<td>Toaster Ovens</td>
</tr>
<tr>
<td>Candles (including candle warmers/electric potpourri pots/scented oil burners)</td>
<td>Corn poppers (except when used in SLU/theme house kitchens)</td>
</tr>
<tr>
<td>Any electronics/electrical appliances not clearly marked as UL approved</td>
<td>Toasters (except when used in SLU/theme house kitchens)</td>
</tr>
<tr>
<td>Any appliance with an exposed heating element or hot surface</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Any appliance that is not expressly prohibited but causes a nuisance by tripping electrical breakers will be deemed prohibited.

3. Door Propping - All outside doors to residential facilities are locked 24 hours a day. Students found propping doors may be referred to student conduct.
4. Facility Usage - The residential environment has been designed to enhance a student’s academic experience and should not be used otherwise. Examples of misuses are provided below. The
list is not intended to be exhaustive.

- Playing “sport games” in the hallways.
- Disorderly activity, including breaking bottles, throwing items out of windows, water fights or shaving cream fights, etc.
- Being in restricted areas such as the storage rooms.
- Using designated study areas for social activities.

5. Furniture - University property (i.e., furniture and mattresses) may not be removed from a building. Furniture may not be moved from room to room or from lounges and other public areas.

6. Lofts - The following rules and regulations will be adhered to concerning construction, use, and disassembly of lofts in residential facilities.
   a. A loft is defined as a freestanding platform intended to provide a sleeping surface only. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed.
   b. Before constructing a loft a resident must read and sign a “Waiver of Liability”.
   c. While the loft is being constructed or dismantled, hallways, doors, or window areas must not be locked with lumber, furniture, fixtures, etc. Doors and windows must never be obstructed. Construction & inspection of the loft will be completed and all debris removed within 14 days of the day of this permit.
   d. Construction Guidelines:
      - Lofts must be freestanding. Bolts, nails, chains, etc. cannot be sunken, attached, or adhered in any way to the walls, floors, and/or ceilings to support the loft.
      - Desks, dressers, wardrobes, etc., must not be used to support the loft.
      - All wood should be treated with a fire retardant substance. This includes pressure treated lumber as well as any fire retardant coating available at any hardware store.
      - Lofts must not be larger than 90” x 45”. Lofts must also be constructed in such a way as to allow 36” clearance between the top of the mattress and an 8’ or 9’ ceiling. In rooms with ceilings over 9’, bunk beds or lofts may not exceed 7” in height.
      - In a room with more than one loft, no more than two lofts may be attached to each other to increase structural integrity. **Lofts may NOT be attached for the purpose of adding a second room level.**
      - Lofts must be located and constructed in such a way that they do not interfere with access to windows, air conditioning, heating or plumbing units, smoke detectors or other items requiring periodic maintenance; and that they do not interfere with or obstruct egress from the room in case of emergency.
      - Attached room fixtures (ceiling tiles, lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, shades, etc.) must not be removed or relocated as a result of loft construction, use or disassembly.
      - A ladder must be permanently attached to the loft and should be used for mounting and dismounting the loft.
   e. Residents of the room assume responsibility for any damages resulting from any cutting, sawing, painting or staining done in the residential facilities.
   f. As stated in the Housing Contract, University beds, mattresses, desks, dressers, chairs, etc., must not be removed from the room. Lofts must be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year, or upon final check-out at the end of the fall or spring semester. At that time, the room should conform to the original room condition with all furniture assembled as it was upon check-in. Failure to dismantle and remove all materials or re-assemble university furnishings will result in assessment of labor and replacement costs to residents of the room.
g. In the case of a mid-semester or mid-year check-out or room change, lofts belonging to the resident leaving the room may be left standing only if the new occupant of the room agrees to accept the loft and provides the Residential Life Office with a signed “Waiver of Liability” form.

h. Lofts are subject to periodic inspection by the fire safety crew for compliance with the aforementioned guidelines. Residents whose lofts do not meet these guidelines will be required to modify or replace their lofts.

i. The following tips can assist in the safe use of lofts:
   - Tighten all bolts regularly
   - Bed rails should be provided to help prevent falls.
   - Do not decorate lofts with flammable materials. Electrical appliances should be kept and used away from the loft.
   - Clip-on reading lights should be mounted at least 24” away from the mattress or pillow. This has been a common cause of room fires.

7. **Guests & Visitors** – All residential facilities have an open visitation policy. In no instance shall a guest or visitor become a long-term resident of a University owned facility, as it would interfere with the rights of roommates and others in the living unit.

A “visitor” is defined as a non-OWU student visiting a current OWU student; a “guest” is defined as a currently enrolled OWU student who is not currently assigned as a resident of that particular room.

OWU students are permitted to have guests and visitors under the following guidelines:

a. Students are responsible for the actions of their visitors and must accompany them for the duration of the visit. Students are also responsible for informing their visitors of University regulations and appropriate parking areas.

b. All overnight guests and visitors must be registered with the Residential Life Office. The hosting student must have permission from his/her roommate(s) in order for an overnight guest and/or visitor to be registered. A convenient guest registration process will be decided by negotiations between the WCSA Residential Affairs Committee and the Department of Residential Life.

c. Students are required to report the presence of a visitor with a car on campus to the Public Safety Office. A visitor parking pass can be obtained (free of charge) and can be issued for up to three days. Students are responsible for any traffic citation(s) that their visitor may receive on campus. Unregistered vehicles, vehicles parked in fire lanes or blocking trash dumpsters may be towed from University parking at the expense of the owner. Note: Obtaining a visitor parking pass does not fulfill the required registration process with the Residential Life Office.

d. No overnight guest or visitor may sleep in public areas.

e. Each student may host a maximum of two overnight guests or visitors at one time.

f. A guest or visitor’s stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.

   g. Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.

Non-OWU overnight visitors who are on campus for a recruiting event will be registered by the hosting department.
Ohio Wesleyan University reserves the right to immediately remove a non-OWU student visitor from campus for disruptive behavior or any violation of a University policy.

8. Musical Instruments - Piano and muted guitars may be played in residential facilities, except during quiet hours. Other musical instruments are prohibited. Contact the Residential Life Coordinator with special requests.

9. Quiet Hours - Every residential facility has quiet hours from 11:00 p.m. to 7:00 a.m. Sunday night through Friday morning, and from 1:00 a.m. to 7:00 a.m. Saturday and Sunday mornings. Welch Hall maintains 24-hour quiet hours as an Honors Living-Learning Community. Courtesy hours exist 24 hours a day, which means that anyone may ask another person to decrease the noise level as a courtesy with a reasonable expectation for compliance.

During designated quiet hours, audio/visual equipment (e.g. stereos, TVs, gaming systems) must be used at a low volume, with headphones, or with the room door closed, so they are not heard outside the room or living unit. During courtesy hours, this equipment should be used at moderate volumes so as to not disturb others from sleeping or studying. The University reserves the right to remove any items which are repeatedly used in a manner disturbing to other residents.

Quiet hours may be adjusted, with the approval of the Residential Life Office, in the event of a registered social gathering.

10. Refrigerators - Refrigerators must bear a UL approved label, be in good working condition, not exceed six cubic feet in capacity, or draw more than two amps at 100 watts. Refrigerators must not be placed in a closet or closed area, must have proper ventilation around them, and must be plugged directly into a socket. Refrigerators should be unplugged and defrosted during winter break.

11. Roofs - Students are not permitted on the roofs of buildings or to allow others to access the roof through their rooms. Areas accessible only by a window are prohibited.

12. Room Inspections and Searches - Ohio Wesleyan respects a student's right to privacy in his or her living unit. Accordingly, University officials will enter rooms and/or suites without permission of the residents for a limited range of reasons. These include safety emergencies, previously announced routine inspections and searches to enforce University rules.

Safety Emergencies: University officials will enter rooms and/or suites for the safety and security of individuals who might be in the units but not responding, to locate and repair equipment necessary for protecting against fire safety and other hazards and to protect personal and University property. Whenever practical, the inspection will be conducted in the presence of the resident(s) of the room or suite. Officials will enter rooms and/or suites when residents are not present only when there is a reasonable likelihood that safety issues exist and need to be addressed immediately. During these emergency situations, rooms and suites will not be searched for rule violations. However, under the “plain view” rule, when safety inspections from University officials reveal evidence of rule violations, students will be cited. The University reserves the authority to remove illegal or unauthorized items that are found during inspections.

Routine Inspections: Routine inspections will be conducted of rooms and suites during breaks and after semesters. Students will be given advance notice for these inspections. Routine inspections do not involve searches for rule violations. However, under the “plain view” rule when inspections by University officials reveal evidence of rule violation, students will be cited and any evidence removed from the room. For instance, during safety inspections between semesters, university officials will open refrigerators to remove any perishables left behind.
However, if alcohol is found in it or anywhere else in the room of underage students, the alcohol will be seized and the students charged with illegal possession of alcohol.

The plain view rule also applies when University officials see evidence of wrongdoing in plain view when they are visiting a student’s room for legitimate reasons not related to a search for rule violations.

Searches: Rooms and/or suites will be searched for evidence of University rule violations when probable cause exists to suggest that evidence for such violations can be found in these units. The search may proceed after at least one resident of the room has given permission to search. Such permission will be deemed to grant permission to search the entire room and/or suite in which it is located. If permission is not granted, the search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Director of Public Safety, Director of Residential Life, the Dean of Students, or the Coordinator of Student Conduct (or their designees) and such person has granted permission based upon the information provided.

Once permission to search has been granted, the search may be conducted anywhere in the room or suite where the evidence might reasonably be found. Whenever practical, the search will be conducted in the presence of the resident(s) of the room or suite. The University reserves the authority to remove illegal or unauthorized items that are found during authorized searches.

13. Room Decorations - Pictures and other decorations may be placed upon the walls in a manner that does not damage the wall surface. Nails, thumbtacks, duct tape/adhesive, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors, doors, ceilings, or walls are also prohibited.

Signs for which proof of ownership cannot be established (i.e., traffic, realty, or business signs) are not permitted.

Painting walls is only permitted with prior written authorization from the Residential Life Coordinator/Assistant Director of Residential Life and Buildings & Grounds. Students may not alter permanent fixtures or cause unusual damage to a room.

Nothing (e.g. wires, banners, clothes, etc.) may hang out of the windows of residential facilities or cover light fixtures in a residential unit.

14. Syringes - Students who have a medical condition which requires the use of syringes/needles must dispose of these materials properly. Needles must be placed in puncture-proof containers prior to disposal. This is required for the protection of our entire community, especially the cleaning staff. If a student’s used needle does break the skin of another individual he/she may be required to undergo a series of tests in order to best protect the future health of the other individual.

15. Waterbeds - Waterbeds are not permitted in any University living facility

16. Window Screens - Window screens may not be removed.

Pet Policy
A. Residence Halls
   The only pets permitted are fish and one of the following animals per student: gerbils, hamsters, guinea pigs, mice, and rats. These small, caged, nonpoisonous animals and fish are permitted in the student’s room if:
The student completes and submits the pet registration form.
The student gains advance approval from the Residential Life Office.
The student gains advance approval from their roommates before the pet arrives on campus.

A roommate’s request to live in a pet-free environment supersedes the right of the student to have a pet in their room.

Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish, snails, and crustaceans. Turtles, amphibians, other reptiles, and other aquarium dwelling animals are not permitted. All animals, including fish, must be taken home over semester breaks. The University will not be held responsible for the safety of fish or any animals in the event of electrical power failures. The housing of cats, dogs, rabbits, ferrets, snakes, and other illegal animals in the residence halls are prohibited. No visiting dogs or cats will be permitted in any residence halls at any time. Failure to have appropriate secured approval results in a $50 fine and a possible referral to student conduct.

Due to health and sanitation issues and the possibility of other residents’ allergic reactions, pets are not permitted to be kept, fed, or harbored in the common areas of the residential facilities. These issues may interfere with a student’s right to a clean environment conducive to study.

B. Fraternity Houses/Small Living Units/House of Black Culture/Honors House
The types of pets permitted in residence halls are also permitted in fraternity houses, small living units, the House of Black Culture, and the Honors House (herein after described as “houses”). In addition, a total of two cats or dogs will be allowed providing a maximum of two animals per fraternity house. Dangerous breeds will not be permitted.

For Small Living Units/House of Black Culture/Honors House, a total of two caged rabbits or two caged birds will be allowed providing a maximum of two caged rabbits or caged birds animals per living unit.

In order for a student of a house to have a pet, they must obtain approval from all other students who live in the house prior to submitting a pet registration form. A roommate’s or housemate’s request to live in a pet free environment supersedes the right of the student to have a pet in their room. If necessary, the Residential Life Coordinator will have the authority to reverse the decision the house makes. Failure to have appropriate secured approval results in a $50 fine and a possible referral to Student Conduct. No house pets will be permitted in any residence halls at any time. The aforementioned animals and fish are permitted in a house if:

- The student completes and submits the pet registration form.
- The student gains advance approval from the Residential Life Office.
- The student gains advance approval from their roommates and housemates before the pet arrives on campus. A roommate's request to live in a pet-free environment supersedes the right of the student to have a pet in their room.

i. Guidelines for Animal Care:
   a. When outside of the house, dogs must be on a leash and accompanied by the resident at all times.
   b. The animal cannot pose a direct threat to the health or safety of others. If the animal is deemed to pose a physical threat to others, actions may be taken to remove the animal from university property.
c. Animals must be housebroken. Litter boxes must be emptied and cleaned regularly before they become the source of odor, health problems or complaints. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Animal waste should not be flushed down house toilets. Outdoor animal waste must be immediately retrieved by the resident, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters. The resident should keep the pet from urinating in gardens or cultivated areas of the campus.
d. The resident must effectively control the animal at all times (voice command, leash or otherwise). If the resident cannot effectively control the animal, the permission to keep that particular animal in university housing will be rescinded until such time that the problem is rectified.
e. Routine care for the animal is expected for health and safety reasons, and includes: flea and tick prevention, de-worming, routine vaccinations and annual examinations. The university has the right to request updated documentation relevant to these health and safety concerns at any time during the animal’s stay in residence. The student must provide a record of the vaccinations to keep on file in the Residential Life Office. These vaccinations must accompany the Pet Registration Form.
f. The cost of care, arrangements and responsibilities for the well-being of an animal are the sole responsibility of the resident at all times.
g. The student is solely responsible for the health and safety of the animal. If any animal neglect is suspected, the university will contact the resident and local authorities. The animal should not be left alone in the house for unreasonably long periods of time.
h. All animals must have a tag with the animal’s name, resident’s name and a contact phone number for the resident.
i. The newborn of any animal must be removed from the living unit or fraternity house within a relatively short period.

ii. Guidelines for interaction with roommates, housemates, and the community:
   a. A student of a house may harbor a pet if the student gains advance approval from all other students who live in the house. A roommate’s or housemate’s request to live in a pet free environment supersedes the right of the student to have a pet in their room.
   b. The resident is responsible for any damage or injuries caused by their animal and must take appropriate precautions to prevent property damage or personal injury. In the event of property damage to a resident’s room or house common area, the resident will be financially responsible for repairs or replacement of damaged items. This may include the cost of cleaning all carpets and furniture to remove pet odors, dander, hair, etc.
   c. The resident is responsible for assuring that the animal does not interfere with the orderly operation of the residence or cause difficulties for other residents of the community. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.
   d. The resident is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
   e. The Residential Life Office will inform Buildings and Grounds where registered animals reside. When routine maintenance is necessary, the Residential Life Office will make every effort to coordinate the schedule in advance so that the resident can be present or can appropriately restrain the animal. When a resident requests repairs for the room and is absent from a room, the animal must be crated or restrained so as to not interfere with repairs performed by Buildings and Grounds.
iii. **Additional agreements:**

a. The Residential Life staff will inspect the house on a regular basis as a part of routine health and safety checks of all residential space. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by the university approved pest control services. Those costs will be billed to the resident’s account.

b. No pet is allowed to become a nuisance to the members of the OWU community. A nuisance is defined as, but not limited to, excessive noise, physical harm to humans or other animals, and destruction of property, or acts otherwise deemed by the Residential Life Office.

c. Delaware City-County Board of Health animal control regulation supersedes Ohio Wesleyan University’s pet policy. Questions or concerns should be referred to Delaware General Health District or City of Delaware. According to animal control regulation, no person shall be permitted to harbor, feed or market wild animals native to the State of Ohio or other type of wild, feral, or dangerous animals, including exotic animals not native to the State of Ohio. In accordance with ordinances for the City of Delaware, Ohio (505.011 Animals Running At Large), no person, being the owner, keeper, harborer or having charge of any dog shall permit such dog to enter upon any public or private property other than that of such person unless such dog is secured to a leash not to exceed six feet in length, except on private property other than that of the owner, person harboring, or keeper or other person having charge of such dog, with permission of the owner of such property.

All pets found in student housing which violate this policy will be immediately removed or confiscated and moved to a local shelter or the Humane Society. Students will be charged a minimum $50 fine for violation of this policy and charged for any damage to the facility. Residential Life reserves the right to determine if an animal is appropriate.

**Animal Bite Reporting Procedure**

Pets attacking other animals or humans will not be tolerated. If an animal that is housed in a residential facility becomes disruptive, bites or displays intimidating behavior (i.e. lunges, growls or barks uncontrollably) the University reserves the right to remove the animal from university property. The Residential Life Office and/or Public Safety can enforce immediate removal of the animal from the residential facility. Any costs incurred for removal of the animal or kenneling will be the responsibility for the pet’s registered owner.

According to the Ohio Administrative Code section 3701-3-02 it is required that all animal bites are to be reported to the local health department. The animal must be quarantined in an animal shelter for 10 days from the date of the bite. The animal must stay confined at the shelter for the entire quarantine period. The owner will be charged the kennel fee. The animal will not be released until permission is given by the health department, and is currently up to date on rabies vaccination.
Parking and Motor Vehicle Information/Policy

All students are independently responsible for understanding Ohio Wesleyan’s parking regulations and for knowing in which parking lots and areas of campus they may park. All parking permits are non-transferable and non-refundable. Vehicles found with fictitious or altered permits, or permits not registered to the specific vehicle on which the permit is displayed, will be immobilized, or towed and impounded at the owner’s expense. Any student bringing a vehicle to campus must purchase an OWU permit even if the vehicle is parked off campus.

All parking restrictions are enforced on the academic side of campus beginning the first day of fall and spring classes. Restrictions are not enforced on the residential side of campus until 5 p.m. on the fifth day of fall semester to give students time to purchase and affix their University parking permits. However, all vehicles must be parked in a marked B or C parking spot. (With the exception of the lots at the Jay Martin Soccer Complex, Sanborn Hall, and Austin Manor—all University lots west of Washington Street are considered residential lots.)

