



# OHIO WESLEYAN UNIVERSITY STUDENT HANDBOOK

## **Academic Calendar 2017-18**

### **Code of Conduct**

- University Academic Policies
- Community Standards and Policies
- Residential Life Policies
- Public Safety Policies
- The Student Conduct System

### **Important Offices and Resources**

- Academic Services
- Student Affairs
- University Business
- Athletics and Recreation
- Service and Spirituality
- Other Important Offices

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

The online 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 OWU-issued email 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.**

December 2017

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 Vice President for Student Engagement and Success and 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!



Dwayne K. Todd, PhD  
Vice President for Student Engagement and Success  
and Dean of Students

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### **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. Ohio Wesleyan University does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. A summary of the Affirmative Action Plan can be found in the *Ohio Wesleyan Catalog*.

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## ACADEMIC CALENDAR 2017/2018

For the latest updates to the calendar, go to [www.owu.edu/academics/academic-resources](http://www.owu.edu/academics/academic-resources)

### Fall Semester

August 23	Wednesday	Classes Begin
August 31	Thursday	Last Day for Changing Credit/No Entry Status, Adding, and Dropping Full-Semester and First-Module Courses
September 21	Thursday	Last Day for Withdrawing from First-Module Courses
October 11	Tuesday	Exams in First-Module Courses
October 11-15	Wednesday – Sunday	Mid-Semester Break
October 16	Monday	Second Module Begins
October 24	Tuesday	Last Day for Changing Credit/No Entry Status, Adding, and Dropping Second-Module Courses
		Last Day for Withdrawing from Full-Semester Courses
November 14	Tuesday	Last Day for Withdrawing from Second-Module Courses
November 18-26	Saturday – Sunday	Thanksgiving Break
December 1	Friday	Last Day to Present Petitions for Withdrawing from Full-Semester and Second-Module Courses
December 8	Friday	Last Day of Classes
December 9-10	Saturday – Sunday	Reading Days
December 11	Monday	Final Examinations
December 12	Tuesday	Final Examinations
December 13	Wednesday	Final Examinations
December 14	Thursday	Final Examinations

Term Ends at 10:30 PM

### Spring Semester

January 17	Wednesday	Classes begin
January 25	Thursday	Last Day for Changing Credit/No Entry Status, Adding, and Dropping Full-Semester and First-Module Courses
February 15	Thursday	Last Day for Withdrawing from First-Module Courses
March 6	Tuesday	Exams in First-Module Courses
March 7	Wednesday	Second Module Begins
March 10-18	Saturday – Sunday	Mid-Semester Break
March 22	Thursday	Last Day for Changing Credit/No Entry Status, Adding, and Dropping Second-Module Courses
		Last Day for Withdrawing from Full-Semester Courses
April 12	Thursday	Last Day for Withdrawing from Second-Module Courses
April 27	Friday	Last Day to Present Petitions for Withdrawing from Full-Semester and Second-Module Courses
May 1	Tuesday	Last Day of Classes
May 2	Wednesday	Reading Day
May 3	Thursday	Final Examinations
May 4	Friday	Final Examinations
May 5	Saturday (AM)	Final Examinations
	Saturday (PM)	Reading Day
May 6	Sunday	Reading Day
May 7	Monday	Final Examinations
May 8	Tuesday	Final Examinations
		Term Ends at 5:00 PM
May 12	Saturday	Commencement

### Summer Session

May 21 – June 22, 2018

# CODE OF CONDUCT

## University Academic Policies

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### Academic Grievance Policy

*Updated April 2017*

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/her/their 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 the 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/her/their 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/her/their case or in jeopardizing his/her/their relations with the faculty member or department involved. If this is so, the aggrieved student is urged to seek the advice of his/her/their 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 Associate Dean for Academic Performance, 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 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 Associate Dean for Academic Performance. 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 Associate Dean at least one day in advance of the appointment to discuss the grievance. The Associate 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 Associate 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 Associate Dean who will then notify the student and faculty member. In cases where a change of grade is deemed appropriate, the Associate 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) of this action. 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

*Updated April 2017*

### **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/her/their 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.

(Hairston and Ruszkiewicz, *The Scott, Foresman Handbook for Writers*, 4<sup>th</sup> ed. [New York: HarperCollins 1996], 567-570.)

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 Associate Dean for Academic Performance 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 responsible for 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 responsible for 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 responsible for 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 Associate Dean will have his/her/their transcript amended to note that the student has been charged with academic dishonesty in the particular course in which he/she/they 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/she/they either assigns a penalty or refers the case to the Academic Conduct Review Board (ACRB). The instructor must also send a report to the Associate Dean for Academic Performance identifying the student and summarizing the case and the penalty assessed; the Associate Dean will send a copy of this report to the student.
- B. The Associate 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 receives 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 Associate Dean); in either case the student must sign a statement verifying that the instruction was given. This statement will be kept on file by the Associate 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 Associate Dean. Appeals are to be presented by students themselves 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 Associate 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 Associate 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 Associate Dean 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 necessary. 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 Associate Dean for Academic Performance.

## **Community Standards and Policies**

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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.

## **Harassment 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.

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>. Additionally, if the allegation involves sexual harassment, please refer to the Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination in this handbook.

Types of Harassment:

**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.

**Prejudicial Harassment** is defined as words, nonverbal symbols or actions that are a) directed toward another individual because of that individual's race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information; 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.

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 race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.
- 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 race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.
- C. Stereotyping persons with regard to their characteristics or abilities on the basis of the individual's race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.
- D. Use of slurs or epithets in reference to individuals or classes of persons on the basis of the

individual's race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.

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, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information, then that violation will be considered a higher-level severity offense than it would have otherwise.

## **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 <https://www.owu.edu/about/offices-services/information-services/policies/computer-use/> to review the entire OWU Computer Use Policy.

## **Smoking Policy**

Smoking is prohibited in all University buildings and areas adjacent to doors and windows (Ohio Revised Code Chapter 3794 – Smoking Ban). University policy defines “smoking” as inhaling, exhaling, or burning tobacco or any other plant, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking devices (e.g., hookahs) used for burning tobacco or any other plant. Use of

electronic cigarettes (also known as vaporizers, e cigarettes, electronic nicotine delivery systems, and other terms) is also included in this policy.

Individuals may possess electronic cigarettes, tobacco and tobacco smoking paraphernalia, including but not limited to rolling papers or pipes, including hookah pipes. Paraphernalia that has been used to deliver illegal substances is prohibited.

If you choose to smoke tobacco outdoors, OWU 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 email outlining the concern directly to the office/department leader. Complaints about staff or faculty members can be raised in the following ways:

Staff - Students 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 Provost Office.

## **Policy on Alcohol and Other Drugs**

*Approved by WCSA April 2016  
Biennial Review Completed 2015-2016*

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. Seek immediate medical attention 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. These same protections will be extended to the student for whom medical attention is sought.

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 occur.

#### 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 amount of alcohol relative to the present number of of-age students 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 on campus in the following settings:

- Student rooms and suites
- Registered Large Social Gatherings with alcohol
- 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 with alcohol
- 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 authorized areas of residential facilities or other campus 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.

#### Discouragement of Excessive or Unmeasured Consumption

In keeping with OWU's goals of promoting healthy lifestyles and protecting students' safety,

excessive consumption of alcohol is strongly discouraged. Therefore, any systems or practice designed to facilitate mass consumption of alcohol, such as punch bowls, beer bong, and funnels, are 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 discouraged, it constitutes a rule violation only when participation in such games contributes to committing other violations.

### Greek Organizations

Fraternities and sororities are responsible for adhering to both OWU policies and national fraternity and sorority risk management policies. Be aware that if your Chapter is held to a more restrictive standard by your national organization, Interfraternity Council, or Panhellenic Council, you may receive sanctions from them. Chapter leadership is responsible for clarifying any unclear expectations with their national organization directly, and for informing their national organization of any violations that occur. OWU reserves the right to communicate drug- or alcohol-related conduct concerns to national organizations, even those that are not in violation of OWU 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 organizations may be notified of violations. Additionally, fraternities share the responsibility for ensuring that university drug and alcohol policies are upheld within their residential facilities.

### Funding

Some University funds cannot be used for the purchase of alcohol. You are responsible for compliance with funding guidelines for any funds you receive. Restricted funds include 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. Sponsorship of events by companies involved in the production and/or distribution of alcohol is prohibited.

### Large Social Gatherings with Alcohol

SLUs/Theme Houses, HBC, fraternities, and other student organizations may host large social gatherings with alcohol on campus in accordance with campus policies. Notice of the date, time and location of these events must be given to the University by registering them through OrgSync (see <https://www.owu.edu/files/resources/howtoatowu.pdf> for more information). Large Social Gatherings with alcohol may not be held during academic breaks. Invitations and advertisements for large social gatherings with alcohol must be directed to desired attendees, not circulated freely, and the consumption of alcohol should not be presented as the focal point in invitations and advertisements for any large social gathering. To be eligible to host large social gatherings with alcohol, a Small Living Unit (SLU), Theme House, HBC, fraternity, or student organization cannot be on any type of probation. Attendance at the party must not exceed the fire occupancy. Occupancy rates as determined by the Fire Inspector are available through the Public Safety Office.

Alcohol may be served in one of the following ways at on-campus large social gatherings with alcohol:

- Alcohol may be provided at an on-campus function in any specified area to invited guests (21+) at no charge. The alcohol must be purchased prior to the event. The event must be for invited guests only, and a reasonable effort must be made to ensure no uninvited guest is provided with alcohol. A guest list may be utilized if desired, or if required by your national organization, but is not required by Ohio Wesleyan University. No permit is required for this option. Carding and designating of-age guests with wristbands at time of entry is required. Wristbands can be obtained free of charge through Public Safety. Individuals wearing a wristband may not give the alcohol that they are served to others. Unless an exception is granted from University administration, varieties of alcohol provided may not exceed 6% alcohol by volume (ABV). Alcohol should be transported to the event in its original container(s) so that the ABV can be ascertained. Kegs are permitted as long as the beer is less than 6% ABV. Note that most fraternities and sororities are prohibited by their national organizations from utilizing kegs or other bulk quantity containers at a social event, and are prohibited from using chapter funds or collecting money to purchase alcohol.
- Sold or provided by a third-party vendor under the terms of that vendor's permit.
- Sold with a valid permit under the terms of the permit.
  - Chartwells holds a D-5 Liquor permit which allows for the sale of spirituous liquor, beer, and wine until 2:30am. This permit will allow for sale in the geographic area bordered by Sandusky Street to Washington Street, and Park Avenue to Spring Street.
  - A student organization may apply for and obtain an F permit (a temporary liquor permit to sell or serve beer at special events). 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). This would allow for beer sale at an event in a campus space outside of the boundary of the liquor license, such as Merrick Hall, University Hall, or Edwards Gym.
- OWU will permit men's fraternity organizations and Small Living Units to host a BYOB Large Social Gathering with alcohol in their houses. These communities may only host BYOB events within their own houses, not in another campus space, and the alcoholic beverages brought must be within the 6% ABV guideline.

General Rules for all Large Social Gatherings with Alcohol:

- Alcohol may not be sold or provided to underage or intoxicated persons in accordance with federal, state, and local law. Hosts are reminded that they are responsible for their guests.
- The sale or distribution of alcohol at a large social gathering must be accompanied by food and a non-alcoholic beverage option.
- For all Large Social Gatherings with Alcohol, alcohol must be served from a central designated serving area. Any beverage that comes in a glass bottle must be poured into a plastic cup for consumption, and glass must be retained at the central serving area.
- Individuals who are going to be distributing wristbands or serving alcoholic beverages must have attended OWU's "Registering Responsible Events" or "RREv" Training Workshop. For dates and more information, visit <https://www.owu.edu/about/offices-services/prevention/rrev/>
- In most cases, when Public Safety receives notice of a Large Social Gathering with Alcohol through the OrgSync Registration, Public Safety will require that there be a paid security presence.

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 prepare responsibly as hosts and reduce its risk of liability.

Large social gatherings with alcohol may be held in designated common areas within the SLUs, Theme Houses, Fraternities, HBC, and available campus spaces by reservation. If the event is held in a residential facility, be aware of and follow all Residential Life policies, including quiet hours. Reservation for non-residential spaces must be done in advance at <https://schedule.owu.edu/>. See previous page for information about which spaces can be used for sale of alcohol, versus distribution of alcohol. Outdoor Events are subject to extra restrictions pertaining to law enforcement, safety, clean-up, and noise. Groups who wish to host an outdoor event with alcohol should consult with University administration in advance about their options.

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.

Small Social Gatherings with Alcohol

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. Small social gatherings with alcohol are usually informal and spontaneous in nature, and would not be planned or advertised in advance. For these types of gatherings, the University does not need to be notified. See the chart below for the limits on numbers of individuals permitted in each of these spaces for small social gatherings with alcohol.

In residential houses that do not have suites (SLUs, Williams Drive Houses, Theme Houses, Fraternities, and HBC), small social gatherings (no more than 15 people) 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/1<sup>st</sup> floor level of the housing facility).

<b>Small Social Gatherings with Alcohol</b>			
<b>Summary of Number of Individuals Permitted in Rooms and Suites</b>			
<b>Residence Rooms</b>		<b>Residential Suites</b>	<b>Residential House Common Living Spaces</b>
SINGLE May not exceed 3	DOUBLE May not exceed 6	May not exceed 12	May not exceed 15
<u>Note:</u> Any number of individuals within the limits defined above may be in possession/consuming alcohol – but they must be 21 years of age.			

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.

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 with alcohol 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.

#### Policy on Other Drugs

All students are prohibited from use, possession, 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 or other 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 (including marijuana), 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 possession.

#### 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 include educational and punitive sanctions that increase with multiple violations.

Generally, the possession/use of marijuana and illegal use of alcohol by individual students are treated as Low Severity violations, possession/use of other illegal drugs is treated as Moderate Severity violations, and trafficking or supplying illegal drugs is treated as High Severity violations. Alcohol and illegal drug violations by organizations are subject to their own sanctions (see sanctions for Student Organizations in the Table of Sanctions). 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 ability 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 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, possession 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:

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

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> 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, and 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 may be unable to complete mandated assessments from external entities, 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**

For detailed information on the health risks that accompany alcohol and other drugs, please go to:

- <https://drugabuse.com/library/drug-abuse-effects>
- <https://www.projectknow.com/research/effects-of-drug-abuse>
- <https://www.drugabuse.gov>

## **Missing Student Policy**

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/her/their 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/her/their state of health and well-being.

A student shall be deemed missing whenever his/her/their 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, residential 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 Residential Life.

## **Behavioral Intervention Policy**

### **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 others may violate the Student Code of Conduct.

Some behaviors may pose a threat to a student’s own safety and well-being. While they may not constitute a violation of the Student Code of Conduct, they nonetheless could raise concern about the student. Some of these behaviors 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 chaired by the Associate Dean of Student Success and is under the oversight of the Dean of Students. Members of the Team may include staff from the departments of Public Safety, Academic Advising, Counseling Services, Residential Life, and First Year Experience. 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 4) conduct other essential business for the university. Absent written authority from the student, staff from Health or Counseling Services will not share information about a student's interactions with Health or 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 Team will 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 may 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 student may refuse to authorize the release of information and/or refuse to undergo an assessment. This may 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.

Once the Team has determined the level of risk, it may choose to involve parents or guardians 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 others or property. The Dean of Students, or his or her designee, may immediately remove a student from the University community. After the removal, the student, with the assistance of their University Advisor, may submit written comments to show why his/her/their continued presence on campus does not pose an imminent threat to 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 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.

### **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 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/ her/their 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/she/they 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. Any behavior that is a violation of the Student Code of Conduct will be treated as such and is subject to disciplinary action.

### **Voluntary Withdrawal**

At any time during this process, the student may request to voluntarily withdraw in accordance with the university catalog. A student who withdraws will be required to resolve any pending conduct matters with the university before being permitted to return for a subsequent term.

### **Involuntary Withdrawal**

In rare circumstances when 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 a University Advisor accompany him/her/them to the hearing who can support the student in the hearing process. University Advisors must be a member 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 for Student Engagement and Success (VPSES), or his or her designee. The hearing will be held within fifteen (15) business 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 business 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 VPSES or his or her designee. At least five (5) business 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 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 if he/she/they fail to appear. The University advisor

may accompany the student to provide support or guidance to the student but cannot represent or advocate on behalf of the student being advised.

### **Decision**

At the conclusion of the hearing, the VPSES, 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 self 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 VPSES, 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 VPSES, 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 who 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 who worked with the Care Team in the past. In support of the request, the student may 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 may be required to sign a release authorizing the qualified, licensed professional to exchange information regarding his/her/their 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.

## **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. 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/she/they was forced to strike back to prevent harm to self or to another. In all other cases, students will be considered to be in violation of the policy. 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 Director of Student Conduct and Community Standards 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 fist 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.

Sexual Assault and other forms of sexual and gender-based misconduct are covered in the Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination 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**

Stalking is prohibited. Stalking is defined as:

- A course of conduct, including electronic, verbal, or physical action
- That is repetitive and menacing
- Directed at a specific person

- That is unwelcome, AND
- Would cause a reasonable person to feel fear.

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**

*Updated August 2017*

### **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/her/their 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 perceived power advantage because of your size, characteristics, 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.

### **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.

### **For 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. 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
  - Your Resident Assistant (RA), Moderator, or 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)
  - A trusted friend
  - Legal counsel
2. Do not shower, drink, eat, wash hands, douche or change your clothes. These activities may compromise evidence that might be important for proving sexual misconduct or obtaining a protective order if or when you decide to take 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.
3. Do not apply medication to any injuries you may have sustained unless absolutely necessary.
4. 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
5. Call someone to be with you:
  - A friend
  - A family member
  - Someone you trust

6. 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 or when you decide to take action.
7. Most importantly, remember that the assault was NOT your fault; AND
8. If you do not receive the support that you believe you are entitled to, KEEP TRYING until you do.

### **Reporting Options:**

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, and aid in the pursuit of justice. We can provide you with support and assistance. We also have protective measures and accommodations that are rigorously enforced to protect you. These include no-contact 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.

### **Important Contacts and Resources:**

#### **Title IX Coordinator**

Dwayne K. Todd  
Vice President for Student Engagement and Success and Dean of Students  
Ohio Wesleyan University  
Hamilton-Williams Campus Center Room 230  
Delaware, OH 43015  
740-368-3135  
[dk todd@owu.edu](mailto:dk todd@owu.edu)

Ohio Wesleyan University also designates 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 such individuals.

#### **Associate Dean for Student Success**

Kristin Weyman  
Ohio Wesleyan University  
HWCC Room 211  
Delaware, OH 43015  
740-368-3135  
[kjweyman@owu.edu](mailto:kjweyman@owu.edu)

#### **Title IX Deputy Coordinator for Athletics**

Kirsta Cobb  
Associate Athletics Director/Senior Woman Administrator  
Ohio Wesleyan University  
Edward Gymnasium Room 109  
Delaware, OH 43015  
740-368-3746  
[ktcobb@owu.edu](mailto:ktcobb@owu.edu)



### **Title IX Deputy Coordinator for Student Conduct**

Jess Ettell Irvine  
Director of Student Conduct and Community Standards  
Ohio Wesleyan University  
HWCC Room 225  
Delaware, OH 43015  
740-368-3175  
[jlettell@owu.edu](mailto:jlettell@owu.edu)

Other resources include:

### **Delaware Police (911)**

1 S. Sandusky St.  
Delaware, OH 43015  
740-368-1911 non-life threatening emergencies  
(The Delaware Police can also offer assistance by taking you to the hospital)

### **OWU Public Safety**

1<sup>st</sup> Floor of Smith Residence Hall  
740-368-2222 (2222 from a campus phone)  
(OWU Public Safety can also offer assistance by taking you to the hospital)

Ohio Wesleyan University also strongly encourages the reporting of sexual misconduct to Title IX Coordinator, Residential Life staff, Dean of Students, or Student Conduct Office so support can be offered and for potential adjudication of policy violations.