Parking Permits
Several types of parking permits are issued each year. These include, Faculty/Staff Permits, Student Parking Permits, Temporary Permits, Temporary Health-Related Permits, and OWU Visitor Permits. Below are the descriptions/parameters for each type of permit and the details for securing them.

Student Parking Permits
Any student (residential student, non-residential student, commuter student) bringing a motor vehicle (automobile, motorcycle, scooter, etc.) to OWU Delaware Campus during the academic year must register the vehicle and properly display an OWU parking permit at all times on and off campus.

- Series A (Any Lot) parking permits are available to OWU faculty and staff only; however students with permanent or temporary mobility impairments/disabilities also may qualify. Written documentation from health services is required. An “A” permit may park in any designated “A”, “B” or “C” space unless otherwise designated.
- Series B parking permits are available to all students. The cost of a B parking permit is $175 for the full year. A “B” permit does not ensure that students are able to park in the residential lot where they live. A “B” permit may park in any designated “B” or “C” space unless otherwise designated.
- Series C parking permits are available to all students and provide remote campus parking at minimal cost. “C” locations include the Jay Martin Soccer Complex, Selby Stadium, and limited parking spaces on the far west side of Williams Drive, as well as the “C” lot near the Chapplear Drama Center. All other areas are prohibited. The cost of a C permit is $15.
- Permit prices for a B and C permits drop 50 percent starting March 1.
- Parking permit fees may be charged to a student’s OWU account or credit card.
- All students are able to purchase their choice of a “B” or “C” permit.
To register a vehicle and purchase an OWU parking permit, students must provide proof of vehicle ownership with either a family-related or personal registration/title. For vehicles owned by a company or corporation, students must provide secondary proof of ownership.

Any unauthorized use of a University parking permit may result in confiscation of the permit, suspended parking privileges, OWU conduct charges, and possible criminal charges.

Students are strongly encouraged but not required to utilize on-campus parking whenever possible to reduce congested street parking and free space for area residents who generally are not permitted to park on campus.

**Temporary Parking Permits**
Temporary permits can be issued for a total of 14 days or less during OWU’s academic year at no cost through the Department of Public Safety at Smith Hall.

**Temporary Health-Related Parking Permits**
Requests for temporary health-related parking permits must be approved through OWU’s Student Health Services. All temporary health-related permits will be issued by the Public Safety Department. Students who have a state-issued handicap permit will be given a Series A (all access) University parking permit from the Public Safety Department at no charge.

**OWU Visitor Parking Permits**
Visitors who wish to attend evening and weekend events, such as lectures, concerts, or athletic events, may park in any non-residential lot between 5 p.m. and 6 a.m. Monday through Friday or any time Saturday and Sunday, unless otherwise posted for special event use. Students also are permitted to park in academic lots during these times, even if their parking permits are not valid for the lots at other times.

If a friend or family member will be visiting and parking on campus at other times, students may obtain a visitor parking permit, free of charge, this will be valid for up to three days.

Visitor permits are available from Public Safety during normal office hours or after hours from a Public Safety Officer by calling 740-368-2222. Whenever possible, students should contact the Public Safety Office during regular business hours to obtain the permit. Ohio Wesleyan students are responsible for any traffic citation(s) a visitor may receive, so it is very important to make sure visitors are aware of appropriate parking areas and regulations.

Daytime visitor parking is available in the Hamilton-Williams Campus Center and the Meek Aquatics and Recreation Center lot without a visitor permit. (No parking is allowed between 3 a.m. and 6 a.m. in the Hamilton-Williams parking lot without a special overnight permit.)

Visitor permits are required for daytime parking in all other on-campus visitor spots, including those in front of Edwards Gymnasium.

**Parking Fines**
Motor vehicles found in violation of campus parking regulations will be issued parking tickets. Vehicles illegally parked in handicap spaces, no parking zones, fire lanes, reserved employee parking spaces, interfering with University business, or otherwise obstructing traffic may be towed without warning.
Any vehicle receiving more than four tickets in an academic year may be booted on all subsequent violations in addition to receiving a ticket. Vehicles not displaying a valid registration are subject to vehicle immobilization on the third ticket.

Vehicles may be booted for up to 72 hours, during which time the locking mechanism may be removed by paying a $75 fine. If a vehicle is immobilized for any reason and extenuating circumstances result in deferring the $75 boot fee at the time of removal, an additional $20 administrative fee will be assessed as a result of the deferment. The total cost of removal of the boot with deferred payment is $95.

After 72 hours, the vehicle may be towed at the owner’s expense, and any ticket or boot fees will be added to the overall cost of recovering the vehicle. Vehicles that cannot be booted for any reason, including tire size, are subject to immediate towing. After a vehicle has been booted three times, the student may lose all on-campus parking privileges, and the student’s vehicle may be towed from any campus property.

Any immobilization fees must be paid at the Public Safety Department in Smith Hall Room 120 — cash or check are accepted (credit/debit cards are accepted during normal office hours only) — before a vehicle will be released. Boot fees cannot be transferred to a student account. All other parking fines must be paid at the Cashier's Office in University Hall Room 018. Unpaid fines will be transferred to the student’s account with a posting fee per citation as determined by University Financial Affairs Office.

Improperly removing a boot may damage a vehicle as well as the boot and may result in criminal and OWU conduct charges. Vehicle boots are to be removed only by Public Safety Department personnel.

Unregistered vehicles parked by students on city streets without OWU permits are subject to being ticketed for not being registered on or off campus. Students are subject to being sent to Student Conduct Office for failure to register and display a parking permit. Students who choose to appeal must fill out an appeal form located on the Student Conduct website http://studentconduct.owu.edu/parkingAppeals.html which will be forwarded to the Coordinator of Student Conduct who, with the assistance of Student Advisors, makes a determination to affirm or deny the appeal. Affirmed citations must be paid by the students to whom they are issued. No further appeals are allowed.

Parking Meters
Parking meters have been installed in several key locations throughout campus. Meters are enforced 24/7 and must have time showing whenever a vehicle is parked in the metered space, or enforcement action may be taken.

By following these rules, OWU students and their guests will be able to enjoy the convenience and privilege of OWU’s on-campus parking. Please contact Public Safety at 740-368-2222 with questions.
Bicycles and Non-Motorized Vehicle Information/Policy

Bicycles
As a non-motorized vehicle, a bicycle is permitted on campus sidewalks, driveways and related streets for transportation use. Bicycles should be stored in the bicycle racks located throughout campus property. Bicycles are not permitted inside public buildings and bicycles that are locked to objects other than bicycle racks, specifically but not limited to handrails, trees, benches, and signs, are subject to immediate removal and confiscation.

If a bicycle is confiscated, it will be retained by the Public Safety Department for a period of time no shorter than six months, after which it may be converted to University use, donated, discarded, or destroyed.

Skateboards, Longboards, Non-motorized Scooters, etc. (Non-Motorized Vehicles)
Non-motorized vehicles are permitted on campus sidewalks, driveways and related streets for transportation use. These non-motorized vehicles are not permitted for recreational use anywhere on campus – in particular not on any buildings, architectural features on or near any University buildings or property.

Any non-OWU persons found to be violating the above guidelines will be asked to leave University property and could be subject to criminal charges. OWU students found to be violating these guidelines are subject to student conduct charges.
I. Principles
The Student Conduct System is designed to uphold the Code of Conduct and foster accountability and responsibility in OWU students. Learning is the core purpose of the Student Conduct System. When students violate the Code of Conduct, the goal is for them to understand why rules of conduct exist, why it is important to follow them, the impact that their behavior has on others, why it is important to make better choices in the future, and their place in the University community from a broader perspective.

The Office of Student Conduct is committed to fair treatment by recognizing student rights, following established procedures, and use of sanctions that are proportional to the violation and that account for the student offender’s conduct history. The goal of fairness encompasses students who are accused of violating rules, students who are victims of rule violations, witnesses who provide testimony, and the wider campus community.

In association with the larger campus community, the Office of Student Conduct strives to increase civility within the university community by reducing the level and severity of misconduct on campus, decreasing the number of repeat violations by individual students, and fostering greater respect for community values.

The ultimate goal of the Office of Student Conduct is to enhance the educational environment at OWU. Again, in association with the larger campus community, the Office of Student Conduct strives to provide a sense of safety and comfort as preconditions for a rich learning environment. The educational goals of the University are furthered by treating students fairly and with dignity in the conduct process; which, in turn, will set an example for how they should treat others. Learning goals are also promoted by the use of learning based sanctions. Additionally, learning opportunities are provided for students who participate as Student Conduct Board members, University Appeals Board members and Student Advisors.

The Office of Student Conduct pursues these goals by:
- Disseminating information about the conduct process and the Code of Conduct
- Gathering information regarding alleged violations of the Code of Conduct
- Providing a forum to address alleged violations
- Developing and utilizing sanctions that reinforce the goal of learning
- Offering learning opportunities for student leaders who participate in the Student Conduct process
- Developing policies that promote these goals

II. Community Commitment
As members of the OWU community, students are expected to embrace the values and ideals of Ohio Wesleyan University. Students should act reasonably and responsibly in all situations. In the context of the Student Conduct System, this includes abiding by University rules and regulations, promoting tolerance, respecting the rights of others and protecting the overall interests of the community. To meet these goals, students are expected to cooperate in
investigations of misconduct, provide truthful testimony during interviews and testify at student conduct hearings when they possess relevant information.

III. Authority
A. **Reserved Authority.** The University reserves the right to take appropriate action to protect the members of the University community and to maintain an environment conducive to learning and inquiry.

B. **Violations of University Rules, Regulations, and Policies, and Local, State, and Federal Laws.** Students of the University are governed by local, state, and federal laws, and University rules, regulations, and policies as described in the Code of Conduct. Violations of local, state, and federal law also constitute violations of University rules. OWU reserves the right to hold students responsible for violations of both law and University rules regardless of whether they occur on or off campus. Students who violate local, state, and/or federal law(s) are subject to prosecution by the respective civil authorities, regardless of whether the conduct occurs on or off campus or whether the alleged violation is a misdemeanor or felony. Conduct proceedings in the Student Conduct System may proceed before, during, or after legal proceedings in any court of law or any investigation by law-enforcement agencies. University conduct proceedings are not subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced, or that such proceedings constitute double jeopardy.

C. **Interpretation.** Student Conduct rules, regulations, and policies of the University are set forth in writing in order to give students general notice of inappropriate conduct. These rules, regulations, and policies are not designed to define misconduct in exhaustive terms.

D. **Student Participation.** Students assume positions of responsibility in the Student Conduct System in order that they might contribute their skills and insights to the resolution of conduct cases and to further their education.

IV. Scope of Policy
The procedures for resolving cases described in this policy apply to cases of student misconduct, except cases of academic dishonesty, sexual harassment and other types of sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, sexual contact and sexual exploitation. These types of student misconduct are governed by their own policies. See “The Code of Conduct: Community Standards and Policies.”

This policy applies to allegations of misconduct against full or part time students or student organizations. For purposes of this policy, full or part time students employed by the University are defined as students and University employees who take classes part time are defined as employees.

If you are the victim of or witness to misconduct by a non-student, contact:
- Public Safety at 740-368-2222 (or 2222 from a campus phone); or
- Delaware Police at 911 for emergencies, and 740-368-1911 for non-emergencies.

Any person may file a **complaint** against an OWU student or student organization. However, most complaints are filed by University officials whose duties include enforcing University rules and regulations. The vast majority of these complaints are filed by Public Safety Officers, Residential Life Coordinators and Resident Assistants.

This policy applies to allegations of student misconduct on and off campus. It applies in face to
face encounters, social media and other forms of electronic and non-electronic communication. Allegations of off-campus misconduct will be pursued when the alleged misconduct significantly affects the learning, living and working environment on campus.

V. Organization
Principal participants and their roles in the Student Conduct System:

A. Coordinator of Student Conduct
   Responsible for assuring fairness in the system, investigates and charges alleged rule violations, determines sanctions for students who violate University rules (excluding cases of sexual misconduct and harassment), and is responsible for general management of the system, which includes training participants, maintaining records, and overseeing its day to day operation. In conjunction with the Administrative Policy Committee of WCSA, the Coordinator of Student Conduct selects and may remove any student member of a Student Conduct or Appeals Board, or Student Advisor, for misconduct.

B. Conduct Hearing Officers
   One or more professional members of the Student Affairs staff, designated by or being the Dean of Students, who determine whether students who have been accused of rule violations are in violation. For students found to be responsible for violations, Hearing Officers recommend sanctions to the Coordinator of Student Conduct.

C. Student Conduct Board
   Consists of students, selected by the Administrative Policy Committee of WCSA and the Coordinator of Student Conduct, who determine whether students who have been accused of rule violations are responsible for the violations. The Conduct Board typically hears relatively more serious cases involving individual student respondents and all cases involving student organizations as respondents. For students and student organizations that are found to be responsible for violations, the Conduct Board recommends sanctions to the Coordinator of Student Conduct.

D. University Appeals Board
   Hears appeals in cases decided by Conduct Hearing Officers or the Student Conduct Board. Consists of one faculty member appointed by the Provost, one administrator appointed by the Vice President of Student Affairs, and three students selected by the Administrative Policy Committee of WCSA and the Coordinator of Student Conduct. Student Conduct Board members may substitute for student members of the Appeals Board when one of more student members of the Appeals Board is not available to hear a case; provided, however, that no member of the Appeals Board is also a member of a Student Conduct Board that previously heard the case.

E. Student Advisors
   Selected by the Administrative Policy Committee of WCSA and the Coordinator of Student Conduct, they assist the Coordinator of Student Conduct in investigating and charging alleged rule violations, and by providing information during Student Conduct Board hearings.

F. University Advisor
   Complainants and respondents have the right to a University Advisor. University Advisors must be members of the University community, excluding Trustees of OWU, Conduct Hearing Officers, Student Conduct Board members, University Appeals Board Members, or a parent/guardian of anyone involved in the case. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys.

University Advisors provide support, guidance and advice. They do not represent or
advocate on behalf of those they advise. The right to a University Advisor applies at each stage of the conduct, including pre-hearing meetings, hearings and any appeal that might be filed.

University Advisors are not allowed to speak during formal hearings and appeals. However, they may provide advice and guidance. The complainant and respondent may request brief recesses to confer with the individual advising them. Recesses must be approved by the Conduct Hearing Officer, chairperson of the Student Conduct Board or chairperson of the University Appeals Board, and must be short and limited in number, as determined by the chairperson. University Advisors may speak during pre-hearing meetings at the discretion of the University official who is conducting those meetings and processes.

University Advisors may not appear at a hearing to observe, present arguments, or for any other reason, if the student for whom they are serving does not also appear at the hearing.

G. The Administrative Policy Committee of WCSA

In conjunction with the Coordinator of Student Conduct, selects student members of the Student Conduct Boards and the University Appeals Board. The Administrative Policy Committee assists the Coordinator of Student Conduct in overseeing the Conduct System. Members of the Administrative Policy Committee may occasionally sit in during hearings of the Student Conduct Boards (including deliberations) to evaluate their operation. WCSA members may not otherwise participate in the hearings.

H. Other Participants and Terms used in the Conduct Process

- **Complainants** are those who allege misconduct by a student.
- **Respondents** are students who or student organizations that are accused of misconduct.
- **Appellants** are those who appeal a decision by a Hearing Officer, Student Conduct Board, Sexual Misconduct Panel, or Harassment Panel.
- **Appellees** are those who respond to an appeal.
- **University Days** are weekdays when the University is open and classes are in session.
- **Complaint** is a written accusation that a student or student organization has violated a University rule.
- **Charge(s)** is a formal, written accusation brought by the Office of Student Conduct, to which the accused must respond.

VI. Procedural Rights for Students/Organizations

The following procedures are established for individual students and student organizations involved in conduct hearings:

A. Individual students who, or student organizations that, are alleged to have violated University rules have the right to a hearing.

B. The respondent and the complainant have the right to be informed in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), and the section(s) of the Code of Conduct that was alleged to have been violated, the range of sanctions that may be imposed, the date, time, place of the conduct hearing, and the right of appeal.

C. The respondent and the complainant have the right to review any written documents relevant to their case prior to a hearing.

D. The respondent and the complainant have the right to meet with the Coordinator of Student Conduct at a specified time and place for an informational pre-hearing meeting about the Student Conduct System.

E. The respondent and the complainant have the right to challenge any Hearing Officer, Conduct Board Member or University Appeals Board Member that they feel is unable to
objectively hear the case. Any challenge must be presented to the Office of Student Conduct at least three (3) University days prior to the hearing.

F. The respondent has the right to be presumed not responsible until proven responsible for violating a rule(s).

G. The respondent has the right to a decision based on the preponderance of the evidence. More precisely, there must be a preponderance of evidence to find a respondent responsible. When there is no preponderance of evidence or if the preponderance of evidence supports the respondent, the respondent is not responsible for the violation.

H. The respondent and the complainant have the right to testify and to present evidence and witnesses. A list of witnesses must be presented to the Office of Student Conduct at least three (3) University days prior to the hearing.

I. At each stage of the conduct process, including pre-hearing meetings, hearings and any appeals that might be filed, the respondent and complainant have the right to be accompanied by a University Advisor. University Advisors must be members of the University community, excluding Trustees of OWU, Conduct Hearing Officers, Student Conduct Board members, University Appeals Board members or a parent/guardian of anyone involved in the case. Persons who serve as University Advisors may not be licensed attorneys or have received training to be attorneys.

J. For Higher Tier cases, the respondent and complainant have the right not to appear at a scheduled hearing. The hearing will proceed as scheduled if they exercise the right. If the respondent does not appear at the hearing it will not be presumed that he/she/it violated the rule(s) for which he/she/it is accused. If the complainant does not appear it will not be presumed that the violation(s) did not occur. For Higher Tier cases, the respondent must meet with the Coordinator of Student Conduct for a pre-hearing meeting.

K. For Lower Tier cases, respondents must attend their hearing with a Hearing Officer.

L. The respondent and the complainant have the right to refuse to answer questions.

M. The respondent has the right to request an appeal of an unfavorable decision. The complainant has the right to appeal an unfavorable decision when he or she is not a University official acting in his/her official capacity to enforce University rules and regulations. The complainant may not appeal when he or she is such an official.

N. The respondent and the complainant have the right to request that the Coordinator of Student Conduct reschedule a hearing. Requests must be made in writing at least 48 hours before the scheduled hearing. The Coordinator will determine whether to grant the request.