### **If You Have Been Accused of Sexual Misconduct:**

1. Speak to someone you can trust: a friend, family, counselor, attorney, 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 Title IX Coordinator or Director of Student Conduct and Community Standards to review the conduct hearing process, discuss options, and seek assistance and support.
4. Consider selecting an advisor to support and advise you through the process. This could be anyone you choose provided that individual does not have a conflicting role in the process. Contact the Title IX Coordinator or Director of Student Conduct and Community Standards if you need assistance in identifying an advisor.
5. Do not attempt to contact the Complainant yourself or through others.
6. Consider seeking support through the university's Counseling Center or Chaplain's Office. Both offices provide appropriate confidentiality to students. A referral to external support resources can also be made.

# Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination

*Updated August 2017*

## I. Introduction

Ohio Wesleyan University (OWU) affirms its commitment to a safe and healthy educational environment and to the principle that its students have a right to be free from all forms of sexual misconduct, which includes sex- or gender-based harassment, discrimination or violence. The University will respond appropriately to notice of any form of sexual misconduct. When the University receives notice of an allegation of sexual misconduct, the University will conduct a prompt and fair investigation and will work to stop the misconduct and eliminate any hostile environment that the sexual misconduct creates; remedy the impact on the survivor or others impacted by the conduct; redress wrongs created by the misconduct; and prevent its recurrence. Sexual misconduct violates University policy, state and federal civil rights laws, and, in many cases, criminal law.

## II. Scope of Policy

### A. Conduct Covered

Sexual misconduct includes sexual harassment, discrimination, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, and intimate partner violence when these behaviors have a gender-based element.

### 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>. Non-student employees can contact the Title IX Coordinator or Director of Human Resources for information on how to bring a sexual misconduct concern forward.

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 the Title IX Coordinator to receive information on support resources and options for reporting.

This policy applies to all persons. 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. Jurisdiction

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 and how it occurs, the policy applies whenever sexual misconduct creates a discriminatory and/or hostile environment that significantly affects another student's access to education, or University benefits or activities.

### III. Definitions

#### A. Consent

- **Consent is:**
  - clear, and
  - knowing, and
  - voluntary,
  - words or actions,
  - that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- A person cannot obtain consent from someone who is incapacitated.

#### B. Incapacity

- **Incapacity is:**
  - The inability of an individual to make rational, reasonable decisions
  - because the individual lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the Respondent should have known is objectively based on what a reasonable person in the place of the Respondent, sober and exercising good judgment, would have known about the condition of the Complainant.
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of drugs. (Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>).

#### C. Types of Sexual Misconduct

Sexual misconduct offenses include, but are not limited to:

1. **Sexual Harassment**
2. **Sex- or Gender-Based Harassment**
3. **Non-Consensual Sexual Contact**
4. **Non-Consensual Sexual Intercourse**
5. **Sexual Exploitation**
6. **Stalking**

7. **Interpersonal Violence**
8. **Other misconduct that is sex or gender-based**

1. **Sexual Harassment**

**Sexual Harassment is:**

- Unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a Deputy Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment based conduct may be subject to disciplinary actions when it creates a hostile environment or takes the form of quid pro quo harassment.

**Hostile Environment**

**A Hostile Environment is created when sexual harassment is:**

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational (and/or employment), social and/or residential program.

**Quid Pro Quo Harassment**

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly as a term or condition of rating or evaluating an individual's educational (or employment) progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational (or employment) program.

Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances, sexual violence, intimate partner violence, stalking, or gender-based bullying.

2. **Sex- or Gender-Based Harassment**

**Sex- or Gender-Based Harassment is:**

- Unfairly treating an individual or group of individuals differently than others on the basis of sex or gender.

- The following behaviors are prohibited when based on sex or gender:
  - Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service.
  - Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner.
  - Denying any student any such aid, benefit, or service.
  - Subjecting students to separate or different rules of behavior, sanctions, or other treatment.
  - Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students.
  - Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

### 3. **Non-Consensual Sexual Contact**

#### **Non-Consensual Sexual Contact is:**

- any intentional sexual touching,
- however slight,
- with any body part or object,
- by a person upon another person,
- that is without consent and/or by force.

#### **Sexual Contact includes:**

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner (e.g. unwelcome kissing, unwelcome shoulder rubbing or other touching perceived by the recipient as sexually based).

### 4. **Non-Consensual Sexual Intercourse**

#### **Non-Consensual Sexual Intercourse is:**

- any sexual intercourse
- however slight,
- with any body part or object,
- by a person upon another person,
- that is without consent and/or by force.

#### **Intercourse includes:**

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

### 5. **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual

advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

#### **6. Sex- or Gender-based Stalking**

**Stalking is defined as:**

- A course of conduct, including electronic, verbal, or physical action
- That is repetitive and menacing
- Directed at a specific person
- On the basis of sex or gender
- That is unwelcome, AND
- Would cause a reasonable person to feel fear.

#### **7. Domestic/Intimate Partner Violence**

Domestic/Intimate Partner Violence is defined as violence or abuse between those in an intimate relationship to each other. Violence or abuse is not limited to physical abuse, but may be emotional and/or psychological as well.

#### **8. Other misconduct offenses that may fall under Title IX when the conduct is sex- or gender-based:**

- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

- Bullying, defined as:
  - Repeated and/or severe
  - Aggressive behavior
  - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - That is not speech or conduct otherwise protected university policies

#### **IV. Attempted violations**

In most circumstances, the University will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

#### **V. Retaliation**

Retaliation occurs when an individual is harassed, intimidated, bullied, or discrimination against because they have chosen to make a complaint under this policy, participate in the investigation/adjudication of a complaint under this policy, or make a complaint to the Office of Civil Rights (OCR). For an act to be considered retaliation, it must have a discriminatory impact that limits or denies an individual's rights to their education, or participation in campus activities or other benefits. While the University cannot control all expression, and reserves the right to assess the impact on an individual, retaliation is prohibited and is a serious violation of University policy.

#### **VI. Parental Notification**

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

#### **VII. Methods of Reporting**

It is important for Complainants to understand that, with limited exceptions, all University employees (faculty, staff, administrators) are expected to immediately report actual or suspected sexual misconduct, including sexual harassment, discrimination, and violence to appropriate University officials. In order to make informed choices, it is important to be aware of confidential sources and mandatory reporting requirements of non-confidential sources when consulting campus resources.

On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected sexual misconduct, including sexual harassment or discrimination, to appropriate University officials - thereby offering options and advice without any obligation to inform an internal or external agency or individual unless a survivor has requested information

to be shared. Other resources exist for an individual to report crimes and policy violations and these resources will take action when an incident is reported to them.

The following describes the reporting options at Ohio Wesleyan University:

**A. Confidential Reporting Options**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- 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)

**B. Non-Confidential Reporting Options**

A Complainant has the right, and can expect, to have reports of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. All OWU employees, excluding the confidential resources detailed above, are mandatory reporters under this policy and must share all details of the reports they receive with the University. Therefore, Complainants may want to consider carefully whether to share personally identifiable details with non-confidential employees.

**Request for Anonymity**

If a Complainant reports to a non-confidential resource, but does not wish for his/her/their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators. The Title IX Coordinator or Deputy Coordinators will then evaluate that request in light of the University's duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for anonymity.

In cases where the Complainant, having reported to a non-confidential resource, requests anonymity and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the Complainant and the community to the extent possible based on the Complainant's limitations for privacy, but may not otherwise pursue formal action.

The University will take all reasonable and good faith steps to protect a Complainant's privacy, though privacy cannot be guaranteed. Following a report to a non-confidential resource, only a small group of officials who need to know will be told, including, as appropriate to address the matter, the VP for Student Engagement and Success/Dean of Students, Title IX Coordinator and team, Director of Public Safety, Director of Student Conduct and Community Standards, and Associate Dean for Student Success. Information will be shared as necessary with other administrators, investigators, witnesses and the Respondent.

**C. Reporting to the Title IX Team**

Students are encouraged to report a concern directly to a member of the Title IX Team, who



will review adjudication options, support resources, and appropriate accommodations that may be needed. A discussion of the concern directly with a Title IX team member is required for the Complainant to make a formal complaint with the University. Reports to the Title IX team can be made via email, phone or in person at the contact information below:

Title IX Coordinator

Dwayne Todd

Vice President for Student Engagement and Success/Dean of Students

HWCC 230

740-368-3135

[dk todd@owu.edu](mailto:dk todd@owu.edu)

Associate Dean for Student Success

Kristin Weyman

HWCC 211

740-368-3135

[kjweyman@owu.edu](mailto:kjweyman@owu.edu)

Title IX Deputy Coordinator – Student Conduct

Jess Ettell Irvine

Director of Student Conduct and Community Standards

HWCC Room 225

740-368-3175

[jl ettell@owu.edu](mailto:jl ettell@owu.edu)

Title IX Deputy Coordinator - Athletics

Kirsta Cobb

Associate Athletics Director/Senior Woman Administrator

Edward Gymnasium Room 109

740-368-3746

[ktcobb@owu.edu](mailto:ktcobb@owu.edu)

**D. Reporting to the Office of Civil Rights**

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. If you believe the University has failed to follow its Title IX obligations, you may contact the Office of Civil Rights in the US Department of Education ([ocr@ed.gov](mailto:ocr@ed.gov)).

**VIII. Amnesty for Victims and Witnesses**

The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that victims choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of

offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

## **IX. False Reports**

The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

## **X. Rights of the Parties in Sexual Misconduct Cases**

The following rights are established for Complainants and Respondents:

### **A. Rights of the Complainant**

The following rights reference grievance procedures that are described more fully in the major section that follows titled “Sexual Misconduct, Including Sexual Harassment and Discrimination Grievance Procedures.”

- The right to an investigation and appropriate resolution of all credible reports or notice of sexual misconduct made in good faith to University officials.
- The right to be informed in advance of any public release of information regarding the incident, should the University have a duty mandated by federal requirements such as the Clery Act, to notify the campus community of an ongoing safety concern (the Complainant’s name or other personally identifying information would not be used).
- The right not to have any personally identifiable information released to individuals external to the investigation and hearing without his/her/their consent unless lawfully required to do so.
- The right to have University policies and procedures followed without material deviation.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the Complainant’s desire.
- The right to have reports of sexual misconduct responded to promptly.
- The right to be notified of available counseling, mental health, victim advocacy, health, legal resources, student financial aid, visa and immigration resources, or other student services for victims of sexual assault, either on campus or in the community.
- The right to request a campus no-contact order (or a trespass order against a non-affiliated 3<sup>rd</sup> party) when someone has engaged in or threatens to engage in behavior

covered by this policy that presents a danger to the welfare of the Complainant or others.

- The right to notification of, options for, and available assistance in changing academic and living situations after an alleged sexual misconduct incident, if so requested and if such changes are reasonably available (no formal report, or campus or criminal investigation need occur before this option is available).

Accommodations may include:

- Change of an on-campus student's housing to a different on-campus location;
  - Assistance from University support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right to have the institution maintain such accommodations for as long as necessary, and for protective measures to remain as confidential as possible, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.
  - The right to be informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the investigation report.
  - The right to ask the University to interview witnesses, the opportunity to respond to the testimony of all witnesses, including the Respondent, and the right to challenge documentary evidence.
  - The right to a hearing on the report (should a hearing be held), including timely notice of the hearing date, and at least 7 business days for preparation.
  - The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law.
  - The right not to have prior sexual history unrelated to the allegations under investigation admitted as evidence in a campus hearing.
  - The right to receive updates on the status of the investigation and/or resolution.
  - The right to petition that any member of the investigation team or conduct body be recused on the basis of demonstrated bias.
  - The right to bring an advocate or advisor of the Complainant's choosing to all phases of the investigation and resolution proceeding.
  - The right to provide evidence by means other than being in the same room with the Respondent if a hearing is to be conducted.
  - The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
  - The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties.

- The right to be informed in writing of when a decision of the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the findings and sanctions from the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

## **B. Rights of the Respondent**

The following rights reference grievance procedures that are described more fully in the major section that follows titled “Sexual Misconduct, Including Sexual Harassment and Discrimination Grievance Procedures.”

- The right to an investigation and appropriate resolution of all credible reports or notice of sexual misconduct made in good faith to University officials.
- The right to be informed in advance of any public release of information regarding the incident, should the University have a duty to notify the campus community of an ongoing safety concern.
- The right to have University policies and procedures followed without material deviation.
- The right to be notified of available counseling, mental health, advocacy, health, legal resources, student financial aid, visa and immigration resources, or other student services for respondents to sexual assault claims, either on campus or in the community.
- The right to request a campus no-contact order (or a trespass order against a non-affiliated 3<sup>rd</sup> party) when someone has engaged in or threatens to engage in behavior covered by this policy that presents a danger to the welfare of the Respondent or others.
- The right to be informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the investigation report.
- The right to ask the University to interview witnesses, the opportunity to respond to the testimony of all witnesses, including the Respondent, and the right to challenge documentary evidence.
- The right to a hearing on the report (should a hearing be held), including timely notice of the hearing date, and at least 7 business days for preparation.
- The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law.
- The right not to have prior sexual history unrelated to the allegations under investigation admitted as evidence in a campus resolution process.
- The right to receive updates on the status of the investigation and/or resolution.
- The right to petition that any member of the investigation team or conduct body be recused on the basis of demonstrated bias.
- The right to bring an advocate or advisor of the Respondent’s choosing to all phases of the investigation and resolution proceeding.
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice.

- The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties.
- The right to be informed in writing of when a decision of the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the findings and sanctions from the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

**C. Rights Associated with an Investigation and/or Hearing:**

- The Respondent and Complainant have the right to meet with the Title IX Coordinator or designee for an informational pre-hearing meeting about the Sexual Misconduct Policy, Including Sexual Harassment and Discrimination and the Grievance Procedures.
- The Respondent and Complainant have the right to be informed in writing of the charge(s), the other party involved, the date(s) of the alleged violation(s), the section(s) of the Policy that is alleged to have been violated, the range of sanctions that may be imposed, the date, time, place of any conduct hearing and the right of appeal.
- The Respondent and Complainant have the right to challenge any Hearing Officer or Appeals Officer that he, she, they believes is unable to objectively hear the case. Any challenge must be presented in writing to the Office of Student Conduct at least three (3) business days prior to the hearing.
- The Respondent and Complainant have 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 will be found “not responsible” for the alleged violation.
- During the investigation, the Respondent and Complainant have the right to respond to allegations and statements of fact, including the presentation of evidence and witnesses.
- Witnesses appearing at a hearing must be approved by the Title IX Coordinator or designee, and must be presented in writing to the Office of Student Conduct at least three (3) business days prior to the hearing. Interview lists longer than three individuals may require more than three days’ notice at the discretion of the Director of Student Conduct and Community Standards. The investigator(s) may choose to interview other witnesses the University believes may have relevant information to share about the allegations, or to call them to testify at a hearing, at any point in the resolution process as the investigation or hearing may require.
- 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, they violated the rule(s) for which he, she, they is accused. If the complainant does not appear it will not be presumed that the alleged violation did not occur.
- The Respondent and Complainant have the right to refuse to answer questions.
- The Respondent and Complainant have the right to appeal in accordance with the stipulations described in this policy.

## **Sexual Misconduct, Including Sexual Harassment and Discrimination Grievance Procedures**

(Updated August 2017)

### **I. Responding to Reports Concerning Sexual Misconduct, Including Sex/Gender-Based Harassment or Discrimination:**

Ohio Wesleyan University provides for a prompt and effective response to all notice of a potential violation of this policy. The University engages in a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, the University will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the University's policy has been violated. If so, the University will promptly implement an effective remedy designed to end the misconduct, prevent its recurrence and address its effects.

The University's Student Conduct System, including this policy addressing sexual misconduct (sexual harassment or discrimination), is operated by the University, and under the requirements of Title IX must act in response to notification of possible sexual misconduct.

The Conduct System enforces the rules of a private college. 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").

The Student Conduct System operates under its own rules, procedures, standards, and sanctions, which are described in this policy. The Title IX Coordinator has final authority for all Title IX matters, including investigations, resolution methods, findings, and sanctions. 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 decided independently.

An investigation may take at least 21 business days, or more, depending upon the number and availability of witnesses, the academic calendar, and other factors. Cases where violence and/or harassment has occurred will take priority. It is a goal to resolve complaints within 60 business days from notice of complaint. The timeframe will exclude the days that classes are not in session. The College may extend an investigation process for reasonable circumstances and will provide this information to the complainant and respondent in writing. The 60-day window will not include appeals that may be filed.

## II. Reporting Sexual Misconduct:

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. Please consult the section titled Methods of Reporting in the Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination for a full description of reporting options and methods.

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:

Title IX Coordinator  
Dwayne Todd  
Vice President for Student Engagement and Success/Dean of Students  
HWCC 230  
740-368-3135  
dktodd@owu.edu

Associate Dean for Student Success  
Kristin Weyman  
HWCC 211  
740-368-3135  
kjweyman@owu.edu

Title IX Deputy Coordinator – Student Conduct  
Jess Ettell Irvine  
Director of Student Conduct and Community Standards  
HWCC Room 225  
740-368-3175  
jlettell@owu.edu

Title IX Deputy Coordinator – Athletics  
Kirsta Cobb  
Associate Athletics Director/Senior Woman Administrator  
Edward Gymnasium Room 109  
740-368-3746  
krcobb@owu.edu

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

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, the person you contact will notify the Title IX Coordinator or designee about your meeting.

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. Because this policy applies to current students, the University may be limited in the actions it can take when a report is filed against a former student who is accused of sexual misconduct when he, she, they was a student.

### III. Terms Used in the Adjudication Process:

- **Complainants** are those who allege misconduct by a student.
- **Respondents** are students who are accused of misconduct.
- **Appellants** are those who appeal a decision.
- **Appellees** are those who respond to an appeal.
- **Hearing Panels** are comprised of three trained faculty or professional staff who make findings and decide sanctions in Title IX cases.
- **Appeal Officers** are Hearing Officers who have had no previous role in a given case and hear appeals to decided cases.
- **Business 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 resolution process.

### IV. Resolution Processes:

Concerns about sexual misconduct should be reported to the one of the individuals listed in Section II above in order for the University to move forward with a resolution process. The Title IX Coordinator is designated to formally investigate reports of sexual misconduct by students, to address inquiries and to coordinate the University's compliance efforts regarding reports of misconduct by students, regardless of the University role of the Complainant, who may be another student, faculty, staff, guest or visitor. Various roles and responsibilities of the Title IX Coordinator may be delegated to other individuals.

#### **A. Informal Resolution Process**

Students have the option of pursuing an Informal Resolution Process, in which the Title IX Coordinator or designee attempts to facilitate a mutually-agreeable resolution to the conflict without a formal hearing, and monitors the process for safety. Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict or misconduct. The Title IX Coordinator or designee will facilitate such conversations, upon request, and monitor them for safety.

Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith. The University does not



require the Complainant or Respondent to contact the person involved if doing so is impracticable, or if the impacted party believes that the conduct cannot be effectively addressed through informal means. If informal efforts are unsuccessful, the Formal Resolution Process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

## **B. Formal Resolution Process**

Notice of a formal report can be made in person, by phone, via email or in writing to the Office of Student Conduct or the Title IX Coordinator or Deputy Coordinators. Upon receipt of a report, the Title IX Coordinator will confer with the Office of Student Conduct on appropriate interim action, accommodations for the Complainant or other necessary remedial short-term actions. As necessary, the University reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of misconduct.

The Title IX Coordinator or designee will conduct a preliminary inquiry after receiving notice or a complaint in order to determine whether a more comprehensive investigation will occur. The Coordinator or designee will take preliminary statements from the Complainant and sometimes from the Respondent and certain critical witnesses in making the determination of the appropriateness of a more formal investigation. These statements will be taken after the parties or witnesses have been informed of their right to be accompanied by an adviser of their choice.

Following the preliminary inquiry conducted by the Title IX Coordinator or designee, if the Complainant wishes to pursue a formal resolution or if the University, based on the alleged policy violation, determines the need to pursue a formal resolution, then the Title IX Coordinator will appoint a trained investigator(s) to conduct the investigation, which will begin promptly after determining that a resolution should proceed. Investigations are completed expeditiously once the Title IX Coordinator receives formal notice from the Complainant that he/she/they want to move forward with a resolution process.