VII. The Student Conduct Process

A. Filing a Complaint and Investigation
   A complaint is a written accusation that a student or student organization has violated a University rule. Complaints must be filed with the Coordinator of Student Conduct in the Office of Student Conduct. Upon receiving a complaint, the Coordinator of Student Conduct, in coordination with Public Safety, may conduct an investigation of the allegation(s). If an investigation preceded filing of the complaint, the record of it will be forwarded to the Coordinator of Student Conduct.

B. Filing a Charge
   A charge is a formal, written accusation, brought by the Office of Student Conduct, to which the accused must respond. A charge filed by the Office of Student Conduct is based on complaints filed with it or evidence presented to it. The Coordinator of Student Conduct,
with assistance from Student Advisors, determines whether to charge an individual student who or student organization that has had a complaint filed against him/her/it. The standard for determining whether to file a charge is probable cause. If a student is charged, the Coordinator of Student Conduct determines whether the case will be processed as a Lower Tier Case or Higher Tier Case and whether it will be heard by a Conduct Hearing Officer or a Student Conduct Board (see VI. E-G., below, for criteria used in these determinations).

The Office of Student Conduct also provides a forum for resolving cases that are not based on charges brought by the Office of Student Conduct. When an individual who is not a University official acting in his/her official capacity, files a complaint against a student, the Coordinator of Student Conduct will forward the case to either a Conduct Hearing Officer or Student Conduct Board.

C. Notifying the Respondent
When an individual student or student organization is charged with a violation(s) of a University rule(s), the Coordinator of Student Conduct notifies the respondent of the charge(s), the complainant(s), the date(s) of the alleged violation(s), the section(s) of the Code of Conduct that allegedly has been violated, the range of possible sanctions that may be imposed, the date, time, and place of the hearing, and the student’s or student organization’s right to appeal. The notice will also afford the respondent the opportunity to meet with the Coordinator of Student Conduct, or designee, at a specified time and place for informational pre-hearing on the Student Conduct System. For Higher Tier cases, a pre-hearing meeting is required.

D. Protective Measures and Accommodations
OWU is committed to protecting complainants, respondents, and other individuals involved in misconduct cases from the time a case is reported, through the process of resolving it, to after the case is resolved. University policy prohibits retaliation against a person who or organization that files a complaint on his/her/its own behalf, on behalf of another, provides information as a witness, or is accused of misconduct. Retaliation includes intimidation, threats, coercion, harassment, discrimination or violence against another individual or organization. Strong responsive measures will be taken against any person who or organization that is involved in retaliation.

Measures to protect individuals and organizations include: 1) protective orders to keep the complainant, respondent and their agents apart from each other, and/or 2) accommodations, examples include changing living arrangements consistent with Residential Life Policy and/or learning, working and transportation arrangements. Upon notification from the Office of the Dean of Students, the Office and relevant faculty will be asked to consider accommodations for class schedules and coursework of the complainant, respondent, and other individuals involved in a case. This may include withdrawing from a class without penalty. Tutoring support may also be provided, as well as other accommodations. Complainants, respondents and other individuals involved in a case may request that such measures be taken. The University will provide accommodations when they are reasonably available. These measures will be designed to minimize, as much as possible, the burden on the complainant, without violating the rights of the respondent.

If, after consultation with the Vice President for Student Affairs, the Dean of Students determines that the presence of the respondent presents a clear and present danger to persons or property at the University, the Dean of Students may issue an interim suspension to the respondent at any point of the process from when a complaint is filed to
when the case is resolved. Ordinarily, a case involving an interim suspension will be expedited to resolution as quickly as possible.

Alternatively, after consultation with the Vice President for Student Affairs, the Dean may restrict the activities of the respondent through an interim activities restriction order at any point of the process from when a complaint is filed to when the case is resolved. Activity restrictions also may be kept in place after the case is resolved. Interim suspensions and activity restrictions are operative immediately upon receipt of the notice by the respondent.

A victim of misconduct always has the right to seek a restraining order or similar no-contact or protective order from the police, as well as from the University. Contact the Department of Public Safety for assistance in obtaining protective orders from the University or police, or contact the police directly. The University will enforce all protective and restraining orders regardless of who issues them.

The University is committed to protecting the privacy of all parties involved in misconduct cases, to the extent possible. It will limit the number of University members who are informed of the case to those who are involved in resolving misconduct allegations. The University will maintain the record of your case in a secure manner and limit access to it. Upon resolution of a complaint, all records pertaining to the case will be sealed and kept in the Offices of Student Affairs, accessible only on a need to know basis.

E. Hearings

During hearings, Conduct Hearing Officers or the Student Conduct Board will consider information that is relevant for determining the outcome of the case. Efforts will be made to obtain the most accurate and reliable information available. A hearing may be suspended and continued at a later date if there is a reasonable likelihood that relevant information exists but is not available to the Hearing Officer or Student Conduct Board at the time of the hearing.

In the interest of fairness and confidentiality, all hearings are closed.

Persons disruptive at any stage of a hearing may be removed at the discretion of the Conduct Hearing Officer or the Conduct Board Chairperson.

Every effort will be made to resolve allegations of misconduct during the academic year in which they occur. However, if alleged cases of misconduct occur too late in the spring semester to be resolved that semester, all or part of the conduct process will be taken up during the following fall semester unless arrangements can be made for all participants in the case to be available at an earlier date.

If a graduating senior is accused of misconduct near the end of the school year and before the hearing process can be completed, the respondent may walk through the graduation ceremony, but the diploma will be withheld until charges are settled.

If a student withdraws from the University after being accused of misconduct it will be noted in the student’s record and the student must resolve the issue before returning as a student.
OWU utilizes a two tier system for hearings (see Figure 1).

Cases that involve individual students as respondents may be treated as either Lower Tier or Higher Tier Cases. Lower Tier hearings are used for:
1) cases in which an individual respondent is charged with a “Lower Severity” and some “Moderate Severity” violations; or
2) cases in which an individual respondent does not have a significant record of past violations; or
3) cases that do not involve complicated facts. Cases that involve individual students as respondents that do not meet these criteria are treated as Higher Tier Cases.

The Student Conduct Office will determine whether a case involving an individual student respondent qualifies for a Lower or Higher Tier hearing.

Cases that involve an organization as respondent are treated as Higher Tier Cases.

F. Lower Tier Cases

The Coordinator of Student Conduct, with assistance from Student Advisors, determines whether and what to charge in Lower Tier cases. Hearings for Lower Tier cases recognize students’ procedural rights (see VI., above) and follow general procedures for the conduct process (see VII.E., above). Respondents in Lower Tier cases must attend their hearings, which will be held with a Conduct Hearing Officer during regularly scheduled times each week.

Lower Tier Hearings are designed to be informal and to resolve cases quickly. The goal is for the Conduct Hearing Officer and respondent to have a friendly conversation about responsibility, community values, the importance of respecting rules, personal issues that might be affecting the respondent’s conduct, resources that are available for addressing personal issues and implications of such conduct for the respondent's future. The hope is that students will understand OWU’s traditions and expectations and adjust their behavior accordingly. The intent is not to punish students for their behavior; rather, to use reason to find common ground. Accordingly, sanctions for Lower Tier cases strive to be learning based and non-punitive.

Conduct Hearing Officers will review incident reports and other relevant written information in the record prior to the case. During the hearing, the Conduct Officer and respondent will review student rights and the process for the hearing; discuss the charges of alleged violations of the Code of Conduct; read and/or listen to statements from the respondent, complainant and witnesses; question the respondent, complainant and witnesses; and review subsequent steps in the process. Conduct Officers may hear the cases of multiple respondents involved in the same alleged violation together or individually at his/her discretion. Conduct Officers may hold a hearing over more than one sitting. They may also refer a case to the Coordinator of Student Conduct if, in the course of hearing the case, the Conduct Officer concludes that it should be considered as a Higher Tier case.

If a respondent contests the accusations against him/her, the Conduct Hearing Officer will weigh relevant information and determine whether the respondent is responsible for the violation, based on a preponderance of the evidence. The Conduct Hearing Officer will proceed, first, by determining the facts that are true, and then what, if any, sections of the Code of Conduct have been violated.
If a respondent accepts responsibility for a violation before or during the hearing the focus will turn to a discussion of remedies and sanctions. If the respondent is found to be responsible, or takes responsibility, prior conduct is considered in combination with the facts of the case, and other relevant factors, and a sanction is recommended. At the conclusion of the hearing the Hearing Officer may inform the respondent of his or her decision. Alternatively, the Hearing Officer may dismiss the respondent and others in attendance and inform the respondent (and complainant if in attendance) that the Office of Student Conduct will inform him or her in writing as to the outcome of the case.

The Conduct Hearing Officer prepares a written statement containing his or her findings and rationale for it. If the Conduct Officer finds the respondent responsible the statement includes the recommended sanctions. The statement is forwarded to the Coordinator of Student Conduct, who determines the sanction. When the sanction is determined a hearing outcome letter is prepared and sent to the respondent by the Office of Student Conduct.

The written notification includes:
1) The facts found to be true.
2) The section(s) of the Code of Conduct found to have been violated (if any)
3) The sanction to be imposed (if relevant)
4) The right to appeal and deadline for filing the appeal (if relevant)

If a student is found responsible for violating a policy and he or she appeals, the Coordinator of Student Conduct, in consultation with the Dean of Students, may impose sanctions on an interim basis prior to completion of the appellate process if it is determined that the student presents a danger to other individuals. Otherwise, sanctions will not be imposed until the appellate process is complete.

G. Higher Tier Cases

Higher Tier hearings are used for cases in which 1.) individual students are charged with “High Severity” and some “Moderate Severity” violations; or 2.) individual students have committed multiple violations in the past; or 3.) the case facts are relatively complicated. The Office of Student Conduct will determine whether a case involving a student respondent qualifies for a Higher Tier hearing. Alleged violations by organizations are considered to be Higher Tier cases. The Coordinator of Student Conduct, with assistance from Student Advisors, determines whether and what to charge in Higher Tier cases. Hearings for Higher Tier cases recognize students’ procedural rights (see VI., above) and follow general procedures for the conduct process (see VII., above).

If an individual student or student organization is charged with a Higher Tier violation, a mandatory pre-hearing meeting is held with the respondent and the Coordinator of Student Conduct. The meeting will cover student rights and procedures for hearing the case. The facts of the case and the respondent’s options will also be discussed. If the respondent takes responsibility for the violation, then the Coordinator of Student Conduct determines the sanction that will result and an outcome letter is sent to relevant parties.

If the respondent contests the charge, a hearing before a Student Conduct Board will be held during one of the regularly scheduled times that Conduct Boards meet. Members of the Conduct Boards will review incident reports and other relevant written information in the record prior to the hearing.
H. Hearing Procedures for Higher Tier Cases

1. Reading of Procedural Rights by the Student Conduct Board Chairperson
2. Reading of the charge(s) by the Student Conduct Board Chairperson
3. Entering of the plea of the respondent (responsible or not responsible)
4. The case against the respondent is presented by the relevant party(s) with verbal testimony and/or written evidence. Relevant parties might include the complainant, respondent, witnesses, Student Advisor(s), and/or the Coordinator of Student Conduct or designee. If these parties are not present or do not present evidence, the Conduct Board will review the record and consider evidence that is adverse to the respondent.
5. The case in support of the respondent is presented by the relevant party(s) with verbal testimony and written evidence. Relevant parties might include the respondent, complainant, witnesses, Student Advisor(s), and/or the Coordinator of Student Conduct or designee. If these parties are not present, or do not present evidence, the Conduct Board will review the record and consider evidence that supports the respondent.
6. Questions may be directed to the witnesses, complainant and respondent by members of the Student Conduct Board. When recognized by the Conduct Board Chairperson, the respondent, complainant, witnesses and/or the Coordinator of Student Conduct or designee may raise questions and comment on the evidence and relevant rules. If the complainant or respondent wish to ask another party a question(s), the question(s) must be submitted to the Board, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Student Conduct Board, between the participants to allow rebuttals, and to reveal all relevant facts and points of view.
7. Closing statements by the side of the complainant.
8. Closing statements by the side of the respondent.
9. The Conduct Board Chairperson dismisses all participants. The Board will notify the respondent and the complainant that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Board reaches its decision. The Student Advisor(s) and Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Board’s decision immediately after it is made.
10. The Student Conduct Board recesses to determine whether the respondent is responsible for violating the University rule(s) with which he/she/it is charged. The Conduct Board proceeds, first, by determining the facts that are true, and then what, if any, sections of the Code of Conduct have been violated, based on the preponderance of evidence standard. At least four Conduct Board members must be present to decide a case. The Board members typically make a decision by consensus and if necessary by majority vote to find the respondent responsible. If the Student Conduct Board determines that the respondent is responsible for a rule violation(s) it will recommend a sanction to the Coordinator of Student Conduct. Guidelines for recommending sanctions are provided in “Code of Conduct: Student Conduct System: Sanctions, Section IX.” In recommending a sanction, the Board may also consider facts that were revealed during the hearing, including the attitude of the parties involved.
11. The Student Conduct Board Chairperson or designee contacts the Coordinator of Student Conduct following the Board’s deliberation. It also prepares a written statement containing the Board’s decision and rationale for it. Specifically, it includes:
   a. The facts found to be true
   b. The section(s) of the Code of Conduct found to be violated (if any)
   c. The rationale for decision of responsibility (if relevant)
   d. The sanction(s) to be imposed (if relevant)
I. If a student is found responsible for violating the Code of Conduct and he or she appeals, the Coordinator of Student Conduct, in consultation with the Dean of Students, may impose sanctions on an interim basis prior to completion of the appellate process if it is determined that the student presents a danger to other individuals. Otherwise, sanctions will not be imposed until the appellate process is complete.

FIGURE 1: Process for the Two Tier Conduct System

VIII. Appeals

A. Respondents found responsible for violating University rules may appeal to the University Appeals Board. When complainants in the original hearing are individuals who are not University officials acting in their official capacity to enforce University rules and regulations, they have the right to appeal an unfavorable decision. When the complainant is a University official acting in his/her official capacity to enforce University rules and regulations the complainant may not appeal. The Appeals Board does not hear appeals in sexual misconduct or sexual harassment cases.

B. Appeals are limited to:
   1. A review of the procedures;
   2. Appropriateness of the sanction; and

C. Appeals must be submitted in writing to the Coordinator of Student Conduct at the Office of Student Conduct. The written appeal must state the specific grounds for the appeal and be received by the Coordinator of Student Conduct within seven (7) University days from the date of the outcome letter for the conduct hearing.
D. Upon receipt of the written appeal the Office of Student Conduct notifies members of the University Appeals Board. The Board must hear any appeal by an individual student who or campus organization that has been suspended or expelled from the University. Appeals of cases involving lesser sanctions are heard at the discretion of the Appeals Board. For discretionary appeals, the Board will accept a case if it believes that the appellant has a reasonable probability of prevailing in an appellate hearing. A majority of the members of the Board must agree to hear a case for the appeal to be heard in cases that do not involve suspension or expulsion. At the request of the Coordinator of Student Conduct, the Appeals Board may decide to reverse a finding based on a review of the written record, without holding a hearing.

E. The Coordinator of Student Conduct arranges a hearing for cases that have been accepted for an appeal hearing. The appellant, appellee, witnesses, members of the Appeals Board, the Conduct Hearing Officer or Student Conduct Board Chairperson who presided over the original conduct hearing or designee from the same Conduct Board that originally heard the case and/or other relevant parties will be contacted to establish a time, date, and place for the appeal hearing. The notice to the appellant and appellee will include the names of members of the University Appeals Board.

F. Procedure for Student Conduct Appeal Hearings

The following procedures will be used in Appeals Cases for individuals and organizations

1. The Appeals Board Chairperson reads the appeal.
2. The appellant presents his/her/its appeal.
3. If the ground for appeal is “new evidence,” the Hearing Officer or Conduct Board, through one or more of its members, through written or oral statements, may offer testimony about the evidence that was presented during the original hearing and the basis of the decision in that case.

If the ground for appeal is the “sanction,” the Coordinator of Student Conduct or designee, through written or oral statements, may offer testimony about the reasons for the sanction.

If the ground for appeal is “procedural error,” the party that is alleged to have committed the error (e.g., the Hearing Officer, Members of the Conduct Board, Coordinator of Student Conduct, Public Safety Officials) through written or oral statements, may offer testimony about the alleged procedural error.

4. Questions may be asked of all parties by Members of the Appeals Board. When recognized by the Appeals Board Chairperson, the appellant, appellee, witnesses, the Coordinator of Student Conduct or designee and others whose decisions in the early parts of the conduct process are at issue in the appeal may raise questions about or comment on evidence and relevant rules. If the appellant or appellee wish to ask another party a question(s), the question(s) must be submitted to the Appeals Board, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Appeals Board, between the eligible participants to allow rebuttals, and to reveal all relevant facts and points of view.

5. Closing statement(s) by the side of appellant.
6. Closing statement(s) by the side of the appellee.
7. The Appeals Board Chairperson dismisses all participants. The Appeals Board will notify the respondent and the complainant that they will be informed of the outcome by the Coordinator of Student Conduct as soon as possible after the Board reaches its decision.
The Student Advisor(s) and Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Board’s decision immediately after it is made.

8. The Appeals Board recesses to determine the outcome. Based on the preponderance of evidence standard, and by majority vote, the Board decides whether to affirm or reverse the decision(s) that is being appealed.
   a. When considering (a) claims of procedural error, if the Appeals Board determines that a procedural error occurred, it must decide whether the error was sufficiently severe such that the finding of the Hearing Officer of Conduct Board should be reversed or whether the error was harmless to the appellant’s original case;
   b. when considering (b) claims about the appropriateness of the sanction, the Appeals Board has the authority to modify a sanction that was imposed by the Coordinator of Student Conduct, except that the Appeals Board will not impose a more severe sanction than the one that it is modifying;
   c. when considering (c) claims of new evidence, the Appeals Board may reverse the decision of a Hearing Officer or Conduct Board if it determines that new evidence, when added to the existing record, establishes a preponderance of evidence that the decision by a Hearing Officer of Conduct Board should be reversed.

9. The Appeals Board Chairperson or designee, contacts the Coordinator of Student Conduct following the Board’s deliberation. It also prepares a written statement containing the Board’s decision and rationale for it. Specifically, it states:
   a. The facts found to be true
   b. The section(s) of the Harassment Policy and/or Code of Conduct found to be violated (if any)
   c. The rationale for decision of responsibility (if relevant)
   d. The sanction(s) to be imposed (if relevant)
The statement is forwarded to the Office of Student Conduct, which informs the appellant and appellee in writing. The decisions of the University Appeals Board are final.