The University's investigation or resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the University may undertake a short delay (several days to weeks) in its investigation or resolution process to comply with a law enforcement request for cooperation (e.g. to allow for criminal evidence collection) when criminal charges based on the same behaviors that invoke this process are being investigated. If delayed, the University will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

Following the preliminary inquiry and referral from the Title IX Coordinator, the investigators will take the following steps (not necessarily in order):

- Assist the Title IX Coordinator in determining what specific policy violations should be alleged as part of the report;
- Meet with the Complainant to finalize his/her/their statement;
- Commence a thorough, reliable and impartial investigation by identifying relevant issues, developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to both the Complainant and Respondent, as appropriate, throughout the investigation;
- Meet with the Associate Dean for Student Success to review all evidence, documentation and information gathered, allowing for the Associate Dean to offer recommendations for additional investigation elements and to challenge any evidence of bias in order to ensure a thorough, reliable and impartial investigation. The Associate Dean has formal authority with regard to the completion of investigative reports, which includes overseeing the investigation, reviewing draft investigative reports for thoroughness or potential bias, requiring additional investigative action, and approving the final investigative report and recommendation of findings.
- Meet with each party to review all the evidence, documentation and information gathered and provide each party the opportunity to suggest additional investigation elements or questions to be asked of the other party or witnesses;
- Engage in a comprehensive analysis of the evidence gathered; create an investigation report reflecting all the information gathered, credibility analysis, key issues and fact analysis; and develop a recommendation of findings based on a preponderance of the evidence (whether a policy violation is more likely than not to have occurred);
- Present the investigative report and recommended findings to the Respondent and Complainant. The Respondent may accept or reject the findings. Accepting the recommended findings means that there will not be a subsequent hearing of the case and, if appropriate, sanctions will be issued by the Title IX Coordinator. Rejecting the recommended findings will lead to a hearing by a Title IX Hearing Panel;
- If the Respondent rejects the recommended findings, present the investigation report and recommended findings to a Title IX Hearing Panel, which will make official findings based on the investigation report and the results of a hearing;
- Share the findings and sanctions determined by the Title IX Hearing Panel and update the Complainant on the status of the investigation and the outcome.

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Following the recommendation of findings by the investigator(s), and if the findings are rejected by the Respondent, the Associate Dean for Student Success or designee will appoint a Title IX Hearing Panel to conduct a hearing to determine whether the Respondent is in

violation of the contested aspects of the report, and if so, to issue appropriate sanctions. The parties will be notified of the appointed panel members. If a party objects to one of the appointed panel members based upon a conflict of interest, the party must provide written notice to the Associate Dean for Student Success or designee within two business days from the notification, explaining the conflict of interest. At the hearing, the findings of the investigation will be admitted, but is not binding on the Hearing Panel members as the deciders of fact. The investigator(s) may give evidence and be subject to questioning by the Hearing Panel and the parties. Using a preponderance of the evidence standard, the Hearing Panel will determine whether it is more likely than not that the Respondent violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

Where the finding is a violation of the policy, the Hearing Panel will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator, when applicable. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving non-consensual sexual intercourse, non-consensual sexual contact, intimate partner violence, and/or stalking, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

Information about hearing protocol and other logistical matters will be provided to relevant parties at an appropriate time if or when the University decides to hold a hearing.

## **V. Interim Remedies/Actions:**

The Title IX Coordinator or designee may provide interim remedies intended to address the short-term effects of sexual misconduct, including sexual harassment, discrimination and/or retaliation (i.e. to redress harm to the alleged victim and the community and to prevent further violations). The University will keep interim remedies and actions as private as possible.

These remedies for students may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of the Respondent or, if desired, the Complainant
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

**Interim Suspension:**

The University may interim suspend a student or organization pending the completion of the investigation and resolution, particularly when, in the judgment of the Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the Respondent or the ongoing activity of a student organization whose behavior is in question.

In all cases in which an interim suspension is imposed, the student or student organization will be given the opportunity to meet with the Title IX Coordinator or designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension, a student may be denied access to University housing and/or the University campus/facilities/events. As determined by the Title IX Coordinator or designee, this restriction can include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the individual.

The institution will maintain as confidentially as possible any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

**VI. Sanctions:**

The following sanctions may be imposed upon students found to have violated the Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination. While not an exhaustive list, the following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

- Warning
- Probation
- Educational Activities
- Counseling Assessment or Therapy
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Revocation of Organizational Recognition

## VII. Appeals:

Appeal proceedings as described below apply to both parties. The parties will receive written notification of the outcome of the administrative hearing, to the extent permitted or mandated by law. In cases involving non-consensual sexual intercourse, non-consensual sexual contact, intimate partner violence, and/or stalking, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

### A. **Requesting an Appeal**

If the Respondent accepts the findings of the investigation, those findings cannot be appealed. Following a Hearing Panel's findings, any party may appeal the findings and/or sanctions only under the grounds described, below.

**The ONLY grounds for appeal are as follows:**

1. **A procedural (or substantive) error** occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. **To consider new evidence**, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

All sanctions imposed by the original Hearing Panel will be in effect during the appeal. A request may be made to the Title IX Coordinator to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the Hearing Panel may be appealed by petitioning the Title IX Coordinator. Any party who files an appeal request must do so in writing to the Title IX Coordinator within 5 business days of receiving the written decision. The Title IX Coordinator will appoint an Appeal Officer to consider the appeal. The Appeal Officer will be a Hearing Officer who has not had any previous role in the case before him or her. The parties will be notified of the appointed Appeal Officer. If a party objects to the appointed Appeal Officer based upon a conflict of interest, the party must provide written notice to the Title IX Coordinator within two business days from the notification, explaining the conflict of interest.

The Title IX Coordinator will share the appeal request with the other party (e.g. if the Respondent files an appeal, the appeal is shared with the Complainant, who may also

wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). If the ground for appeal is a procedural error, the relevant University official who is alleged to have violated procedures will be asked to file a response or respond to questions from the Appeal Officer. Appeals are not typically heard in person, but rather will be considered on the basis of written or recorded documentation relative to the appeal claim, or on additional questions the Appeal Officer may pose to relevant parties. The Appeal Officer will send a letter of outcome for the appeal to all parties involved in the original or appeal hearing.

The Appeal Officer can take one of two possible actions:

- 1) Dismiss an appeal request as untimely or ineligible, or
- 2) Grant an appeal and remand the finding for further investigation or reconsideration at the hearing level.

The original findings and sanctions will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear procedural error or new relevant information that was not available at the time of the original hearing, as the original hearing is presumed to have been conducted in a thorough, reliable, and impartial manner.

Most remanded cases will be reheard by the original Hearing Panel. The results of a reconvened hearing with the original Hearing Panel cannot be appealed. In rare cases where a procedural (or substantive) error cannot be cured by the original Hearing Panel (as in cases of bias), the Appeal Officer may order a new hearing with a different Hearing Panel. The results of a new hearing (with a new Hearing Panel) can be appealed, once, on either of the applicable grounds for appeals.

## **B. Procedures governing the hearing of appeals**

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- Every opportunity to return the appeal to the original Hearing Panel for reconsideration (remand) should be pursued.
- Appeals are not intended to be full re-hearings of the allegation (de novo). Except in rare cases, appeals are not heard in-person, but instead are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Appeals decisions are to be deferential to the original Hearing Panel, making changes to the findings only where there is clear error or newly-available evidence;
- An appeal is not an opportunity for Appeal Officers to substitute their judgment for that of the original Hearing Panel merely because they disagree with the finding and/or sanctions.
- Sanctions imposed are implemented immediately unless the Title IX Coordinator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeal Officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The Appeal Officer's decision to deny an appeal request is final.

### **VIII. Participation of Advisors in the Resolution Process:**

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. The advisor may be a University advisor, a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. People who will be called as witnesses may not serve as advisors.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with campus officials. Advisors may confer quietly with their advisees as necessary, provided they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors may be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting, provided their advisee is present for the meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the University an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the University investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator or a Deputy Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The University expects that the parties will wish the University to share documentation related to the allegations with their advisors. The University provides a consent form that authorizes such sharing. The parties must complete this form before the University is able to share records with an advisor. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the University. These records may not be shared with 3<sup>rd</sup> parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The University may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

The University expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change scheduled meetings to

accommodate an advisor's inability to attend. The University will, however, make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

The parties must advise the investigators of the identity of their advisor at least two (2) business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials. Additionally, when parties or their advisors are reviewing any documents or recordings in a case file, they may only make handwritten notes. No photographs, dictations, scans, or other reproductions of materials in a case file are permitted without the authorization of the Director of Student Conduct and Community Standards.

## **IX. Additional Relevant Policies and Practices:**

### **A. Notification of Outcomes**

The outcome of a campus hearing is part of the education record of the responding party, and is protected from release under a federal law, FERPA. However, the University observes the legal exceptions as follows:

- Parties to non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have an absolute right to be informed of the outcome, essential findings/rationale, and any sanctions that may result, in writing, without condition or limitation, and without substantial delay between notifications to each party.
- The University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a University policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking and kidnapping/abduction. In doing so, the University will not release any information that could lead to the identification of the reporting party.

### **B. Alternative Testimony Options**

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the Complainant or as a witness, alternative testimony options may be offered, such as placing a privacy screen in the hearing room, or allowing the Complainant to testify outside the physical presence of the Respondent, such as by video conference or phone. While these options are intended to help make the Complainant more comfortable, they are not intended to work to the disadvantage of the Respondent.

### **C. Past Sexual History/Character and Past Conduct Violations**

The past sexual history, sexual character or conduct violations of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Director of Student Conduct and Community



Standards (pertaining only to past or subsequent interactions between the parties that offer context). All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be reviewed in advance of the hearing by the Director of Student Conduct and Community Standards.

#### **D. Witness Participation in an Investigation**

Witnesses are expected to cooperate with and participate in the University's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone or web conferencing if they cannot be interviewed in person. Parties who elect not to participate in the investigation will have the opportunity to offer evidence during the hearing and/or appeal stages of the process, though failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence. Any witness scheduled to participate in a hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing.