G. Appeals of Parking and Motor Vehicle Citations
   Students may appeal parking and other motor vehicle citations that are issued by the Public Safety Office. Students who choose to appeal must fill out an appeal form located on the Student Conduct website [http://studentconduct.owu.edu/parkingAppeals.html](http://studentconduct.owu.edu/parkingAppeals.html) which will be forwarded to the Coordinator of Student Conduct who, with the assistance of Student Advisors, makes a determination to affirm or deny the appeal. Affirmed citations must be paid by the students to whom they are issued. No further appeals are allowed.

IX. Sanctions
   Individual students and student organizations that are found responsible for violations of the Code of Conduct are subject to sanctions. OWU is committed to a progressive learning-based system of sanctions. Violations of relatively low severity and that involve first time violations will be treated with educational sanctions and leniency. Students and organizations that commit serious or multiple low severity or moderate severity violations will be subject to more punitive sanctions in addition to learning-based sanctions (see Table of Sanctions).

   OWU employs a range of sanctions and flexibility in their use. The goal is to develop sanctions that are appropriate for each individual or organization. However, this goal is balanced by equal treatment, which requires individuals and organizations that are similarly situated to be treated similarly. The University attempts to strike this balance by providing discretion in imposing sanctions in discrete cases, yet using a single administrator, the Coordinator of Student Conduct,
to review and approve all sanctions for consistency before they become final. A further check is the University Appeals Board, which can modify or reverse sanctions that are imposed by the Coordinator of Student Conduct.

The range of potential sanctions include:

**Warnings** – typically for first time offenders who are responsible for non-serious violations, it is an official letter of warning that is placed in the file of a student who or organization that has been found responsible for a violation.

**Learning-Based Sanctions** – are sanctions that encourage self-reflection in students and organizations that are found responsible for rule violations. The goal is for students to consider the effect of their behavior on other individuals, themselves, and the community, expand their perspective about their behavior, and to draw lessons for their future. Examples of educational sanctions are targeted discussions with administrative staff and other University personnel, research projects, presentations, and some aspects of individual and community restitution.

**Punitive Sanctions** – OWU prefers to avoid punishing students for rule violations and reserves punitive measures for relatively serious violations and students who repeatedly commit violations. While the need to punish is regrettable some violations deserve a punitive response and some students do not respond to more subtle types of sanctions. Punitive sanctions are typically in the form of a fine, although individual student respondents may perform community service (for fines not restitution) at the rate of $10 an hour to work off all or part of their fines. Organizations may petition to work off all or part of their fines (for fines not restitution) at a rate negotiated with the Coordinator of Student Conduct. The rate will be based on the nature of the violation and the number of members that comprise the organization, as all members of the organization will be expected to contribute to the effort.

**Restitution** – when respondents are found responsible for assault, damage to or theft of other people’s property, and other damages, repayment for the loss is required in addition to any other sanctions that might be imposed. Community restitution, or service to the community, can also be imposed in appropriate situations.

**Probation** – a specified period of time during which a student or organization’s conduct is expected to be exemplary. Any additional violations of the Code of Conduct by a student or organization on probation will result in more severe sanctions, including possible suspension or expulsion. Advanced Probation includes a more extended probationary period. Individual students and organizations are subject to the loss of privileges while on Advanced Probation. Parents/Guardians will be notified when a student is placed on Probation or Advanced Probation.

**Loss of Privileges** - For organizations, it is typically a denial of the right to host social gatherings and engage in other activities for a specified period of time. For individuals, it might include residence hall relocation, restrictions on being in designated areas of campus, and loss of other privileges.

**Parental/Guardian Notification** – The University reserves the right to notify parents or legal guardians of dependent students under the age of 21 for any violations of University rules that endanger the health and well-being of a student or other individuals in the community. The parents/guardians of students who commit multiple offenses will be notified. Parents/Guardians
will be notified when a student is placed on Probation or Advanced Probation.

**Conduct Hold** – A hold on a student’s record that prevents the student from returning to the University for the following semester or, if the student is a graduating senior, receiving his/her diploma, until certain conditions are met. It is most often used when students fail to comply with non-monetary sanctions.

**Suspension** – removal from the University for a stated period of time and/or until a stated condition(s) is met. Students under suspension are not permitted on campus without written permission from the Dean of Students, or designee, or to participate in any University activity. Readmission to the University following the end of the period of suspension is contingent upon demonstrating to the Dean of Students that measures have been taken to correct the problems that resulted in the suspension. The Dean may impose restrictions on individuals or organizations as conditions of their reinstatement. Ordinarily, a suspension is effective starting the semester in which the case is resolved. However, under certain circumstances a suspended student may be allowed to complete that semester with the suspension becoming effective the following semester. Considerations include the point in the semester when the case is resolved, seriousness of the violation, the preferences of the victim, and the safety of the community. Parents/Guardians of students who have been suspended will be notified.

**Expulsion** – permanent separation from the University. Ordinarily, expulsion is effective the semester in which the case is resolved. However, under certain circumstances an expelled student may be allowed to complete that semester with the expulsion becoming effective the following semester. Considerations include the point in the semester when the case is resolved, the seriousness of the violation, the preferences of the victim, and the safety of the community. Parents/Guardians of students who have been expelled will be notified.

**Progressive Sanctioning** – Sanctions will increase for each subsequent violation.
<table>
<thead>
<tr>
<th>Table of Sanctions</th>
<th>1st Incident</th>
<th>2nd Incident</th>
<th>3rd Incident</th>
<th>4th Incident or beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Severity Violations</strong></td>
<td>Fine and/or Warning and/or Learning-Based Sanction</td>
<td>Fine and/or Learning-Based Sanction</td>
<td>Fine and/or Learning-Based Sanction and/or Probation</td>
<td>Fine and/or Learning-Based Sanction or Probation or Suspension</td>
</tr>
<tr>
<td>Fines: $10-$30</td>
<td>Fines: $30-$60</td>
<td>Fines: $60-$90</td>
<td>Fines: $90 or more</td>
<td></td>
</tr>
<tr>
<td><strong>Moderate Severity Violations</strong></td>
<td>Fine and/or Learning-Based Sanction</td>
<td>Fine and/or Learning-Based Sanction and/or Probation</td>
<td>Fine and/or Learning-Based Sanction &amp; Advanced Probation</td>
<td>Fine and/or Learning-Based Sanction and/or Advanced Probation or Suspension or Expulsion</td>
</tr>
<tr>
<td>Fines: $30-$80</td>
<td>Fines: $80-$130</td>
<td>Fines: $130-$180</td>
<td>Fines: $180 or more</td>
<td></td>
</tr>
<tr>
<td><strong>High Severity Violations</strong></td>
<td>Fine and/or Learning Based Sanction and/or Advanced Probation or Suspension or Expulsion</td>
<td>Fine and/or Learning-Based Sanction and/or Probation or Advanced Probation or Suspension or Expulsion</td>
<td>Fine and/or Learning-Based Sanction and/or Probation or Advanced Probation or Suspension or Expulsion</td>
<td>Suspension or Expulsion</td>
</tr>
<tr>
<td>Fines: $100-$150</td>
<td>Fines: $150-$200</td>
<td>Fines: $200-$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Possession, underage serving, unregistered party, and/or open container of Alcohol, and Possession of Marijuana (individuals only)</strong></td>
<td>Fine and/or Warning and/or Learning-Based Sanction (e.g., alcohol/drug education program)</td>
<td>Fine and/or Learning-Based Sanction, Learning-Based Sanction (e.g., mandated alcohol / or drug assessment, program), and/or Advanced Probation</td>
<td>Fine and/or Learning-Based Sanction (e.g., counseling) and/or Probation or Advanced Probation or Suspension or Expulsion</td>
<td></td>
</tr>
<tr>
<td>Fines: $10-$30</td>
<td>Fines: $50.00</td>
<td>Fines: $100.00 or more</td>
<td>Fines: $150 or more</td>
<td></td>
</tr>
<tr>
<td><strong>Possession of Other Illegal Substances and Prescription Drugs not in the name of the Possessor (individuals only)</strong></td>
<td>Fine and/or Warning and/or Learning-Based Sanction (e.g., alcohol/drug education program) and/or Probation</td>
<td>Fine and/or Probation, Learning-Based Sanction (e.g., mandated drug assessment, or counseling program) and/or Advanced Probation</td>
<td>Fine and/or Learning-Based Sanction and/or Advanced Probation or Suspension or Expulsion</td>
<td></td>
</tr>
<tr>
<td>Fines: $30-$50.00</td>
<td>Fines: $50.00 - $100.00</td>
<td>Fines: $100-$150</td>
<td>Fines: $150 or more</td>
<td></td>
</tr>
<tr>
<td><strong>Student Organizations Alcohol/Drug Violations (unregistered party, serving to minors, possession/distribution of illegal drugs)</strong></td>
<td>Fine and/or Learning-Based Sanction with ALL current membership (including new and current members for Greek organizations) and/or Loss of Privileges</td>
<td>Fine and/or Learning Based Sanction with ALL current membership (including new and current members for Greek organizations) and/or Loss of Privileges and/or Probation</td>
<td>Fine and/or Learning Based Sanction with ALL current membership (including new and current members for Greek organizations) and/or Loss of Privileges and/or Advanced Probation</td>
<td>Fine and/or Learning Based Sanction with ALL current membership (including new and current members for Greek organizations) and/or Loss of Privileges and/or Advanced Probation or Suspension</td>
</tr>
<tr>
<td>Fines: $150-$200</td>
<td>Fines: $200-$250</td>
<td>Fines: $250-$300</td>
<td>Fines: $300 or more</td>
<td></td>
</tr>
</tbody>
</table>

This table is presented for illustrative purposes. It does not include all possible sanctions. It does not account for complex scenarios such as when students commit multiple violations across different levels of severity.
Note that fines related to alcohol and illegal substances are oftentimes used to allay the costs associated with an assessment or learning based sanctions. In cases involving assault, damage or loss of property restitution to recover replacement or repair will be part of the sanctions. The University reserves the authority to notify parents/guardians at any time it concludes that a student presents a danger to himself or herself, others, or the overall safety of the community. Parents/Guardians will be notified when a student is placed on probation, suspension and expulsion.

Low Severity Violations – Examples include Unauthorized Smoking, Failure to Evacuate, Possession of Flammables, Noise, Housing Policy Violations, Unauthorized Use of University Property, and Visitor Violations.

Moderate Severity Violations – Examples include Weapons Possession, Obtaining Parking Permit under False Pretenses, Boot Removal, Falsely Activated Blue Safety Light, Brawling, Providing False Information, and Failure to Comply.

High Severity Violations – Examples include Sexual Misconduct, Tampering w/Fire Safety Equipment and Arson, Drug Trafficking, Serious Assault, significant Damage/Destruction, and Theft.

Alcohol and Marijuana Violations – Examples include underage serving, unregistered party, facilitating mass consumption, open container of alcohol; possession of marijuana or other illegal substances. These types of violations represent the majority of violations at the University. They are subject to their own set of sanctions, targeted specifically for these types of violations. Charges that involve alleged trafficking of any substances are treated as serious types of cases. Ohio Wesleyan reserves the right to notify Parent(s)/Guardian(s) of the incident as early as the first offense.

Green Shaded Cells – Cases to be heard as Lower Tier by a Hearing Officer.

Blue Shaded Cells – Cases to be heard either as Lower Tier by a Hearing Officer or Higher Tier by a Student Conduct Board.

Purple Shaded Cells Cases to be heard as Higher Tier through a Student Conduct Board or by the Sexual Assault Hearing Panel in cases of sexual assault.

Incidents refer to one or more violations that are committed on the same occasion.

X. Conduct Records Reporting After Leaving the University

Student conduct records for students who are suspended or expelled will be held in perpetuity. Records for all other students will be held for seven years after graduation (or after a student leaves the University if he or she does not graduate). Upon permission of the former student, information contained within the student’s conduct file will be released as requested to outside institutions, agencies, or businesses.
IMPORTANT OFFICES AND RESOURCES

Academic Services

Academic Advising

The Office of Academic Advising is an important resource for students throughout their time at Ohio Wesleyan University. While students work with faculty guides to do initial course registration during their StART experience, they are assigned an academic advisor who will support, assist and guide students with their selection of courses and choice of a major/minor. To learn more about academic advising resources, forms and information please, visit the website listed above.

The Sagan Academic Resource Center

The Sagan Academic Resource Center (Sagan ARC) is open Monday-Friday from 9:00 a.m. to 5:00 p.m. Students may call (740) 368-3925 or stop by to set up appointments. You may also e-mail arc@owu.edu for more information. Appointments are arranged on a first come, first served basis and are free of charge.

The Sagan ARC is staffed by professionals, interns, and student assistants. The facility contains the Lanni Library where students are encouraged to check out the Center’s extensive collection of handbooks, computer software, learning resource materials such as practice tests for the GRE, LSAT, and MCAT, helpful handouts, and sample models of resumes, cover letters and personal statements for graduate and professional schools. The Center also houses computer terminals, comfortable study stations, and private tutorial rooms. The Sagan ARC is made up of the following service centers:

The Writing Center

The Writing Center offers feedback and guidance to all students on writing assignments in any of their classes. In addition, students can receive suggestions and advice on application essays for scholarships, grants, graduate schools, and other academic opportunities, as well as on resumes and cover letters.

The Writing Center also assists students with removing “U” notations from their transcripts. Any instructor in any class can assign a student a “U” notation along with the final course grade if the instructor thinks the quality of the student’s writing is unsatisfactory. Students who receive “U”s are required to work with a professional writing tutor in the Writing Center for one hour a week throughout the following semester. Usually, the student will work through the brainstorming-writing-revising stages of three or four short writing assignments from that semester’s classes. When the student’s writing skills show improvement and he or she completes the work needed to complete the “U” tutoring program, the Registrar removes the “U” notation from the student’s transcript.

Academic Skills Center

The Academic Skills Center (ASC) provides assistance in the areas of time management, study skills, note taking, test preparation, and test performance. This Center takes appointments Monday through Thursday from 2 p.m. to 5 p.m. or at other times more convenient to the students by special appointment. The interns in the ASC also offer group presentations for classes, athletic teams, fraternities or sororities, and other campus groups.
Quantitative Skill Center
The Quantitative Skills Center (Q-Center) provides assistance to all students who have questions in their mathematics courses and in some science, psychology, and economic courses. The mathematics courses tutored by the Q-Center are Math 104, Math 105, Math 108, Math 110, Math 111, and Math 230. Students receive individual guidance through the problem solving process at a rate comfortable to them. Appointment tutoring and walk-in tutoring are both available. Practice for the math part of the GRE is available.

Disability Services Center
The Disability Services Center (DSC) is staffed by the Disability Service Coordinator who works with students with documented disabilities in order to provide equal access to the OWU academic environment. DSC serves students with any type of disability (e.g., learning disabilities, ADHD, Autism Spectrum Disorder, medical and/or mental health conditions) by recommending appropriate academic accommodations on the postsecondary level. The Disability Services Coordinator will refer students to available resources on campus and in the community. OWU is equipped to provide needed assistive technology to qualified students, including text to speech software, speech to text software, MS Word, MS Excel, and Read and Write Gold for testing purposes. DSC handles electronic text book requests for qualified students. Students are educated on their responsibilities for accessing disability related services on the college level. The Disability Services Coordinator is available to provide support and advocacy to students.

All Centers assist students referred by advisors and instructors. Instructors and advisors may refer students for immediate tutoring when it appears that writing problems, quantitative problems, learning disabilities, note taking inadequacies, etc. are interfering with success in course work.

University Information Services
http://infoserv.owu.edu
http://helpdesk.owu.edu
Corns Lower Level
740-368-3520, techhelp@owu.edu

The staff of Information Services serves as an information and technology catalyst for educational, personal, and professional growth in the Ohio Wesleyan University community. We do that through customer service, teamwork, professionalism, leadership, and unity.

Information Services and the University Communications are happy to offer mobile applications for the OWU community. OWU Mobile is available from the Apple App Store and Android Play. It is a free download for anyone interested in staying connected with OWU.

BishopApps is OWU’s online application suite powered by Google Apps. BishopApps provides students with web based email (BishopMail), calendars, office applications (documents, spreadsheets, forms, presentations, and drawings), personal web pages, Blogger, Picasa, YouTube, and much more. The username and password for BishopApps is the same username and password you’ll use to sign in to BishopNet wireless network, OWU Self-Service, Blackboard, OWU Wikis, and many other services.

BishopNet is the OWU wireless network available campus-wide. Instructions for connecting various computers and devices are available online at our Information Services Self Help Site: http://helpdesk.owu.edu/BishopNet. Network and Internet wired access is available on a “one port
per pillow” basis in most residential facilities – meaning a four-person room will have four separate network access ports. (Wired Internet is not available in Stuyvesant Hall; houses at 4, 23, and 35 Williams Drive, the Honors House at 119 Oak Hill Avenue, nor in Austin Manor apartments.) Each port has the capacity to support up to 100Mbps of bandwidth. Information Services operates a data network with Gigabit backbones to most campus buildings and 100Mbps wired connections to desktops and laptops. The campus Internet link is 500Mbps over fiber-optic trunk lines.

There are 24-hour residential computing labs located in Welch and Hayes Halls. The Beeghly Library Café is another 24-hour computing location. Also, there are academic labs located in University Hall, Phillips Hall, Edgar Hall, and the Science Center as well as the Information Commons in Beeghly Library. Every student is given a print quota of 800 pages each academic year and may purchase additional pages. Computer support and training services are available, including online computer learning tutorials.

The Information Services Media Center is located on the lower level of Beeghly Library. Technology enhanced classrooms, private viewing/listening rooms, and digital scanning and video editing workstations are available for campus community use. A collection of media software is offered for checkout in support of the curriculum. Presentation equipment including computers, digital audio recorders, camcorders and LCD projectors also circulate for academic and co-curricular activities. Large format printing, media format conversion, off-air/satellite recording and videoconferencing services are facilitated by student and professional staff.

The Information Services Computer Help Desk is located on the lower level of the R.W Corns Building. Stop by weekdays during business hours, or e-mail techhelp@owu.edu or call 740-368-3520 for basic support. You may also access the Information Services Self Help Site at http://helpdesk.owu.edu 24 hours a day, 7 days a week.

University Libraries

http://library.owu.edu
Beeghly Library Contact Information
Main Desk: 740-368-3225

What We Do
Our number one job is helping you! We actively support and promote the curriculum, student and faculty research, and co-curricular activities. A teaching library philosophy informs all the services and materials we provide.

Locations, Resources, & Tools
We have two libraries on campus.

1. **Beeghly Library** is the main library, open the most hours, and located across from the Hamilton Williams Campus Center.

2. **Hobson Science Library** is located on the academic side of campus in the north building of the Shimmel/Conrades Science Center.

Books & Media
To find items like books and media we have several tools under the Books & Media link on our website. The Libraries have approximately 500,000 print volumes in our collections. Thanks to strong consortial relationships with the Five Colleges of Ohio and OhioLINK, the OWU community can borrow print resources from more than 90 colleges and universities throughout Ohio. Information about borrowing privileges, lending periods, fines, and fees can be found in the Circulation Policy.
Journal Articles & Other Digitized Sources
The Libraries have an extensive selection of electronic resources and databases that contain journal and newspaper articles, book chapters, and digitized primary sources. For a full listing of these resources, check out our A-Z list, or explore the Find Databases link on our homepage for options by popularity or subject. When using electronic resources off campus, you will be prompted to logon with your name and library barcode—the number beginning with 216 at the bottom of your student ID.

REACH (Interlibrary Loan)
On occasion, you may identify a resource that is not available at OWU or through OhioLINK. For those rare instances, you may request materials through REACH, a service that connects us to libraries around the world.

Search it “All”
Summon, our discovery tool, allows users to search most everything the OWU Libraries own or have access to through one simple search box. Look for the “All” search box on our homepage for a great place to start your research and to see what’s out there on a topic.

Visit the Libraries’ home page to access all of the tools and resources mentioned above and more.

Librarians & Help
Librarians are prepared to help you with every step of the research process from picking a paper topic to finding information to assisting with source citations. We teach in the classrooms but are also available for individual appointments and drop-in sessions at our main service desk in Beeghly. We can be reached by phone, email and chat. All contact info and hours are listed on the library’s web site. Find us on Facebook to keep up with our libraries, librarians, resources, and special events.

Hours & Study Spaces
Beeghly Library is open approximately 90 hours a week and each branch is open about 60 hours a week. During exam times, hours are extended as possible. Study space for almost half of the student body at any one time is available. In Beeghly Library, you have a choice of study environments, from collaborative and social on the first and second floors to silent on the third floor. The ICEcube, a presentation room equipped with a large flat panel monitor, a conference table with built-in power, and a large whiteboard, is available on the first floor of Beeghly Library. You may reserve the room for up to three hours at a time whenever the library is open. A library café is open from 5 p.m. to midnight Sunday through Thursday. With computers, a laser printer wireless access, and lockers for storage, this room with an outside entrance is available for student use 24/7. To view current library hours, visit our Hours page.

Computers & Printing
The Info Commons, located on the first floor of Beeghly, provides computers and printers for your convenience. Laptops can also be checked out from the main service desk. When using the university’s network and computers, students, along with all members of the community, are expected to comply with OWU’s Computer Use Policy. Just about all of the printers in the library have scanning and wireless printing capabilities. Visit our Print, Copy, Scan page for more info.
International and Off Campus Programs

International and Off Campus Programs (IOCP) is responsible for supporting, promoting and/or administering the following:

- international off-campus programs and educational exchanges
- domestic off-campus educational programs
- the application process for study abroad and domestic off-campus programs
- regulations of the Department of Homeland Security, Immigration and Customs Enforcement
- the Theory-to-Practice Grant Program
- Travel Learning Courses

IOCP supports:

- enrolled international and US global nomad students
- those participating in off-campus programs
- the internationalization of the campus
- international students and their adjustment to the campus and Delaware community and in meeting their educational and personal goals (from orientation through commencement)
- students, faculty and staff with issues related to visas for travel, to international educational systems, to cross-cultural transitions, etc.

Additionally, IOCP ensures student and institutional compliance with certain US Federal and State laws related to immigration status. IOCP managing risk associated with international educational exchanges and other off-campus programs including the collection and reporting institutional data related to international exchange as required by law.

IOCP works with the Citizens of the World House, Horizons International and other student and campus organizations to promote cultural and intellectual exchange between American and international students.

Registrar’s Office

The Registrar’s Office is the repository for all academic records at the University. The student’s home address, class registration, grades, and final transcripts are maintained in this office. The Registrar’s staff also coordinates applications for reinstatement, requests for withdrawal and leave of absence, evaluation of transfer credits, veteran’s benefits, and certification of degree requirements.

Privacy of Educational Records

Family Educational Rights and Privacy Act (The “Buckley Amendment”) (FERPA)

A summary is given below of a student’s rights in connection with educational records maintained at Ohio Wesleyan University. Questions and requests for greater detail should be addressed to the Registrar.

1. Students have access rights to the records maintained about them during their enrollment.
   Records may, in certain circumstances, be released to parents and foreign government agencies supporting dependent students.
   a. “Dependent” means being listed as such on the parents’ annual federal income tax return, or (in the case of foreign students) receiving at least 50 percent or more of their support from parents or foreign government agencies.
b. Students who are independent of their parents may file an annual statement to this effect on a form available in the Registrar's Office.

c. Non-immigrant foreign students have to agree to give the Department of Homeland Security, Immigration and Customs Enforcement access to certain information. See Form I-20, page 2

2. Certain records are exempted from this access; these include:
   a. Records in the sole possession of a professor, physician, counseling psychologist, or administrative staff member;
   b. Parental financial statements, and;
   c. Recommendations for which the student has waived rights of access.

3. “Directory information” can be furnished without the student’s permission; the items below will be printed in various University publications unless the Registrar receives a written request annually by July 25 to exclude them.
   a. Name
   b. Addresses—home and local (including residence hall room number) and e-mail
   c. Telephone numbers—home and local
   d. Date and place of birth
   e. Academic Advisor
   f. Major field
   g. Participation in University activities
   h. Classification (freshman, etc.) and dates of attendance
   i. Degrees and awards received
   j. Most recent educational agency or institution attended
   k. Weight and height of members of athletic teams
   l. Pictures

4. Unless the student waives access in writing to specific information, and with the exception of items described in #2 above, all materials placed in the student’s file after January 1, 1975 are considered available to the student.

5. Each request to see student records will be honored promptly and, as a maximum, within 45 days following the request. Certain records may only be viewed in the issuing office. The records can be located in the following offices:
   a. Registrar's Office—Admissions documents, transcript of academic records
   b. Career Services—general educational records and placement credentials
   c. Student’s academic advisor—advisory records
   d. Department chairpersons—major department records
   e. Financial Aid Office—financial aid records
   f. Accounting Office—information about student accounts and debt tabulations.
   g. International Student Services—international student records pertaining to nonimmigrant status, academic record of education before enrollment at Ohio Wesleyan, financial support, admission, financial aid and scholarships, advisory records, and other correspondence
   h. Residential Life—housing, meal plan records, and judicial records

6. Students may challenge records on the grounds of inaccuracy, misleading or inappropriate information, or violations of privacy. Requests for a hearing should be made to the Dean of Students.

7. Certain individuals or groups are permitted to have access to student records without student permission. Information can also be released as described in #3 for the directory and in emergencies when necessary to protect health and safety. Permission is not needed for access by:
   a. Members of the faculty and administration acting in the student’s educational interest and within the limits of their need to know;
b. Clerks and secretaries responsible for maintaining the files;
c. Officials of other schools in which the student wishes to enroll, and;
d. Representatives of federal, accrediting, and research agencies (provided the materials are not personally identifiable).

8. Release of other information (including any response to a sponsoring scholarship agency outside the University) requires the student’s written consent. Such “permission to release” records may be sent to Ohio Wesleyan University or may be indicated on a form available to students in the Registrar’s Office and in Counseling Services. A record of persons obtaining such permitted access will be maintained, including the date of the inquiry and the organization represented.

9. The release of medical or counseling records, plus the issuance of official transcripts, requires a specific request to the office concerned.

10. In general, student records are destroyed five years after the student’s withdrawal or graduation. The exceptions are:
   a. Alumni files, teacher placement records, and transcripts of academic work—these are continuously maintained by the appropriate offices;
   b. Disciplinary suspension and dismissal proceedings—retained until cleared by the Dean of Students;
   c. Open account and loan records—retained by the Accounting Office for seven years (open accounts) and for one year after final payment (loans); and
   d. Counseling Services records are confidentially maintained in accordance with the state laws of Ohio.

Title IX Coordinator
Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Ohio Wesleyan University’s Title IX Coordinator is the designated agent of the University with primary responsibility for coordinating University Title IX compliance efforts. The Title IX coordinator’s responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of University policy in relation to Title IX legal developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University’s Title IX compliance. Below is the contact information for the Title IX Coordinator:

John A. Sanders
Interim Director of Human Resources
Ohio Wesleyan University
University Hall – Room #003
Delaware OH 43015
740-368-3394
jasander@owu.edu

Ohio Wesleyan University also designates two other individuals to assist/support the Title IX Coordinator in his/her work to fulfill the compliance efforts. Below are the names, area of support and contact information for the Title IX Coordinator designees:
The Residential Life Office oversees all matters relating to living on campus, including but not limited to room and roommate assignments, residential programming, requests to commute from home, and meal plans. For the purposes of this student handbook, the phrase “residential facility” refers to all on campus housing options, including residence halls, Small Living Units (SLUs), fraternity houses, Williams Drive houses, theme houses, and Austin Manor.

Residency Requirements and Room Assignments
Living in an on-campus residential learning community throughout one’s college career is an integral part of the Ohio Wesleyan University educational experience. As a residential university, we require full-time enrolled students to reside on campus unless they meet one of the following criteria of exception:

1. Residing with parents or legal guardians at their primary place of residence in Delaware County;
2. 23 years of age or older during the academic year for which an exception is requested;
3. Fifth year seniors;
4. Legally married (must provide documentation);
5. Parents of dependent children (must provide documentation);
6. Medical or psychological conditions that cannot be accommodated by the university. Ohio Wesleyan University is committed to making accommodations in our residences for medical or psychological conditions for which a student has been diagnosed by a licensed health care provider. These accommodations are made in consultation with university personnel including representatives from Student Health Services, Counseling Services, and the Academic Resource Center. In rare circumstances when the university is unable to make accommodations as determined by these university personnel, the student will be granted an exception. (There is additional paperwork for this process which can only be obtained after a meeting with the Residential Life Office.)

If a student who is approved for a housing exemption based on criteria #1 above (residing with parents or legal guardians at their primary place of residence) is later found to be residing somewhere other than their parents’ or legal guardians’ primary place of residence, the University reserves the right to require the student to move back on campus with applicable room and board charges and refer the student to the student conduct system.

All requests for exemptions and supporting documents should be addressed to the Director of Residential Life, Hamilton-Williams Campus Center, Room 225.
In all residential facility room assignments, the University assigns students without regard to race, creed, or national origin and will not make roommate changes because of differences in the same. This policy is in accordance with the University’s Affirmative Action Plan. For complete details, see the Residential Life Office.

**The Rights and Responsibilities of Residential Living**

Group living in the residential facilities is part of the general education process of the University. It provides an opportunity to develop those qualities of character which are descriptive of a responsible and mature person. To this end, residents must recognize their personal responsibility for promoting the common good. As members of a community expect others to respect their rights, so must each community member respect the rights and privileges of others. These rights and privileges include the right to sleep, to study, and to have reasonable privacy as desired. Each community member is encouraged to be appropriately assertive about these rights and diplomatically confront those individuals who are infringing upon his/her rights. Moreover, the behavior of the residents should reflect the generally accepted principles which motivate and dominate the conduct of students pursuing an academic education. A sense of community and pride can develop only when the individual residents accept personal responsibility for their living space. This responsibility involves students caring for the physical structure of the residential facility and reporting to the staff damage that needs to be repaired. More importantly, this sense of responsibility enables students to acknowledge damage personally caused by them and to encourage fellow residents to do the same. (See Policies Governing Residential Facilities #1 for more information.)

Community living means accepting the responsibility for dealing individually or communally with problems as they arise. This includes, individually and as a group, confronting inappropriate behavior. Corrective measures necessary for the maintenance of conditions conducive to study will be taken by members of the Residential Life staff. When deemed necessary, these may include referral to the University Student Conduct System.

**Residential Life Staff**

Each residence hall or complex is staffed with a professional staff member and student staff members. The professional staff member, referred to as the Residential Life Coordinator (RLC), represents the Residential Life Office in the facility. Residential Life Coordinators have earned a Master’s degree in Higher Education/Student Affairs or a related field. RLCs have experience in counseling, student housing work, and the general area of student services. These staff members serve as consultants to the residents and coordinators of residential facility activities. Students who need assistance should contact their Residential Life Coordinator, who has interest in the intellectual, social, and personal development of the residents of his/her area of oversight.

Each residence hall, fraternity house, and Small Living Unit (SLU), as well as student residences on Williams Drive and Oak Hill Avenue, have a number of student staff members who aid in the operation of the hall/SLU and assist the residents. The hall staff, Resident Assistants (RAs), and SLU staff, Moderators, are trained to act as referral agents to persons directly responsible for or concerned about students’ needs, such as the staff of the Residential Life Office, Counseling Services, the Chaplain, or other appropriate University personnel. Moreover, RAs and Moderators help students understand the administration of a residential facility and encourage student participation in community activities.
Residence Halls
Most Ohio Wesleyan University students live in one of six large residence halls. All residential units provide laundry facilities and study rooms/areas. Computer labs are located in Hayes and Welch Halls. All residence halls are smoke free; smoking is not permitted in student rooms or common areas.

Bashford Hall
Bashford Hall is single gender by floor, with men and women each occupying two floors. It houses 136 students primarily in double rooms. Bathroom facilities are shared by corridor residents. Bashford Hall has a kitchen and recreation room located on the ground floor, as well as laundry facilities for the building. In addition, there is a common lounge located on the first floor. Bashford Hall is named in honor of Bishop James Bashford, OWU’s fourth President.

Hayes Hall
Located between Stuyvesant and Smith Halls, Hayes Hall is an all-female residence hall (OWU’s only single gender residence hall). Each suite is equipped with two bedrooms, a study room, a private bathroom facility, and built-in desks and dressers. Hayes Hall provides living space for 196 women. Hayes Hall is named for Lucy Webb Hayes, OWU’s first co-ed and later, the wife of President Rutherford B. Hayes, 19th President of the United States.

Smith Hall
Smith Hall (East and West) is the largest residence hall on campus and houses 369 students. Each suite in Smith East has three interior bedrooms, a common hallway, and a private bathroom facility. Most residents in Smith West are first year students. Each suite in Smith West has two bedrooms, a common room, and a private bathroom. All of the floors in Smith Hall West are considered “Substance Free,” which means that residents commit to a healthy lifestyle free from the influences of tobacco, alcohol and other drugs.

Smith Hall is home to a dining hall on the first floor, as well as the Public Safety Office.

Stuyvesant Hall
Stuyvesant Hall is OWU’s oldest residence hall and was completed in 1930 with a generous gift from Frank Stuyvesant, friend of OWU. Stuyvesant Hall underwent a full renovation during the 2011-2012 academic year. It reopened to students in August 2012. It houses 243 students. It is co-ed by suite, consisting of two separate double occupancy rooms with freestanding furniture and a shared bathroom. Complete with a courtyard, a chime tower, various study spaces on each floor, and many other common areas, Stuyvesant Hall embodies the tradition of Ohio Wesleyan.

Thomson Hall
Thomson Hall is single gender by floor, with men occupying the first and second floors and women occupying the 3rd floor. It houses 109 students primarily in double rooms. Bathroom facilities are shared by corridor residents. Thomson Hall residents enjoy the convenient access to the Thomson Corner Store, one of several OWU dining locations where students can use their food points. The Thomson Corner Store offers a wide variety of convenience items, as well as snack foods, beverages, and frozen foods. It also offers a wide variety of vegetarian and vegan foods. Thomson Hall, completed in 1954, is named after Bishop Edward Thomson, the first President of Ohio Wesleyan.
Welch Hall (Honors Hall)
Welch Hall houses the Honors Living-Learning Community and is co-ed by suite. Each suite is equipped with two bedrooms, a study room, a private bathroom facility, and built-in desks and dressers. Welch has a kitchen, media room, and computer lab on the ground floor and kitchenettes on the second and third floors. Students are expected to observe 24-hour quiet hours. Current students are required to maintain at least a 3.0 cumulative GPA to be accepted into Welch. Welch Hall houses 195 students and is named after Herbert Welch, who served as OWU President from 1905 until 1916.

4 Williams Drive
Renovated and reopened in 2010, this former fraternity house on Williams Drive is home to 32 upperclassmen, primarily seniors in single occupancy rooms. 4 Williams Drive has community restrooms and common space on the first and ground floors, as well as cooking areas and laundry facilities. Office space for the Office of University Communications is located on the first floor.

Bigelow-Reed House (23 Williams Drive)
Renovated in 2010 and dedicated in 2011, the Bigelow-Reed House is named after two OWU alumni: William F. Bigelow, Class of 1905, and John Reed, Hon. 2004. The house combines learning and living for students interested in the business world and has a close connection to the Economics Department. The house is primarily seniors and juniors and contains a variety of living options from single rooms to suites for 5 students. The house has a first floor common area, a full kitchen, a teleconferencing room and an apartment for guests of the University. With the motto “Where Passion Meets Opportunity,” this living space is a welcome addition to the OWU campus and curriculum.

Austin Manor
Austin Manor is located on the far northwest corner of campus. This inter-generational living facility provides students the opportunity to experience apartment style living in a supportive academic environment. Many OWU faculty emeriti and alumni also reside in Austin Manor and collaborate with students on programming and social gatherings. Applicants submit an application to Residential Life before the spring selection deadline. Due to limited student space in Austin, applicants are interviewed by Residential Life staff as a part of the application and selection process.

Fraternity Houses
There are seven chapter houses for national fraternities which provide housing for approximately 230 men. Fraternity members must reside in their respective houses beginning with their sophomore year or after they have been initiated into the chapter. All residential fraternity houses include residential rooms, chapter rooms, and laundry rooms, as well as kitchens and dining areas where chapter meals may be prepared and served. All fraternity house residents must participate in a university meal plan.

Theme Houses & Small Living Units
123 Oak Hill Avenue (Honors House)
This house was renovated and opened in 2010 and it is home to several OWU Honors Board members and their roommates. Similar to a Small Living Unit, but unique to the OWU Honors Program, this residence operates collaboratively with Welch Hall, the Honors Residence Hall, to offer a studious living environment in the Oak Hill Avenue neighborhood.
The Butler A. Jones House of Black Culture, located at 65 Oak Hill Avenue has been a cultural landmark on Ohio Wesleyan's campus for over 40 years. Located in close proximity to the Willa B. Player Center at nearby Stuyvesant Hall where various multicultural programs take place, the House of Black Culture is home to ten students who are involved in multicultural student organizations at OWU.