Witnesses appearing at a hearing must be approved by the Title IX Coordinator or designee, and must be presented in writing to the Office of Student Conduct at least three (3) business days prior to the hearing. Witness lists longer than three individuals may require more than three days' notice at the discretion of the Coordinator of Student Conduct. The University may choose to interview or call other witnesses the University believes may have relevant information to share about the allegations at any point in the resolution process as the investigation or hearing may require.

#### **E. Training for Those Implementing These Procedures**

Personnel tasked with implementing these procedures (e.g.: Title IX Coordinator, Investigators, Hearing Panel Members, Appeal Officers, etc.) will be trained at least annually. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to sexual harassment and discrimination allegations; the University's Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination; confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance.

#### **F. Conflicts of Interest and Bias**

The University is committed to ensuring that its resolution processes (e.g.: investigation, hearing, appeal, etc.) are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is actual or perceived bias or conflict of interest that would materially impact the outcome may submit a written petition to the Director of Student Conduct and Community Standards for the person's removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest, and why the petitioner believes the bias or conflict could materially impact the outcome. Such petitions may also be made to the Title IX Coordinator, or to the University President in the event that the potential conflict or bias involves the Title IX Coordinator.

#### **G. Withdrawal Prior to Resolution**

If a student withdraws from the University after being accused of sexual misconduct and prior to final resolution, the pending case will be noted in the student's record and the student must resolve the issue before reenrolling.

### **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.

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).

Students who have concerns about potential violations of this policy are encouraged to share their concerns with the Dean of Students or a member of the University Harassment Advisory Panel (list available at <https://www.owu.edu/about/offices-services/human-resources/handbooks-policies/employee-internal-policies/harassment-policy/>).

### **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.

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.

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.

## **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 direct or indirect suggestion to

act placed upon a 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 law, 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. OWU strongly believes that hazing is antithetical to goals such as building group cohesion or establishing loyalty of members to each other. There are countless ethical, effective, and legal ways to accomplish such goals, and the University stands ready to advise individuals and organizations on such methods.

#### 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, or any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing.

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
- Blindfolding
- Consumption of unknown drinks or food

*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 often 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 if 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 organization or coach 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:**

Director of Clubs and 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. The only exception to this policy, pursuant to State Bill 199, is that an individual who has a license to conceal carry in Ohio may store a handgun and munitions in a locked motor vehicle in a campus parking lot, or be in the immediate process of placing a handgun inside a locked motor vehicle in a campus parking lot. Such firearms and munitions must remain inside the vehicle at all times. Any student found to possess a weapon in a manner that does not comply with this policy may have the weapon confiscated and will be referred to the Student Conduct System. The university may also call for a local law enforcement response if the potential threat to others is unknown.

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.

## Residential Life Policies

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<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 skills and 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/their rights. A sense of community and pride can develop only when the individual residents begin to accept personal responsibility for their living space. This responsibility includes 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. The Residential Life staff will take actions necessary to uphold policies and maintain a positive environment. When deemed necessary, these may include referral to the University Student Conduct System.

### Policies for All Residential Facilities

#### 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 may be disposed of 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, including the misuse of prescription drugs, is prohibited. Students who violate the Policy on Alcohol and Other Drugs 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 for additional information.
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.
4. Fire Safety Policy – Refer to the Code of Conduct, Community Standards and Policies, Fire Safety Policy.
5. Smoking – Smoking, including the use of electronic cigarettes, is not permitted in the residential facilities (Ohio Revised Code Chapter 3794 – Smoking Ban). Refer to the Code of Conduct, Smoking Policy.
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.
8. Weapons – For the full Weapons and Explosives Policy refer to the Code of Conduct, Community Standards and Policies, Weapons and Explosives Policy.
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:

Number of Individuals Permitted in Rooms and Suites		
SINGLE May not exceed 3	DOUBLE May not exceed 6	QUADS/SUITES May not exceed 12

### 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.

Due to fire code regulations, 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, TVs 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:

<b>Electronic Items Permitted in Residential Facilities</b>	
Air purifiers	Hair Dryers/Electric Hair Curlers/Straighteners
Clocks	Lamps (300 watt limit; excluding Halogen lamps)
Computers	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)
Stereos	Televisions (cable hookups are available; satellite antennas may not be installed)
Fans	VCR/DVD/DVR players
Razors (electric)	Video Game Systems
Microwaves (800 watts or less)	Holiday Lights (not stranded together or hung from fire suppression fixtures)
<p><u>Note:</u></p> <ul style="list-style-type: none"> <li>• All electrical items must bear the UL (Underwriters Laboratory) approved label and be in good condition.</li> <li>• Any appliance that is not expressly prohibited but causes a nuisance by tripping electrical breakers will be deemed prohibited.</li> </ul>	

Approved electronic items should be unplugged when not in use (e.g. curling iron, hair dryer, razors).

Students living in Small Living Units/Theme Houses may possess and use coffeepots, corn poppers, and toasters in kitchens only; they may not be used in a student bedroom. Any electronic/electrical appliance not listed above must be approved by 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):

<b>Items NOT Permitted in Residential Facilities</b>	
Air conditioners	Hot plates
Electric frying pans/griddles/devices	Hot water heaters/kettles
Extension Cords (all types)	Space Heaters
George Foreman Grills	Sun Lamps
Halogen Lamps	Toaster Ovens
Candles (including candle warmers/electric potpourri pots/scented oil burners)	Corn poppers (except when used in SLU/theme house kitchens)
Any electronics/electrical appliances not clearly marked as UL approved	Toasters (except when used in SLU/theme house kitchens)
Any appliance with an exposed heating element or hot surface	
<p><u>Note:</u> Any appliance that is not expressly prohibited but causes a nuisance by tripping electrical breakers will be deemed prohibited.</p>	

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 – Custom built lofts are prohibited. Upon request, OWU Buildings and Grounds may provide appropriate materials to students who wish to elevate their university issued beds. These materials may be available on a first-come, first-served basis. Lofts must be assembled in such a way as to allow a 36” clearance between the top of the mattress and the ceiling. Students may not place their bed upon desks, dressers, wardrobes, etc. as a means to elevate their bed.
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. An online registration form is available from the Residential Life Office web site and must be completed in advance by the hosting student (<https://www.owu.edu/about/offices-services/office-of-residential-life/important-forms-and-links/guest-visitor-information-and-registration/>).
- 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.
  - h. 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.
  - i. Non-OWU overnight visitors who are on campus for a recruiting event will be registered by the hosting department.
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. Designated honors floors also have 24-hour quiet hours in order to be more conducive to study. 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 an electrical outlet. Refrigerators must 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 students' right to privacy in their 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 since refrigerators are to be unplugged and defrosted during winter break. 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 Vice President for Student Engagement and Success/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, 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.

Students may not alter permanent fixtures or cause unusual damage to a room. Painting walls within a student room/suite is not permitted.

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, the individual may need to undergo a series of tests in order to best protect their own future health.
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.**

#### 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 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 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.**

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. **Unless otherwise approved by the university for accommodation purposes, the housing of cats, dogs, rabbits, ferrets, snakes, and other unauthorized animals in the residence halls is prohibited. No visiting animals (i.e. pets from home) will be permitted in any residence halls at any time.**

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. Students are responsible for caring for their pet and the pet's living environment; if the pet or its living environment becomes a sanitary issue or source of contention, the student will be asked to remove the pet from residential facilities.

All pets found in student housing which violate this policy must be immediately removed by the owner or will be immediately removed or confiscated and moved to a local shelter or the Humane

Society. Residential Life reserves the right to determine if an animal is appropriate. Violation of this policy may result in a referral to the Office of Student Conduct.

#### 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, the University reserves the right to require that the animal be removed 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 will be the responsibility for the pet's registered owner.

## **Public Safety Policies**

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<http://publicsafety.owu.edu>

Smith Hall, 740-368-2222

### **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.

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 seventh 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 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

Campus parking lots are marked in accordance to the type of permit necessary for a driver to park within the lot; signage can be found at the entrance to all campus parking lots. The Public Safety Department strives to utilize the available parking spaces in the best manner possible. As such, we will make adjustments as necessary to accommodate as many students as is possible. When this occurs, the signage at those lots will also be updated to reflect the permits necessary to park in the affected parking lot.

A list of areas designated as B, C or D permit parking will be provided to the student upon receipt of a parking permit sticker, available for pick up from the Public Safety Department once the online application has been completed (you can apply for a permit at [www.tocite.net/owu/viewpermit](http://www.tocite.net/owu/viewpermit)). Parking spaces are subject to reclassification throughout the

academic year to accommodate parking needs.

- Series A Permits are available to OWU faculty and staff, and can be assigned temporarily to students who have qualifying mobility impairments/disabilities. (Series A Permit holders may park in any A, B, C, or D permit parking areas, unless indicated by signage.)
- Series B Permits are available to sophomore, junior, and senior students at a cost of a \$175 for the full year, and will decrease to half price beginning January 1. (Series B Permit holders may park in any B, C or D permit parking area, unless indicated by signage.)
- Series C Permits are available to all freshman students at a cost of \$175 for the full year, and will decrease to half price beginning January 1. (Series C permit holders may park in any C or D permit parking, unless indicated by signage.)
- Series D parking permits are available to all students free of charge and provide remote campus parking. D Permit locations include the Jay Martin Soccer Complex, Meek Aquatic Center, and designated spaces in the Selby Stadium parking lot. All other areas are prohibited.
- Permit prices for B and C permits are reduced to 50 percent of the original price starting January 1.
- Permit fees are payable online, or with a check or credit card at time of pick-up.

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. Student parking permits may be purchased on line using a debit or credit card ([www.tocite.net/owu/viewpermit](http://www.tocite.net/owu/viewpermit)), or onsite at the Public Safety office using credit/debit card or check. Cash payments are no longer accepted. Permits will be available for pick up at the Public Safety office the next “business day” following completion of the online application and payment.

*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, which 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, with the exception of spaces marked for B permit parking on the southwest side of the parking lot.)

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.