Small Living Units (SLUs)
In addition to the residence halls, students may choose to live in a Small Living Unit (SLU). SLUs are theme houses in which 10-15 students live, implement programming activities, and participate in various campus events focused on their theme. Current SLUs include the House of Thought, the Tree House, the Citizens of the World House, the Modern Foreign Language House, the Women’s House, the Inter-Faith House, and the Peace & Justice House, and the House of Spiritual Athletes (which currently occupies a few rooms in Welch Hall).

Students may either apply to participate in one of these programs or may submit a proposal for a new special interest house to the Residential Life Office during the posted selection process. Over the years, students have lived together to build on their common interests in ecology, vegetarianism, politics, social service, religious heritages, and many other topics. Students who would like to share common living space in a residence hall or Small Living Unit with students of similar interests should inquire at the Residential Life Office for more specific information.

Doors and Keys
Room doors should be locked at all times when the room is unoccupied in order to minimize opportunity for theft. If a room key is lost, the student responsible for losing the key will be assessed charges for a replacement. The charge for losing a key to a room is $134. Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a $5.00 fee charged to students locked out of their room.

For security purposes, the OWU student ID card will be used to access the outside door of residence halls, as well as the fraternity houses and residences on Williams Drive. If the card is lost, damaged, or stolen, replacement will cost $20. Exterior doors are not to be propped; students are encouraged to un-prop doors that have been propped open. Fraternity house doors are also equipped with propped door alarms that serve as an added security measure.

Insurance for Personal Property
The University does not take any responsibility for loss or damage to the personal property of hall residents for any reason. Each student should be sure that his/her family carries sufficient insurance to cover student property losses due to theft, flood, fire, etc. Affordable student property insurance is available through Ohio Wesleyan University on an “opt-in” basis and is highly encouraged for all students whether they reside on campus or not. For more information on student property insurance, please inquire at the Residential Life Office or refer to the Residential Life web site http://reslife.owu.edu/studentPropertyInsurance.php.

Fire Safety
In case of fire, pull the fire alarm. All fires, no matter how small, must be reported immediately to a member of the Residential Life staff and the Public Safety Office. Campus buildings are fire-resistant, not fireproof. Whenever a fire alarm goes off, day or night, the residential facility must
be evacuated immediately. Fire alarms should be reported by calling Public Safety at x-2222, or by calling the Fire Department at 9-911.

Candles and incense are strictly prohibited from all residential units. Please review the full policy in the Code of Student Conduct, Community Standards and Policies, Fire Safety Policy.

**Roommate Conflicts, Room Changes and Consolidations**

For many students, living in residential facilities and living with roommates are new experiences. From time to time, minor problems and differences will surface, but generally these are resolved when those involved get together and discuss the situation. Residential Life staff members are available to assist students in the resolution of their conflicts. However students are expected to make a *bona fide* effort to reach a mutual agreement. In the event that a mutually acceptable solution cannot be reached, students may, as a last resort, request permission to make a room change. The request for a room change will only be approved if it is evident that the students affected have made an effort to resolve the problem and housing space is available.

To request a room change, students should see their Residential Life Coordinator. Roommate changes will not be made until two weeks after the fall semester begins. The same procedure will be followed spring semester. Students who move out of their rooms without the permission of the Residential Life Office will be assessed a $50 administrative fine and may be referred to Student Conduct. Students requesting to change rooms for spring semester will be expected to move before winter break begins. New requests for room changes will not be processed during the final two weeks spring semester. If a room change is requested and approved, students must complete the move within seven days of the approval.

If vacancies exist in a residential facility to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residential Life Office may assign, re-assign and adjust the occupancy of rooms at any time. The Ohio Wesleyan University consolidation policy serves to better meet the demand of students, reduce the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residential unit spaces. The Residential Life Office will determine who has a space in their room or suite. In the case that two residents both have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residential Life Office will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident’s room.

If a student has a vacant space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process will face serious ramifications, including the loss of privileges to make housing preferences in the future and possible referral to Student Conduct.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester.

**Facility Feature Information and Check In-Out Procedures**

**Laundry Facilities**

Washing machines and dryers are available in each residential facility for use by residents. There is no additional cost to operate laundry machines. The University assumes no responsibility for any loss or damage which might occur to students’ belongings as a result of the use of laundry machines.
University Telephone Service
Telephones are not provided in residential facility rooms. Students may bring a personal telephone to make on campus and local calls. Students are not able to make long distance phone calls from a residential facility room; students wishing to make long distance calls must use personal cell phones or a long distance calling card. 1-800 numbers are always available for direct dial. Many students also choose to bring a mobile phone, however OWU faculty and administrators may choose not to call a student’s mobile phone number if it is a long distance call. Read more about this service under IMPORTANT OFFICES AND RESOURCES - University Business, Telephone Service.

Cable TV Service
Cable TV service is available in every student room in all residence halls and fraternity houses when you arrive on campus. Read more about this service under IMPORTANT OFFICES AND RESOURCES - University Business, Cable TV Service.

Meal Plan Information and Exceptions
Students living on campus are required to participate in a University meal plan. Students may switch to a different meal plan within the first two weeks of the semester; after the first two weeks of the semester no changes can be made to the assigned meal plan. While Residential Life assists with any changes to meal plans, you may read more about them under IMPORTANT OFFICES AND RESOURCES - University Business, Student Meal Plans.

Storage
Current students signed up for residential housing during the upcoming academic year may purchase boxes and/or storage receipts to store a limited amount of belongings on campus over the summer. Because storage space is limited, it is available on a first-come, first-served basis. Once University storage rooms are full, students seeking storage will need to secure off-campus alternatives.

Storage areas are not accessible during vacation periods and summer recess, and students may be assessed a fee for emergency access during these times. However, students who are registered for Summer Session will be allowed to store belongings, if storage space is still available.

Students are prohibited from storing any hazardous or dangerous items and will be responsible for any damages resulting from their failure to comply with this prohibition. Flammables, liquids, or items that violate the OWU Code of Student Conduct are strictly prohibited. Student-owned furniture and rugs also may not be stored in University storage areas.

Ohio Wesleyan cannot store items for students who have graduated, withdrawn, been suspended, or otherwise left the University. Property left under these circumstances may be discarded or donated to a charity within 30 days. The University also reserves the right to dispose of any possessions left for more than one year.

Students who store items on campus must purchase an OWU PERSONAL PROPERTY STORAGE RECEIPT and boxes from the OWU Public Safety Department. RAs will provide access to storage areas. No other containers may be used, and boxes may not exceed 50 pounds. Fees for storage cover one year from date of purchase and are as follows (as of April 2015):

- $5 for small boxes – 20”x20”x18” ($3 for box only, no storage)
- $12 for large boxes – 20”x20”x36” ($9 for box only, no storage)
• $15 for bicycles or refrigerators – Refrigerators must be empty and clean before they are allowed to be stored. Public Safety and Residential Life reserve the right to refuse to allow a student to store a refrigerator until it has been properly cleaned.
• If students are able to reuse approved boxes, their fees will be reduced by $2 (for small boxes) and $3 (for large boxes). Reused boxes must be in good condition. (Prices subject to change for 2015-16 academic year)

Students who store property in compliance with the OWU Residential Storage Procedure will be reimbursed up to a maximum of $500 by the University for any Actual Loss of property under the University’s control. Students may be reimbursed a maximum of $100 for each large box and $50 for each small box. There is no deductible. Such coverage includes, but is not strictly limited to, damage from fire, smoke, or water, as well as theft or other situations involving property reasonably construed to be under University control.

The University cannot cover damage or breakage that results from packing, transporting, or storing items in the storage area or that may result from stacking or shifting boxes in storage. Any student who believes property that may be covered by this agreement has been damaged, lost, or destroyed must file a report with the Public Safety Department immediately upon becoming aware of the issue. The damaged property and box must be presented for inspection at the time of the report. Students who sustain a loss must file and provide proof of filing a claim for any insurance or other coverage that may provide reimbursement for the loss. The University will not cover any loss that is reimbursable or covered by any other type of compensation or insurance.

Fraternity House Storage
Storage for personal property is not available on site at each fraternity house. Residents of fraternity houses are permitted to store personal items in residence hall storage rooms in accordance with the above stated general campus storage guidelines.

Under the provisions of the Memorandum of Understanding for Fraternity Chapters Assigned to University Residences, the University will provide a secure storage space for property owned by the Chapter – other than common area furnishings that will remain in place. All moveable property owned by the Chapter or its national organization must be removed from the House or placed in a designated, University-approved storage area in the House. Should storage space in the House be insufficient for fraternity-owned storage, the University will provide temporary portable storage units at its expense to store additional items.

SLU & Theme House Storage
Residents of Small Living Units and theme houses are permitted to store personal items in residence hall storage rooms in accordance with the above stated general campus storage guidelines. Storage for personal property is not available on site at each SLU or Theme house.

Bicycle Storage
Bicycle storage is limited and available on a first-come, first-served basis. All bicycles will be stored in Smith Hall. Students must purchase an OWU Bicycle Storage Receipt from the Public Safety Office during normal business hours. A copy of the Storage Receipt will be affixed to the bike while it is in storage, and a copy will be provided to the purchaser, who must bring the receipt or a photo ID to reclaim the bike. The cost of bicycle storage for a one year time period is $15.00. Bicycles receive the same Limited Insurance coverage as described above with a limit of $150 per bike. Bike storage should only be utilized when the bike is intended to be stored for a significant period of
time, such as during Fall, Thanksgiving, or Spring breaks or during the winter or summer months between semesters. Students abusing the privilege to store their bike will have their storage capabilities revoked without refund.

All bikes must be registered with the Department of Public Safety Office and have a registration decal affixed to the seat post before being stored. Currently, there is no charge for registering the bike with the office. Bikes left in storage after their storage expiration date (one-year from date of purchase) will be discarded, donated, or converted to University use.

Other Storage Options
The University has negotiated special OWU student pricing with LRE Properties/Two Sons Inc. as an alternative to University storage. The units are accessible 24 hours a day. For more information about this option, contact the Residential Life Office or the Public Safety Office.

Break Housing
All residential facilities will close during break periods (Thanksgiving, Winter and Spring Breaks). Break housing may be available when residential facilities are closed for an additional fee with prior approval and registration. Winter break housing, if offered, will be available on an extremely limited basis for an additional fee. Students may be expected to consolidate during winter break to one residence hall or Small Living Unit. There are no food services available during break periods. Students who plan to remain on campus after the closing and during the break MUST register online to receive permission. Those registering should be prepared to pay any applicable fees at the time of registration. Students who are found to be accessing residential facilities during break periods will be subject to a fine in addition to daily rate charges. Students are strongly encouraged to vacate campus during break periods and to make arrangements to live elsewhere during this time.

Check In & Check Out and Opening & Closing Dates
Residence halls will be open to new students on Thursday, August 20, 2015 beginning at 8:00 a.m. Residence Halls and Small Living Units will be open to returning students on Saturday, August 22, 2015 beginning at 9:00 a.m. Any student who wishes to gain access to his/her residential unit prior to these dates/times must receive prior permission from Residential Life. Students found to be accessing housing facilities without permission will be subject to a fine in addition to daily rate charges for every day they are in the facility prior to official opening.

Residential units will close for freshmen, sophomores, and juniors on Friday, May 6, 2016 at 12:00 p.m. Residential units will close for graduating seniors on Monday, May 9, 2016 at 12:00 p.m. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by hall closing, whichever comes first. Students found to be accessing housing facilities without permission will be subject to a fine in addition to daily rate charges for every day they are in the facility following official closing.

Access to an assigned room is given to occupants only during regular academic sessions which require their presence on campus. Students are responsible for completing, and returning to the Residential Life staff a Room Condition Report within the first week of their occupancy. At check out, damages identified in a student’s assigned room and noted on the Room Condition Report may be billed to the student. The student must check out in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge. In addition, the student will be assessed charges for failure to turn in a key, for failure to clean and for damages incurred.
No credit will be given on any keys returned following checkout. Students leaving the University must remove all of their belongings when they check out. After the facilities officially close, the University will confiscate abandoned items. A student who is dismissed or who voluntarily withdraws from the University has 24 hours in which to vacate the residential unit.

### Housing Calendar 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>New Students Arrive</td>
</tr>
<tr>
<td>August 22</td>
<td>Halls open for upperclassmen students</td>
</tr>
<tr>
<td>October 14-18</td>
<td>Mid-Semester Break (Halls are open)</td>
</tr>
<tr>
<td>November 21</td>
<td>Halls close at noon – Thanksgiving Break</td>
</tr>
<tr>
<td>November 29</td>
<td>Halls open at 9:00 a.m.</td>
</tr>
<tr>
<td>December 18</td>
<td>Halls close at noon – Winter Break</td>
</tr>
<tr>
<td>January 10</td>
<td>Halls open at 9:00 a.m.</td>
</tr>
<tr>
<td>March 5</td>
<td>Halls close at noon – Mid-Semester Break</td>
</tr>
<tr>
<td>March 13</td>
<td>Halls open at 9:00 a.m.</td>
</tr>
<tr>
<td>May 6</td>
<td>Halls close at noon for students not graduating</td>
</tr>
<tr>
<td>May 9</td>
<td>Halls close at noon for graduating seniors</td>
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</table>

### Public Safety

Public Safety policies and services are intended to protect the Ohio Wesleyan campus and assure the safety and well-being of the campus community. One or more Public Safety officers are on duty at all times. If you need Public Safety assistance, call (740) 368-2222, or x-2222 from any campus telephone. If you have an emergency, call 9-1-1.

### Fire Safety

Fires are very dangerous occurrences on college campuses. Fires, especially in small living units, fraternities, and residence halls can be tragic. If a fire alarm is activated, you are required by law to evacuate the building immediately. Please refer to the University Fire Safety Policy in the chapter on University Policies for additional information.

### OWU Parking Information & Policies


### City of Delaware Parking Information

Delaware Police Department Parking Control Officers frequently patrol the streets around downtown and campus. Most violations involve parking in a space in violation of a posted sign or not feeding the parking meters during the posted times on the meters. Other common violations are as follows:

- You must have a state issued handicap placard to park in spaces designated for such parking
- You cannot park on a public street for over 72 hours without moving your vehicle (unless you have parked in a space with a sign that indicates otherwise, i.e., 2 hr. parking)
- Parking in a private lot that is posted as a tow-away zone may result in your vehicle being ticketed and towed
- **Parking is prohibited in the following locations:** Fire Hydrant-within 10 feet; Intersection-within 30 feet; Crosswalk- within 20 feet; Stop Sign-within 30 feet; Blocking drive- in front or blocking any part of driveway, Yellow Painted Areas- any place where the curb or street is painted yellow (e.g., yellow triangle area on Oak Hill Ave.)
You must park within the lines of any parking space

Ohio Wesleyan encourages all students to follow city guidelines and be respectful of the parking needs of other neighborhood residents and homeowners. Approximately 1,500 parking spaces exist on the OWU campus. All students living who bring a vehicle to campus, this includes residential, non-residential and commuting students, for more than a total of two weeks (14 total calendar days) during the academic year must purchase an OWU parking permit, regardless of where the vehicle is parked. Students are strongly encouraged to park their vehicles in campus parking lots.

The Department of Public Safety encourages members of the OWU community to walk in pairs or groups whenever possible. Please call (740) 368-2222 for assistance with any safety concerns.

Clery Reporting Information
The Jeanne Clery Disclosure of Campus Safety and Security Reporting Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was killed April 5, 1986. For Ohio Wesleyan’s most current Clery Report, see http://publicsafety.owu.edu.

Emergency Safety Phones
There are ten emergency safety phones strategically located around campus:
Academic Side of Campus (East)
- Between Slocum and Elliot Halls
- North side of University Hall
- Northwest side of Schimmel/Conrades Science Center
- Southwest side of Schimmel/Conrades Science Center (near the Atrium stairwell)
- North side of Meek Aquatics and Recreation Center

Residential Side of Campus (West)
- Between Hayes Hall and Smith West
- Between 23 Williams Drive and Delta Tau Delta (20 Williams Drive)
- Between Bashford and Thomson Halls
- West side parking lot area at Stuyvesant Hall

Central Campus
- West side of Beeghly Library off the JAYwalk

To use these phones, press the button on the outside of the box to automatically contact Public Safety. Begin speaking when answered. It is not necessary to hold the call button down when speaking.

A blue light will pulsate on top on the phone pole when the phone is in use, indicating a person may need assistance at that location.

Weapons and Explosives
Weapons, including all martial arts weapons, brass knuckles, knives (other than small pocket knives), slingshots, explosives (including fireworks of any kind), and firearms (including BB guns, paintball guns, pellet guns, stun guns, and air guns) are prohibited at Ohio Wesleyan. Read more about the implications of possession under the CODE OF CONDUCT, Community Standards and Policies,
Delaware City Police Department Information
The department strives for voluntary compliance with the City Ordinances and State Statutes. The following is a list of those ordinances and laws that students most commonly need to know.

Alcohol and Drugs
The Delaware Police Department strictly enforces underage drinking, drug abuse, and alcohol violations. A person must be twenty-one years of age to “knowingly purchase, attempt to purchase, order, pay for, share the cost of or consume any intoxicating liquor or beer” per 529.02 of the Delaware City Code (DCC) and the Ohio Revised Code (ORC) 4301.63.

Additionally, “No person under the age of twenty-one years, shall recklessly consume or possess any beer or intoxicating liquor” per 529.021 DCC and 4301.632 ORC. Regardless of age, “no person shall have in their possession an opened container of beer or intoxicating liquor” while being in a public place (other than a liquor control permit premises) or while being in a stationary or moving motor vehicle “on the street, highway or other public or private property open to the public for the purposes of vehicular travel or parking.” Using false or fake identification to purchase beer or other alcoholic beverage can result in a fine of $1,000 and/or up to 6 months in prison.

Both the Delaware City Code (DCC) and the Ohio Revised Code (ORC) prohibit drug abuse. The penalties vary depending on the substance and whether the person sold, possessed, manufactured, etc., the substance. The more severe penalties can result in the offender being sentenced to prison. In addition to any other sanctions, under 2925.14 ORC “the court shall suspend for not less than six months or more than five years the driver’s or commercial driver’s license or permit of any person who is convicted of or has pleaded guilty” to a violation of possession of drug paraphernalia.

Noise Complaints/Parties
The Delaware Police Department sometimes receives complaints of loud parties in the campus area. Persons in control of any property hosting a party are responsible under 509.10 DCC for: “any loud noise or disturbance therein, drunkenness, drunken or rowdy behavior, or any immoral or indecent acts or any noise offensive to good morals or tending to disturb the peace and quiet.”

Criminal charges shall be filed upon a return to such property where the Police Department has previously warned the residents.

Additionally, 529.02 DCC imposes strict liability to anyone in control of a property where the person has allowed “any person under the age of twenty-one years to enter or remain upon such property knowing that such other person is in possession with purpose to consume any intoxicating liquor or beer, or the offender is reckless in that regard.” State laws also prohibit furnishing minors with alcoholic beverages. Violations can result in fines up to $1,000 and 6 months in prison.

Student Involvement
http://involveu.owu.edu
HWCC 143, 740-368-3192

Student Involvement (SIO) is the umbrella office for most co-curricular activities on campus. Consider this the place to go to find out what’s happening or where YOU can make things happen!
Student Involvement works with the following aspects of the student experience:

- New Student Orientation
- Student Activities
- Clubs and Organizations
- Leadership Development
- Fraternity and Sorority Life
- Special Campus Events

Student Involvement also provides a number of other services, including consultation and training for student organizations, financial services for registered clubs and organizations, event planning and policy support, and the Information Desk.

The office also has some supplies such as a letter/shape making machine, display board display cases, as well as a poster printer to help publicize events.

Student Organizations
Recognizing that a full liberal arts education extends beyond the classroom, Ohio Wesleyan supports the development of and participation in co-curricular activities. Wesleyan Council on Student Affairs (WCSA, student government) provides funding for registered student organizations. Students seeking information about existing clubs and organizations or desiring to start new ones should contact the Student Involvement Office. Below is a sample listing of organizations currently active on campus:

**Academic (11)**
Groups supportive of the mission of a particular academic department.

**Civic/Political (4)**
These organizations encourage students of varying political interests and views to connect with others and provide opportunities for conversation, debate and civic engagement.

**Cultural (9)**
Groups provide support for students of various ethnic backgrounds and for all to participate and learn about cultures different from their own.

**Faith Based (7)**
Groups provide opportunities for student of all faiths to practice and explore.

**Fine/Performing Arts (8)**
Groups allow for students with interests in the fine and performing arts to continue to pursue their passion.

**Fraternity/Sorority Life (15)**
Greek groups with national affiliations allow for leadership development, community service and camaraderie.

**General Leadership (4)**
Groups that govern and develop leadership potential.

**Health/Wellness (1)**
Groups focused on and interested in the health and well-being of their peers.

**Literary/Publications (1)**
Student organizations with a passion for the written word.

**Service/Justice (7)**
Provide students an outlet for volunteerism and to support social justice causes.

**Special Interest (14)**
Groups with a unique focus.

**Spirit (2)**
Organizations that focus on school enthusiasm, entertainment programming and random acts of fun.

**Sport/Recreation (12)**
Club sports offer an excellent opportunity to maintain physical fitness and allow students to continue to be involved in a sport that is important to them.
Fraternity and Sorority Life

The fraternity and sorority community was founded at Ohio Wesleyan in 1853. In the spring of 2015 approximately 40% of the student body belongs to a fraternity or sorority.

Benefits of Membership
While Ohio Wesleyan University has numerous student organizations, none can offer the same challenge and reward as membership in the fraternity and sorority community. The fraternity and sorority community provides a unique balance of leadership, social interactions, academic excellence, community service/philanthropy and networking opportunities to not only enable students to make the most of their college years at OWU, but also prepare them with skills and experiences for the future. We have a vast fraternity and sorority alumni base that volunteer with our fraternity and sorority organizations proving that membership in a fraternity and sorority is a lifetime commitment.

What are Fraternities and Sororities?
Fraternities and sororities are values-based organizations dedicated to the development of character and friendship. Leadership positions, community service projects, academic excellence programs, and a close-knit group of friends are just a few of the opportunities offered by fraternity and sorority organizations. Fraternity or sorority membership carries academic, moral, and social responsibilities that encourage the development of well-rounded individuals. Membership in a fraternity or sorority helps students make the most of their college experience by joining together with people that share interests and ideals.

Panhellenic Council and Interfraternity Council
The Panhellenic Council and Interfraternity Council (IFC) function as governing bodies for the fraternity and sorority chapters on campus. The affiliated students that serve on these councils provide leadership, support, and guidance to their fellow chapter members. The Panhellenic Council and the Interfraternity Council are representatives of the fraternity & sorority organizations on campus, and are advised by the Assistant Director of Student Involvement for Fraternity & Sorority Life.

National Pan-Hellenic Council (NPHC)
The National Pan-Hellenic Council is the official coordinating agent for the nine historically Black Greek-letter fraternities and sororities. NPHC and its nine member organizations have a profound commitment to providing community service and promoting the welfare of the campus and community. When active, this council serves as a resource for our students who are members of NPHC organizations. Currently, Ohio Wesleyan University has one NPHC city-wide chapter active on campus, which is shared with other colleges and universities in the Columbus area.

Academics
The OWU fraternity and sorority community recognizes academic achievement as the basis for an individual's future success and is committed to creating an environment conducive to learning and attainment of academic goals. The maintenance of high standards in the fraternity and sorority community is evident in upholding each national organization's standards that require students to attain a minimum GPA to be eligible to participate in fraternity & sorority life and the programming each chapter does based on the needs of the chapter members and affiliates. Each chapter has a Faculty Advisor who mentors the group with academic challenges. Fraternity & sorority members serve as a network of students who have experience with classes. Services chapters offer include
tutoring programs, time management skills and study skills help, and financial scholarship opportunities. The OWU fraternity & sorority community honors outstanding scholars and chapters at Faculty/Staff Scholarship dinners and Scholarship desserts held each semester.

Students in the Greek community recognize academic excellence through two unique societies; Gamma Sigma Alpha and Order of Omega. Gamma Sigma Alpha is a Greek Academic Honor Society which initiates members solely based on academic success; whereas Order of Omega recognizes the top 3% of the Greek community considering both academics and leadership.

Leadership
Across a wide range of career goals, fraternity and sorority life at OWU provides opportunities to develop skills and responsibility that will benefit all facets of life. Each chapter on campus is self-governed, and provides opportunities to participate in the decision making and planning processes of the individual chapter and the larger fraternity & sorority community. The extensive leadership experience OWU fraternity and sorority members receive through involvement with other student organizations and activities on campus include regular officer training and goal setting retreats. Leadership training programs at the national and regional levels provide opportunities to learn additional skills in self-governance and financial management.

Social Interaction
One of the most exciting and attractive aspects of fraternity and sorority life at OWU is the social interaction offered to new members by the opportunity to interact with older members and alumni as well as to learn communication skills that will be used throughout life. Members are united through organizational activities such as retreats, formals, annual fraternity and sorority community events, parent and alumni weekends, and educational speakers. Fraternity and sorority social events serve as an outlet to provide a well-rounded college experience.

Community Service/ Philanthropy
Members of the Ohio Wesleyan fraternity and sorority community recognize the importance of public service as evident in each chapter’s dedication to annual fund raisings and service projects to benefit local communities and specific philanthropies. Aside from sponsoring a campus-wide clean up with the office of Community Service, fraternity and sorority members participate in many community service projects. Some of these services include tutoring at local elementary schools, Adopt-a-Highway clean ups, blood drives with the American Red Cross, clothes and food drives to benefit local shelters, and an Easter Egg Hunt for the Delaware area community. Also, each of fraternity and sorority chapters’ host annual philanthropic events which benefit organizations such as the Susan G. Komen foundation, Big Brothers Big Sisters, Service for Sight, and the St. Jude Research Hospital.

Whether raising funds for individual philanthropies or volunteering time to the Delaware community, service is an integral part of the fraternity and sorority experience at Ohio Wesleyan.

Networking
A fraternity or sorority is more than a collection of men and women. Fraternity and sorority life at OWU offers the chance to meet others, broaden an individual’s frame of reference, and develop meaningful friendships that will last beyond college. Members also share the fraternity or sorority experience with thousands of other men and women across the country.

This nation-wide brotherhood or sisterhood provides fraternity & sorority affiliated students with
contacts across the nation, and exposure to career opportunities, in addition to encouraging personal
growth and community outreach. These interactions serve as a benefit both now and in the future.

Recruitment and New Member Education Period
Recruitment organized through Panhellenic and IFC offers a formal opportunity to explore
fraternity and sorority organizations. Recruitment is a chance to make new friends while learning
what each fraternity or sorority founding values are as well as what membership has to offer. OWU
holds recruitment for both the fall and spring semesters. First year and transfer students are eligible
to join a fraternity or sorority during their second semester on campus. This allows students to adapt
to the college lifestyle before deciding whether or not to join a fraternity or sorority. It also gives
them an opportunity to meet as many fraternity and sorority organizations as they would like.

At the conclusion of the Panhellenic and fraternity Recruitment process, students may choose to
join a fraternity or sorority by accepting the formal bid offered to them. The formal bid is an
invitation of membership into a fraternity or sorority. After acceptance of the bid, a formal new
member education process begins. During this time, new members learn more about the
organization, values, and the active members. At the conclusion of this education process, new
members are installed as full active members.

Our NPHC chapters have a different recruitment process referred to as Intake. Each city wide or
alumni chapter hosts informational nights geared toward educating interested students about NPHC
and their individual organizations. If students have interest in pursuing an NPHC organization they
are encouraged to stop by the Office for Fraternity and Sorority Life for more information.

Hazing
Ohio Wesleyan, the fraternity and sorority governing bodies, and individual fraternities and
sororities oppose hazing in any form. The fraternity and sorority community at OWU believes that
hazing is counterproductive to the mission of fraternity and sorority life to build well-rounded
individuals. Hazing is defined as any action taken or situation created, intentionally, whether on or
off the chapter or University premises, to produce mental or physical discomfort, embarrassment,
harassment or ridicule. Such activities and situations include, but are not limited to the creation of
excessive fatigue; physical or emotional shocks; wearing apparel which is conspicuous or not in
reasonable good taste; engaging in public stunts or jokes; morally degrading games or activities; late
night sessions which interfere with academic pursuits or sleep; or any other activities which are
not consistent with the regulations and policies of the University, fraternity, or city/state/federal law.

The hazing standard employed for all students shall be: If you (the chapter) would be embarrassed
for a parent, professor, advisor or National Fraternity officer to view your activity (or feel you would
have difficulty explaining the purpose of the activity to them), the activity should be rethought by
chapter officers and members. In this case, the chapter should consult the Office of Fraternity and
Sorority Life, their National Headquarters, advisors and/or the governing council President for
advice and programming ideas.

Housing
Women involved in sororities live on campus in residential facilities. Non-residential sorority houses
are located on West Winter Street, approximately two blocks north of the residential side of campus,
and function primarily as facilities for weekly chapter meetings, recruitment events and sisterhood
functions within each chapter. Historically, sororities have chosen not to live in their houses. This
decision is not connected to any Delaware city ordinances or laws.
Fraternity men are required to live in campus owned fraternity houses (if the chapter has the privilege of a university housing facility) as initiated members. Ohio Wesleyan University is a four-year residential campus. Permission to live outside of the fraternity house must be obtained from the Residential Life Office. For more information please refer to the Residential Life section of the Student Handbook.

**What happens to my Meal Plan when I join a Fraternity?**

When you join a men’s fraternity, your meal arrangements will change as follows:

1. You receive a bid and join the fraternity.
2. You sign a Fraternity Change of Status Form with the Office of Fraternity and Sorority Life.
3. Your form is approved by the Office of Fraternity & Sorority Life and is forwarded to the Residential Life Office.
4. Residential Life enters the information into the University’s administrative computing system; which results in 100% of your old meal plan charged for the semester being removed from your student bill and then 100% of the fraternity meal charge for the semester being added back to your student bill. However, since this process usually occurs after the start of the semester, a manual adjustment is required (either Step #4.a. or #4.b., below). This adjustment varies depending on the status of your meal plan at the time you joined the fraternity.
   a. If you have unused food points from the fall semester, these are converted to voluntary food points, which remain on your meal card and are available for use at campus facilities. You are then charged a fixed cost for the number of weeks in the Spring Semester that you were on the University Meal Plan. You also receive a credit for the number of weeks you were not on the Fraternity Meal Plan (but were charged in step #4).
   b. If you have used all of your fall semester points and have begun to use spring points, you are charged for the actual spring points you have used and a fixed cost for the number of weeks in the spring semester that you were on the University Meal Plan. You will also receive a credit for the number of weeks you were not on the Fraternity Meal Plan (but were charged in Step #4).

**Note:** The above steps assume you are joining a fraternity in the spring semester. In the case where an upperclassman joins a fraternity in the fall semester, the changes and credits are similar to those described in Steps #4 and #4.b. Step #4.a. does not apply.

Meal plans adjustments are not made when a fraternity is non-residential or does not employ kitchen personnel (i.e. a chef).

Therefore, the fraternity which you have joined, receives an allocation of money based on the fraternity meal charge. The fraternity does not receive your food points. Should the fraternity ask you to purchase food with your meal card on their behalf and you elect to do so, this purchase would be charged to YOUR student bill in addition to the fraternity meal charge reflected in step #4.a. and step #4.b.
Fraternities on campus:
Alpha Sigma Phi - ΑΣΦ
Chi Phi - ΧΦ
Delta Tau Delta - ΔΤΔ
Phi Delta Theta - ΦΔΘ
Phi Gamma Delta – ‘FIJI’
Phi Kappa Psi - ΦΚΨ
Sigma Chi - ΣΧ
Sigma Phi Epsilon - ΣΦΕ

Sororities on campus:
Delta Delta Delta - ΔΔΔ
Delta Gamma - ΔΓ
Delta Zeta - ΔΖ
Kappa Kappa Gamma - ΚΚΓ
Kappa Alpha Theta - ΚΑΘ

Greek Honorary:
Order of Omega
Gamma Sigma Alpha

Hamilton-Williams Campus Center

Completed in 1991, the Hamilton-Williams Campus Center has become the bold centerpiece of the Ohio Wesleyan campus, with its massive glass entryway and distinctive green roof. The building features the following:

Programming Spaces
Lower Level
- Bishop Café
- Entryway
- Zook Nook-Lower Level

First Floor
- Benes Banquet Rooms
- Zook Nook
- Atrium
- Faculty-Staff Dining Room

Second Floor
- Crider Lounge
- Conference Rooms
- Open Atrium

Third Floor
- Conference Rooms
- Chapel
- Open Atrium

Fourth Floor
- Chapel

Offices/Departments
Lower Level
- Chartwell’s Food Service Office
- Student Mailroom

First Floor
- Student Involvement
  - Fraternity and Sorority Life
  - Card Office (ID/Meal)

Second Floor
- Multicultural Student Affairs
- Residential Life
- International and Off-Campus Programs
- Women’s Resource Center
- Spectrum Resource Center
- Wesleyan Council on Student Affairs
- Panhellenic/IFC Office
- Student Club Storage
- Student Affairs
  - Vice President
  - Dean of Students

Third Floor
- Counseling Services
- Career Services
- Chaplain’s Office

Fourth Floor
- Service Learning

Retail/Food/Services
Lower Level
- The OWU Bookstore
- Bishop Café
- Vending (pop)

First Floor
- The Bakery
- Faculty/Staff Dining Room
- Marketplace Food Court

Services
Chartwell’s Food Service
Student Mailroom
Card Office (ID/Meal)
To reserve space in the Hamilton-Williams Campus Center go to [http://schedule.owu.edu](http://schedule.owu.edu). For detailed instruction on reserving space for campus meetings and events please refer to [http://involveu.owu.edu/pdfs/HowToAtOWU.pdf](http://involveu.owu.edu/pdfs/HowToAtOWU.pdf) (pages 17-18).

**Wesleyan Council on Student Affairs**

The Wesleyan Council on Student Affairs (WCSA) is the student governing body at Ohio Wesleyan. The body concerns itself with all aspects of campus life, which directly and indirectly affect students. Composed of students, faculty members, and administrators, the Council legislates policy in the best interest of the student body. All meetings are open to the campus and interested students are encouraged to attend.

WCSA has a variety of committees to explore issues and concerns related to students. See below for a list:

- **Academic Affairs** – hears/advocates on behalf of student academic concerns and makes appointments to standing faculty/student committees
- **Residential Affairs** – hears/advocates on behalf of student residential living concerns, as well as services and resources that impact the life of a student on campus
- **Budget** – manages the disbursement and accountability of student activities fees and the overall WCSA Budget
- **Administrative Policy** – manages the associations’ constitution and by-laws documents, assists with policy review and implementation that impacts students directly through the conduct system and appoints student conduct officers
- **Campus Relations** – promotes the Wesleyan Council on Student Affairs and coordinates all election activities for WCSA
- **Ad-Hoc Committees** are formed on an issue based need that is not accommodated in one of the standing committees

To learn more about the structure, view the constitution and by-laws, find out about leadership opportunities, and read meeting minutes of The Wesleyan Council on Student Affairs, be sure to review the website [http://wcsa.owu.edu](http://wcsa.owu.edu) or speak with your class representative.

**Career Services**

The Office of Career Services provides career development, planning, and job search assistance to students and alumni by offering resources to help connect theory and practice with meaningful career objectives. Through individual counseling, creative programming and technological services, we help students to identify and enhance networks and skills necessary to achieve career goals and to become actively engaged in a global society.

From exploring majors and summer opportunities to investigating graduate school and employment options, staff members offer individual advising and outreach events to help students (freshmen through seniors) clarify their skills, interests, and values and acquire techniques that can be used throughout their career development.

**Multicultural Student Affairs**

The Office of Multicultural Student Affairs provides unique, specialized support services to assist African-American, Asian-American, Hispanic, Native-American, Multicultural, and First Generation
College students in their academic, personal, and social adjustment to Ohio Wesleyan University.

A variety of co-curricular activities, which affirm and celebrate cultural diversity while exploring opportunities for leadership development, are coordinated in collaboration with various academic departments and student organizations. Programs include a Pre-Orientation Program, cultural heritage months, participation in campus dialogue, providing academic support success workshops, and opportunities for peer mentoring, student leadership and community engagement.

Counseling Services  
http://counseling.owu.edu
HWCC 324, 740-368-3145

The Office of Counseling Services offers confidential counseling and referral assistance to Ohio Wesleyan students who are experiencing personal concerns that may be affecting their ability to reach their goals. Services include short-term individual counseling, group counseling, consultation, and outreach/prevention activities.

Student Health Services  
http://health.owu.edu
Stuyvesant Hall, 223 West William Street
740-368-3160

Care Available
Student Health Services, located in the lower level of Stuyvesant Hall on the residential side of campus, is operated by OhioHealth and is available to all full-time OWU students. The Health Center is open Monday through Friday from 8:30 a.m. to noon and 1:00 to 5:00 p.m. Student Health does not provide care during vacation periods. Services offered include, but are not limited to:

- Physical examinations
- Illness/injury care and follow-up
- Gynecological exams
- STD/HIV testing
- Health promotion counseling
- Coordination of care with primary care physicians and specialists
- Immunizations/Allergy injections
- Chronic illness support
- Medicine management for limited mental health concerns-depression, anxiety, sleep disorders, ADD

Physicians are available by appointment for limited varying times Monday through Friday and a Certified Nurse Practitioner is available during other normal hours of operation.