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>) which will be forwarded to the Coordinator of Student Conduct who 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.

Vehicles may be booted for up to 72 hours, during which time the locking mechanism may be removed by paying a \$75 fine. The boot removal fine may be paid online at: [https://www.sagepayments.net/eftcart/products.asp?M\\_id=541692785482](https://www.sagepayments.net/eftcart/products.asp?M_id=541692785482), or at the Public Safety Office located in Smith Hall, room 120, cash or check accepted. Credit cards are accepted during normal business hours only. If paid online, a copy of the email receipt must be provided prior to removal of the immobilization device.

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 the Student Accounts 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.

### 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. Bicycle owners may pick up their bicycles only to remove them from campus. If a bicycle is not claimed after six months, 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 else 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.

# The Student Conduct System

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<http://owu.edu/studentconduct>

HWCC 225, 740-368-3175

## 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 Panel members.

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 and sexual misconduct, including sexual harassment and discrimination. These types of student misconduct are governed by their own policies (see the Academic Grievance Policy or the Policy on Sexual Misconduct, Including Sexual Harassment and Discrimination).

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. Director of Student Conduct and Community Standards

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 Director of Student Conduct and Community Standards selects and may remove any student member of a Student Conduct Panel.

### 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 Director of Student Conduct and Community Standards.

### C. Student Conduct Panel

Consists of two (2) University staff or faculty members and one (1) student. The panel will be chaired by a University staff or faculty member. If a student is not available to serve on a Student Conduct Panel, an additional University staff or faculty member will be appointed to fill the third seat. Students eligible to be appointed to a Student Conduct Panel are selected jointly by the Administrative Policy Committee of WCSA and the Director of Student Conduct and Community Standards. The Director of Student Conduct and Community Standards is responsible for training panel members and has discretion regarding which panel members will be appointed to a Student Conduct Panel to hear a particular case. The Student Conduct Panel typically hears relatively more serious cases involving individual student Respondents and all cases involving student organizations as Respondents, and is charged with determining whether students who have been accused of rule violations are responsible for the violations. For students and student organizations that are found to be responsible for violations, the Student Conduct Panel recommends sanctions to the Director of Student Conduct and Community Standards.

### D. 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, Hearing Officers, Student Conduct Panel 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. However, they may provide advice and guidance to their advisees. The Complainant and Respondent may request brief recesses to confer with the individual advising them. Recesses must be approved by the Hearing Officer, 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.

- E. The Administrative Policy Committee of WCSA  
In conjunction with the Director of Student Conduct and Community Standards, selects student members of the Student Conduct Panel.
- 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 or Student Conduct Panel.
  - **Appellees** are those who respond to an appeal.
  - **Business 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), 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 or Conduct Panel Member who they feel is unable to objectively hear the case. Any challenge must be presented to the Office of Student Conduct at least three (3) business days prior to the hearing.
- F. 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.
- G. 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) business days prior to the hearing. The University may question or call a witness it

deems relevant to the facts of the case at any time during the proceedings.

- H. 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, Hearing Officers, Student Conduct Panel 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 Section V. for a more detailed discussion of University Advisors.
- I. 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/they violated the rule(s) for which he/she/they 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 Director of Student Conduct and Community Standards for a pre-hearing meeting.
- J. For Lower Tier cases, Respondents must attend their hearing with a Hearing Officer.
- K. The Respondent and the Complainant have the right to refuse to answer questions.
- L. The Respondent and Complainant (when the Complainant is not a University official acting in his/her/their official capacity to enforce university rules and regulations) have the right to appeal the findings of a hearing within the confines of the appeal policies.
- M. The Respondent and the Complainant have the right to request that the Director of Student Conduct and Community Standards reschedule a hearing. Requests must be made in writing at least 48 hours before the scheduled hearing. The Director 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 Director of Student Conduct and Community Standards in the Office of Student Conduct. Upon receiving a complaint, the Director of Student Conduct and Community Standards, 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 Director of Student Conduct and Community Standards.

### 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 Director of Student Conduct and Community Standards determines whether to charge an individual student who or student organization that has had a complaint filed against him/her/they. The standard for determining whether to file a charge is probable cause. If a student is charged, the Director of Student Conduct and Community Standards determines whether the case will be processed as a Lower Tier Case or Higher Tier Case, and whether it will be heard by a Hearing Officer or a Student Conduct Panel (see 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 Director of Student Conduct and Community Standards will hear the case directly or will forward the case to another Hearing Officer or a Student Conduct Panel.

C. Notifying the Respondent

When an individual student or student organization is charged with a violation(s) of a University rule(s), the Director of Student Conduct and Community Standards notifies the Respondent of the charge(s), the Complainant(s) if applicable, 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 Director of Student Conduct and Community Standards, or designee, at a specified time and place for an 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 or organization filing a complaint, providing 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 of which 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 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, 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, Hearing Officers or the Student Conduct Panel 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 Panel 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 Hearing Officer or the Student Conduct Panel 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 subject to approval by the Dean of Students, 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 Director of Student Conduct and Community Standards determines whether and what to charge in Lower Tier cases. Hearings for Lower Tier cases recognize students' procedural rights (see above) and follow general procedures for the conduct process (see above). Respondents in Lower Tier cases must attend their hearings, which will be held with a Hearing Officer during regularly scheduled times each week. A decision will be made in the absence of the Respondent if he/she/they fails to appear for their hearing.

Lower Tier Hearings are designed to be informal and to resolve cases quickly. The goal is for the Hearing Officer and Respondent to have a 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, but rather, to use reason to find common ground. Accordingly, sanctions for Lower Tier cases strive to be learning based and non-punitive.

Hearing Officers will review incident reports and other relevant written information in the record prior to the case. During the hearing, the Hearing 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. Hearing Officers may hear the cases of multiple Respondents involved in the same alleged violation together or individually at his/her/their discretion. Hearing Officers may hold a hearing over more than one sitting. They may also refer a case to the Director of Student Conduct and Community Standards if, in the course of hearing the case, the Hearing Officer concludes that it should be considered as a Higher Tier case.

If a Respondent contests the accusations against him/her/them, the Hearing Officer will weigh relevant information and determine whether the Respondent is responsible for the violation, based on a preponderance of the evidence. The 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.

Following the hearing, the Hearing Officer prepares a written statement containing his or

her findings and rationale. If the Hearing Officer finds the Respondent responsible, the statement includes the recommended sanctions. The statement is forwarded to the Director of Student Conduct and Community Standards, 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)

#### G. Higher Tier Cases

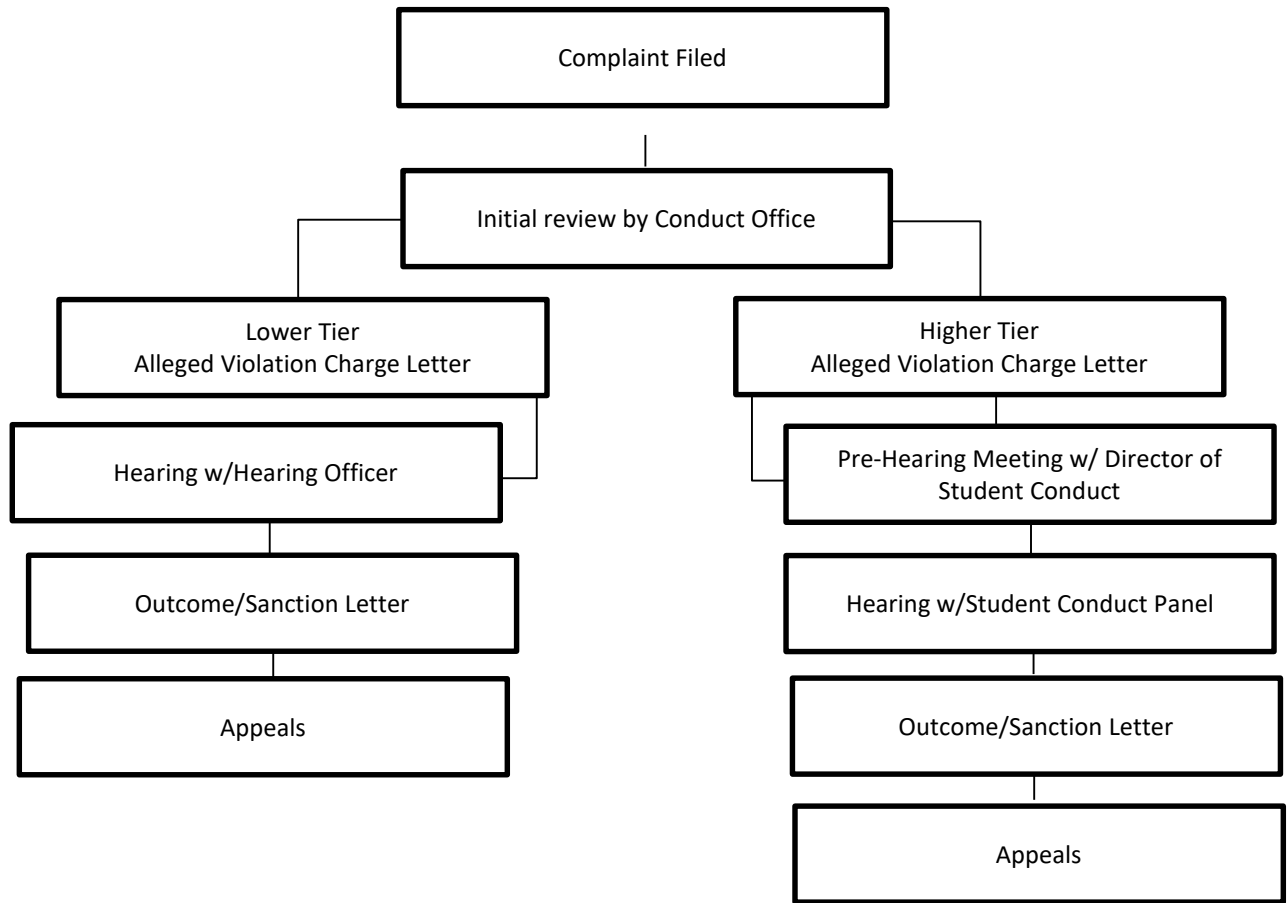
Higher Tier hearings are used for cases in which 1) individual students are charged with “High Severity” and some “Moderate Severity” violations; or 2) individual students have committed multiple violations in the past; or 3) the case facts are relatively complicated. The Office of Student Conduct will 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 Director of Student Conduct and Community Standards determines whether and what to charge in Higher Tier cases. Hearings for Higher Tier cases recognize students’ procedural rights (see 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 Director of Student Conduct and Community Standards. 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 Director of Student Conduct and Community Standards determines the sanction that will result and an outcome letter is sent to the Respondent (and the Complainant, if required by law).