Insurance
All students are required to have health insurance. OhioHealth will bill insurance directly for all services. When coming to the center for care, students should always bring:

- Medical insurance card
- Student ID or legal ID
- Credit card or check for co-payment

We encourage students and parents to check with their health insurance plans to determine whether OhioHealth is in-network. If OhioHealth is out-of-network, the University makes available to students an insurance plan in which claims are administered through Commercial Travelers Mutual Insurance Co. For more information, visit www.studentplanscenter.com.

Missing Class/Assignments
Written excuses are not issued by Student Health Services. Students who are ill and miss classes are
responsible for notifying professors about missed time/assignments. If a student has an extended illness or is hospitalized and will miss 3 or more consecutive days of classes, Student Health Services can assist with sending an “Out-of-Class Notice” after medical documentation is received from the student’s healthcare provider. Student Health Services cannot excuse missed work or tests.

After Hours
When the Student Health Center is closed, click on the following for resources: http://health.owu.edu/additionalResources.php. Suggestions for transportation to Grady Hospital include calling a friend or Public Safety at 740-368-2222. In case of an actual emergency, call 911 immediately.

Community Service Learning

The Community Service Learning Center offers a wide variety of opportunities for students to learn experientially while making a difference in the lives of others. Our staff encourages students to engage in service and in support of social justice issues that have personal relevance and which meet their academic needs. Ohio Wesleyan has partnerships with many agencies in Delaware and central Ohio, as well as numerous partnerships nationally and internationally. These partnerships allow students to discover the ways in which Service Learning can provide relevant fieldwork for academic pursuits, promote vocational discernment, and enhance their personal journeys while at Ohio Wesleyan University.

What, exactly, can students do?
In any given semester, Ohio Wesleyan students can be found cleaning up the environment, building houses, promoting peace, taking calls on the suicide prevention hot line, supporting fair trade, advocating for the homeless, accompanying victims of crime through the judicial process, counseling victims of domestic abuse and rape, delivering meals, socializing dogs and cats, conducting food drives, collecting clothing, raising money, working at the free store, providing translation services at the free clinic and parent/teacher conferences, coaching Special Olympians, offering Volunteer Income Tax Assistance, researching and developing community improvement projects, giving blood, visiting senior citizens, helping out at the public library, tutoring, mentoring, teaching computer skills, assisting equine therapy, mucking stalls, and just generally making a difference. And each year, new student-initiated projects are added to this list.

Visit the Community Service Learning Office (HWCC 407) to share your ideas, to find programs and activities that match your interests, and to learn how you too can work for change and social justice.

University Business

The OWU Card and Card Office

http://adminservices.owu.edu/cardOffice

HWCC 142, 740-368-3451

Your OWU card is your official University ID and should be carried with you at all times. Many departments use the OWU Card as a means to grant access to their services.

University Uses for OWU Card
- Access card to all residence halls, fraternity houses (locked 24/7) and various academic buildings
- Meal Plan Card (with Off-Campus Dining Points feature)
- Official Library Card
• Access to events and activities
• Strand Theatre (for discount)
• Copies made in the Library only (copier points given to each student)
• Debit Card Feature (if deposit is made onto card) which can be used for the following:
  o Bookstore Purchases
  o Duplicating Services

**Deposits:** In order to use the debit card feature of the OWU Card, a deposit must be made to your account. Deposits can be made in cash or by check through the Student Account Office, Monday through Friday, 8:30 a.m.—12:30 p.m. and 1:30 – 5:00 pm or via check or money order through the mail (Ohio Wesleyan University, Cashier’s Office, 61 S. Sandusky St., Delaware, OH 43015). Credit Card, Debit Card and check payments for student bills and deposits for OWU Card accounts may be made on-line, by going to the Students Drop Down menu on the main page of the OWU website to “Online Payments” or use the link below:

There is a convenience fee associated with credit and debit card transactions. Electronic check payments are free.

All deposits will be available for use the next business day. Unspent deposits at the end of the year will automatically carry over to the next year. Remaining balances for graduating seniors and non-returning students will first be applied to the student’s tuition account, if applicable, and any remaining balance will be refunded via check within 60 days.

A deposit of $600 is suggested, to cover textbooks and miscellaneous needs for one semester; however, any amount may be deposited into the account, at any time during the year.

Questions: For account balances or questions concerning the OWU Card, please call the Card Office at 740-368-3451. Students who have lost, broken, or had their identification cards stolen can get a replacement in the OWU Card Office. A fee of $15.00 will be charged for the replacement of a mag stripe card or $20 for a proximity card; which can be billed to the student’s account. The office is open 8:30 am to 5:00 pm daily and closed during lunch. See posted hours for the summer.

Terms: The OWU Card/ID Card is the property of Ohio Wesleyan University, and has been issued for the student’s use only. It is non-transferable. The University is not responsible for any loss, theft, or misuse of the card. It is the student’s responsibility and should be safeguarded at all times.

Non-meal plan balances on the OWU Card will carry over to the next year. Remaining balances for graduating seniors and non-returning students will first be applied to the student’s tuition account, if applicable, and any remaining balance will be refunded via check within 60 days.

Funds in one’s debit account are **not** available for any type of withdrawal or refund, for any reason (until departure from the University). A lost or stolen card should be reported immediately by phone or in person to both Public Safety at 740-368-2222 and the OWU Card Office at 740-368-3451 or njtumeo@owu.edu. All lost cards found should be returned to the Card Office.

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Students living on campus are required to participate in a University meal plan. There are three meal plans offered: Squire (small), Bishop (medium) and Knight (large).

Currently enrolled students will select a meal plan for the next academic year when they complete their housing application. If no meal plan preference is indicated, the student will be assigned to the Bishop (medium) meal plan by default. New students are automatically be assigned to the Bishop (medium) meal plan. Any student may change to a smaller or larger meal plan within the first two weeks of the semester. No changes to the selected meal plan are permitted after the second week of each semester.

Students who reside in fraternity houses will be assigned to a fraternity meal plan. If a fraternity chapter chooses not to have a kitchen operated at their house, then the residents of that fraternity house will choose one of the University meal plans previously mentioned.

Students commuting from home or otherwise exempt from the residency requirement may purchase voluntary meal points from the OWU Card Office. Fraternity house residents who receive all meals in their fraternity houses may also purchase voluntary meal points for use at any dining location on campus.

Meal plan credits may be used in the Marketplace, Bakery and Bishop Cafe in Hamilton-Williams Campus Center, Smith Hall Dining Room, Thomson Convenience Store, Catering, as well as the Coffee Shops at the Library Café, Stuyvesant Hall, Merrick Hall and Science Center.

Charges for a meal plan may be refunded if the student leaves during the semester for any reason except suspension. The refund will be based on the University’s refund policy as described in the Catalog. In the case of students joining a fraternity meal plan in mid-semester, the refund of the old meal plan balance will be a pro-rated share of the fixed cost of the plan plus the unused portion of the points. The student will then be charged for a pro-rated portion of the fraternity meal plan.

Additional food points may be purchased at any time from the food service OWU Card Office, which is located in the Hamilton-Williams Campus Center. The student’s photo identification card is also the meal plan card. Loss of this card should be reported immediately to the OWU Card Office in person or by telephone at 740-368-3451.

Unused meal plan credits from fall semester will be carried over to spring semester. Unused credits at the end of spring semester are forfeited. No refund is issued if the student completes fall semester and does not return for spring semester.

The University’s dining service contractor has considerable experience in meeting special dietary needs. Please call the dining services director (740-368-3461) with any questions about special diet needs.

Meal Plan Exemption Request
All students who live on campus at OWU will participate in the University meal plan. Rare exceptions will only be considered for those students with medical conditions or membership in religious organizations with strict dietary guidelines that cannot be accommodated by the University’s food service vendor. In such instances, a waiver from the meal plan may be sought by contacting the Director of Residential Life. In the event of a medical exemption, the student’s
doctor must submit appropriate documentation and reviewed for consideration by a team of three people: the Director of Student Health Services, the Director of Residential Life, and the Food Service Director. In an instance of religious exemption, appropriate documentation must be submitted by the student’s religious authority and approval must come from a team of three people: the University Chaplain, the Director of Residential Life, and the Food Service Director. Note: A meal plan exemption is only granted on a semester basis, and students must reapply for an exemption each semester.

**Cable TV Service**

http://infoserv.owu.edu/cabletv.html
Corns Lower Level, 740-368-3132

Cable TV service is available in every student room in all residence halls and fraternity houses when you arrive on campus. A channel lineup is available online at http://helpdesk.owu.edu/CableTVLine

**University Telephone Services**

http://infoserv.owu.edu/telecomm.html
Corns Lower Level, 740-368-3132

Land line telephones in residential housing are not provided by the University. Students may provide their own. Calls from land line telephones to campus extensions, local Delaware numbers and toll-free calls can be made on an unlimited basis without charge. Long distance calls over land line must be made using a calling card; use of a personal cell phone is recommended.

If you choose to connect a telephone in your residence hall room, an extension will be identified on the outlet plate. The residence hall room extension numbers are accessed by dialing (740) 368 plus the 4-digit extension number. Please note: Not all residential phone lines are active. If this is the case with your room, please contact the Help Desk and it will be activated free of charge.

**Accounting Office**

The Accounting & Bursar Offices encompass a number of functions ranging from student account management, the cashiering function and accounts payable (production of checks).

**Bursar’s Office**

http://accounting.owu.edu/studentAccounts.html
University Hall 012
740-368-3362 or 3369

The Bursar’s Office handles questions concerning student accounts. Examples of student account related topics are listed below:
- Explanation/clarification of charges and credits/payments
- Current balance due
- Payroll deductions to pay a student account
- Student health insurance coverage
- Pick up a student account refund check
- Place a Deposit on their OWU-card accounts
- Make a payment by cash or check for tuition, fines and traffic citations

Credit Card, Debit Card and check payments for student bills and deposits for OWU-Card accounts may be made on-line, by going to the Students Drop Down menu on the main page of the OWU website to “Online Payments” or use the link below:
There is a convenience fee associated with credit and debit card transactions. Electronic check payments are free.

For convenience, students can also make after hours payments by placing their check and statement in a sealed envelope in the night slot located in room 011 of University Hall.

**Accounting Office Cashier**

[http://accounting.owu.edu/cashier.html](http://accounting.owu.edu/cashier.html)

University Hall 018
740-368-3365

Students will visit the Accounting Office to pick up club/organization related checks or for reimbursement from Campus related out of pocket expenditures.

The Accounting Office hours are:
Monday through Friday 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
A student can come in any time during these hours to pick up a club/organization related check

A Cashier will be available during Office Hours on:
Tuesday and Friday, 9:30 a.m.-12:30 p.m. with hours subject to change. A student can come in during these hours to submit a properly approved Cashier Reimbursement Request form.

**Athletics and Recreation**

**Athletic Department**

[http://bishops.owu.edu](http://bishops.owu.edu)

Simpson Querrey Fitness Center and Edwards Gym, 740-368-3725

The Athletic Department encompasses support for Varsity Athletics, the coaching staff, athletic facilities management and intramural sports activities. OWU is a Division III school and we compete with institutions such as Denison, Wittenberg, Oberlin, Wooster, Otterbein, Kenyon, Wabash, Hiram, and Allegheny.

The central office is located in the Simpson Querrey and Edwards Gymnasium building, but various coaches/athletics staff can be found in a number of the athletic facilities. Below is a list of all varsity sports and athletic facilities at OWU:

<table>
<thead>
<tr>
<th>Women’s Varsity Sports</th>
<th>Men’s Varsity Sports</th>
<th>Athletic Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
<td>Belt Fitness Center</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Baseball</td>
<td>Branch Rickey Physical Education Center/Arena &amp; Gordon Fieldhouse</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Cross Country</td>
<td>Simpson Querrey Fitness and Edwards Gym</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Football</td>
<td>Henry Street Grass Field</td>
</tr>
<tr>
<td>Golf</td>
<td>Golf</td>
<td>Littick Baseball Field</td>
</tr>
<tr>
<td>Soccer</td>
<td>Lacrosse</td>
<td>Luttinger Family Tennis Center</td>
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<tr>
<td>Softball</td>
<td>Soccer</td>
<td>Margaret Sagan Softball Field</td>
</tr>
<tr>
<td>Swimming</td>
<td>Swimming</td>
<td>Meek Aquatics &amp; Recreation Center</td>
</tr>
<tr>
<td>Tennis</td>
<td>Tennis</td>
<td>Roy Rike Soccer Field</td>
</tr>
<tr>
<td>Track (indoor/outdoor)</td>
<td>Track (indoor/outdoor)</td>
<td>Selby Field &amp; George Gauthier Track</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>Women’s Lacrosse &amp; Field Hockey Field</td>
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</tbody>
</table>

To reserve athletic facilities go to [http://schedule.owu.edu/AstraSchedule/Portal/GuestPortal.aspx](http://schedule.owu.edu/AstraSchedule/Portal/GuestPortal.aspx) or the Calendar/Reservations link at the bottom of the OWU homepage.
Intramural Sports Program

For individuals interested in participating in sports activities that are not at a varsity sport level, intramural sports is a great opportunity to engage in sport, competition and social time with friends. Annual sport offerings typically include softball, flag football, soccer, tennis, racquetball, dodgeball, basketball, volleyball and more! Special events have included tournaments for cornhole, 3 on 3 basketball, whiffleball, kickball and ultimate Frisbee.

Fitness and Recreation Facilities

Fitness and Recreation Facilities are designed to serve active students, faculty and staff as they strive to make good lifestyle decisions and to provide opportunities to develop and enhance personal wellness and health. The facilities are open for use by current students, faculty, and staff and faculty/staff family members. Current OWU ID’s are required to enter all of the Athletic Fitness facilities. A limited number of membership (University Athletic Club) will be available for purchase to OWU alumni and Delaware community members. For detailed information about such memberships visit the Athletic Department website. The rules and regulations posted in the spaces need to be followed at all times. Individuals violating these rules will be asked to leave the facility and students may be subject to conduct charges.

Days and times of operation for all Fitness and Recreation Facilities are posted on the Athletic Department websites and outside the specific facilities as well.

Below are more detailed descriptions of the Fitness and Recreation Facilities on campus:

Edward Simpson Querrey (ESQ) Fitness Center: Features cardiovascular equipment, strength training machines, active class space and more. Classrooms for the Health and Human Kinetics Department (HHK), a Dance Studio for the Department of Theater and Dance, and the Athletic Department offices are located in this facility that also connects to the first floor of the Edwards Hall.

Morrill Strength Room: This fitness space is located on the lower level of the ESQ facility and serves to compliment the ESQ Fitness Area with free weight/plate loaded space for the more experienced weight trained population on campus.

Edwards Gymnasium: This beautiful, classic gymnasium space is utilized for classes, intramurals, club sport practice and open gym play. It is located on the upper level of Edwards Hall, connected to the ESQ.

Belt Fitness Center
Located on the Residential side of campus in Welch Hall, this center offers cardiovascular and weight equipment for the general student body, in particular when the ESQ may be closed. The space also provides an additional location for HHK and FitOWU to do some fitness programming.
Spirituality

The Chaplain’s Office
http://chaplain.owu.edu
HWCC 308, 740-368-3083

Christian-based and interfaith-laced, the University Chaplaincy at Ohio Wesleyan University is “a good place to find yourself.” We provide many different opportunities to meet both individual and group religious needs, as well as help you explore your life calling and develop your moral leadership for service anywhere in the world. Call us at 740-368-3083, email us at chaplain@owu.edu, or stop by anytime to chat with us on the third and fourth floors of the Hamilton-Williams Campus Center. We will do everything we can to meet your need.

Other

Office of Admission
http://choose.owu.edu
Slocum Hall, 740-368-3020

The Office of Admission recruits and admits first year and transfer students to the University. Many on-campus recruiting events including day-only open house programs, overnight visitations and programs featuring particular majors are sponsored by the office throughout the year. Student-guided tours and information sessions with admission counselors are offered at regular intervals each day. Visits may also include meeting with a professor and/or coach, attending a class, or even staying overnight in a residence hall.

OWU students can volunteer to host students, assist with tours and/or admission events. Additionally, students can apply for student worker or internship positions in the Office of Admissions.

Financial Aid
http://choose.owu.edu/financialAidAndScholarships
Slocum Hall 246, 740-368-3050

The Financial Aid Office assists students receiving Title IV financial aid in planning for their financial need throughout the year.

Alumni Relations
http://community.owu.edu
Mowry 1st Floor, 740-368-3325

The Alumni Relations Office supports opportunities for Ohio Wesleyan Alumni to connect and engage with other OWU Alumni, the campus, faculty, staff, administration and current students. Signature events coordinated by Alumni Relations include Homecoming, Family Weekend, Alumni Weekend, and Affinity Group Events. The staff also works closely with the Senior Class as they are transitioning into their role as OWU Alumni.
### Alma Mater

Ohio Wesleyan! Sweetly and strong
Rises our hymn of praise for thee alone;
Heaven re-echoes it, loud let it ring,
Ohio Wesleyan! Loyal hearts sing.

Ohio Wesleyan! Proud is thy crown.
Rarest of laurels e’er Victory has known;
Noblest achievements
Have hallowed thy name,
Ohio Wesleyan! Deathless thy fame.

### University Motto

In Lumine Tuo Videbimus Lumen - *Psalms 36:9*

*Translation:* In thy light shall we see the light.

### Fight Song – “The Cuppet Song”

**Chas. H. Cuppett** 1916

*Winner of Prize “Song Contest” 1914*

#### First Verse:

Oh, we’re from dear old Wesleyan,
The school to us most dear,
It’s the place we love the best,
Finest school in east or west;
So we will hail the name we all revere.
We love our Alma Mater
Her glories we will tell;
In everything we take the lead,
Sport and thought and noble deed,
And so for Wesleyan we’ll give
Our yell: “Rah! Rah!”

#### Chorus:

So here’s to old Wesleyan,
Loud we will sing!
We’ll drink a toast to Wesleyan
From the good old Sulfur Spring,
Then here’s to old Wesleyan,
Join every man!
We’ll drink a toast
From the Sulfur Spring to Wesleyan!

#### Second Verse:

Her students all are loyal,
They’re for her to the man,
The men are manly, brave and true.
They’re the ones to dare.
And do-the kind of men
You’ll find at Wesleyan;
And then, there are the ladies who
Grow to us most dear;
They’re the pride of Monnett,
Sweet and beautiful you can bet,
And now for them we’ll give
A hearty cheer, “Rah! Rah!”