If the Respondent contests the charge, a hearing before a Student Conduct Panel will be held. The parties will be notified of the appointed members of the Student Conduct Panel. If a party objects to one of the appointed panel members based upon a conflict of interest, the party must provide written notice to the Director of Student Conduct and Community Standards within two business days from the notification, explaining the conflict of interest.

Members of the Student Conduct Panel will review incident reports and other relevant written information in the record prior to the hearing. Hearing Procedures will be provided to relevant parties in a timely manner before the hearing occurs. If a hearing before the Student Conduct Panel is not practical for extenuating circumstances (i.e. break period or unavailability of panel members), the hearing may be conducted by at least three trained individuals selected by the Director of Student Conduct and Community Standards.

FIGURE 1: Process for the Two-Tier Conduct System



### VIII. Appeals

1. Respondents found responsible for violating University rules may appeal in accordance with the procedures described below. 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 also have the right to appeal. When the Complainant is a University official acting in his/her official capacity to enforce University rules and regulations the Complainant may not appeal.
2. Appeals are limited to the following alleged reasons:
  - **A procedural (or substantive) error** occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
  - **To consider new evidence**, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. Appeals must be submitted in writing to the Director of Student Conduct and Community Standards. The written appeal must state the specific grounds for the appeal and be received by the Director of Student Conduct and Community Standards within seven (7) business days from the date of the outcome letter for the conduct hearing.
4. Appeals will be heard by the Dean of Students and/or Associate Dean for Student Success

based on the written appeal, any written responses by relevant parties involved in the appeal claim, and a review of case files. An in-person meeting with the Appellant or other parties will occur only at the discretion of the Dean or Associate Dean. The decision of the Dean/Associate Dean on an appeal is final.

5. All sanctions imposed by the original Hearing Officer or Student Conduct Panel will be in effect during an appeal. A request may be made to the Director of Student Conduct and Community Standards to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## 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 typically be treated with educational sanctions and/or minor fines. Depending on the circumstances, students and organizations that commit low severity or moderate severity violations may be subject to more punitive sanctions in addition to learning-based sanctions (see Table of Sanctions).

All sanctions imposed by the original Hearing Officer or Student Conduct Panel will be in effect during an appeal. A request may be made to the Director of Student Conduct and Community Standards to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

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 each case, yet using a single administrator, the Director of Student Conduct and Community Standards, to review and approve all Hearing Officer sanctions for consistency before they become final. A further check is the Dean of Students or Associate Dean of Students, who can modify or reverse sanctions that are imposed by the Director of Student Conduct and Community Standards.

### **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: 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.

Fines: Fines entail a monetary charge to the responsible student. 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 only, not restitution) at a rate negotiated with the Director of Student Conduct and Community Standards. 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. Individual students and organizations are subject to the loss of privileges while on 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, in cases where other conduct modification approaches have not been successful, or when the conduct is sufficiently severe.

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/their 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 may 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 may be notified.

Progressive Sanctioning: Sanctions will increase for each subsequent violation.

### Table of Sanctions

Range of Sanctions by Level of Violation and Number of Incidents

	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident or beyond
<b><u>Low Severity Violations</u></b>	Fine and/or Warning and/or Learning-Based Sanction  <u>Fines:</u> \$10-\$30	Fine and/or Learning-Based Sanction  <u>Fines:</u> \$30-\$60	Fine and/or Learning-Based Sanction and/or Probation  <u>Fines:</u> \$60-\$90	Fine and/or Learning-Based Sanction and/or Probation or Suspension  <u>Fines:</u> \$90 or more
<b><u>Moderate Severity Violations</u></b>	Fine and/or Learning-Based Sanction  <u>Fines:</u> \$30- \$80	Fine and/or Learning-Based Sanction and/or Probation  <u>Fines:</u> \$80-130	Fine and/or Learning-Based Sanction & Probation  <u>Fines:</u> \$130-\$180	Fine and/or Learning-Based Sanction and/or Probation or Suspension or Expulsion  <u>Fines:</u> \$180 or more
<b><u>High Severity Violations</u></b>	Fine and/or Learning Based Sanction and/or Probation or Probation or Suspension or Expulsion  <u>Fines:</u> \$100-\$150	Fine and/or Learning- Based Sanction and/or Probation or Suspension or Expulsion  <u>Fines:</u> \$150-\$200	Fine and/or Learning- Based Sanction and/or Probation or Suspension or Expulsion  Fines: \$200-\$250	Suspension or Expulsion
<b><u>Student Organizations</u></b>	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 or Suspension  <u>Fines:</u> \$150-\$200	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 or Suspension  <u>Fines:</u> \$200-\$250	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 or Suspension  <u>Fines:</u> \$250-\$300	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 or Suspension  <u>Fines:</u> \$300 or more



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. Additionally, violations by organizations can run the gamut of low severity to high severity and therefore can prompt a serious sanction like suspension after a single act of misconduct, such as in cases of hazing.

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.

Also note that allegations of sexual misconduct, including sexual harassment and discrimination, have separate policies and procedures, which are described elsewhere in this Student Handbook.

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, Providing False Information, and Failure to Comply.

High Severity Violations – Examples include Sexual Misconduct, Tampering w/Fire Safety Equipment and Arson, Drug Trafficking, 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 High Severity violations. Ohio Wesleyan reserves the right to notify Parent(s)/Guardian(s) of the incident as early as the first offense.

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

#### X. Failure to Comply

Students must to complete all sanctions issued through the conduct process. Any student who does not fully comply with disciplinary sanctions is subject to further conduct action. Students who are graduating may not receive authorization to participate in commencement exercises if they do not complete their sanctions. The purpose of this policy is to ensure that students accept responsibility for their decisions and actions and to promote civility and ethical behavior.

#### XI. 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/she/they 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, provided the record is still maintained by the University.

# IMPORTANT OFFICES AND RESOURCES

## Academic Services

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### Academic Advising

<http://advising.owu.edu>

**Corns 316, 740-368-3928**

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 Orientation 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

<http://arc.owu.edu>

**Corns 316, 740-368-3925**

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 email [arc@owu.edu](mailto: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 all types of writing assignments in any of their classes. We work with students throughout the writing process, from brainstorming ideas and getting started, to writing and revising drafts and polishing sentences and citations. In addition, we offer 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 student would benefit from ongoing support in writing. Students who receive "U"s 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-drafting-revising stages for three or four short writing assignments from that semester's classes. When the student's writing skills show improvement and the student has completed the 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. The 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 professionals 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 pace 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 at the college 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**

<https://www.owu.edu/about/offices-services/information-services>

<http://helpdesk.owu.edu>

**Corns Lower Level**

**740-368-3120**

[helpdesk@owu.edu](mailto:helpdesk@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, Google Photos, 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>. Wired network access is available in some locations. 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 1Gbps 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, small viewing rooms, green screen studio, 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 video conferencing 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 email [helpdesk@owu.edu](mailto:helpdesk@owu.edu) or call 740-368-3120 for 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 (both print and electronic) and media use the [Books & Media](#) link on our web site. 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 on the [Borrow, Renew, Request](#) page.

### 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. When using electronic resources off campus, you will be prompted to logon with your name and library barcode—the number at the bottom of your student ID.

### 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 exists on a topic.

### 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.

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 libraries' 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 Science 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 24/7 study space is also available for student use when the main library is closed. Equipped with computers, a laser printer, wireless access, and lockers for storage, this room is accessible for student use when the main library is closed. 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.

## **OWU Connection Programs/International and Off Campus Programs**

<http://iocp.owu.edu>

**HWCC 214, 740-368-3070**

**& Merrick Hall, 740-368-3075**

OWU Connection 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 for-credit educational programs
- the application process for study abroad and domestic off-campus programs
- regulations of the Department of Homeland Security, Immigration and Customs Enforcement
- international and US global nomad students
- the Theory-to-Practice Grant Program
- the SIP Grant Program
- Travel Learning Course Program
- enrolled international and US global nomad students
- those participating in off-campus programs
- the internationalization of the campus
- programs which aid international students with their adjustment to the campus and Delaware community and in meeting their educational and personal goals (from Orientation through Commencement)

Additionally, IOCP ensures student and institutional compliance with certain US Federal and State laws related to non-immigrant students.

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

<http://registrar.owu.edu>

University Hall 007, 740-368-3200

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 email
  - 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, and student conduct 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 from the student is not needed for access by:
    - a. University Officials acting in the student's educational interest and within the limits of their need to know. A University Official typically includes a person employed by the university in an administrative, supervisory, research, or support staff position, a person serving on the board of trustees, or a student serving on an official committee such as the Student Conduct Panel or assisting another University Official in the performance of his or her tasks. A University official may also include a volunteer or contractor outside of the university who performs an institutional service or function for which OWU would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of personally identifiable information from education records. A University Official has a legitimate educational interest if the Official needs to review an education record in order to fulfill his or her professional responsibilities for the university;
    - b. Officials of other schools in which the student wishes to enroll;
    - c. Representatives of federal, accrediting, and research agencies (provided the materials are not personally identifiable);
    - d. Persons conducting educational or research studies about universities and students, with the provision that only aggregate (not personally identifiable) data will be released;
    - e. Appropriate officials in connection with a health or safety emergency;
    - f. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of Federal regulations;
    - g. Parents of a dependent student for IRS tax purposes.
  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 at <https://admin.owu.edu/cgi-bin/student/OWerpInfoRelease.cgi> . 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 the University's efforts to prevent and respond to cases of sex- or gender-based harassment, discrimination, and misconduct. 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:

Dwayne K. Todd, PhD  
Vice President for Student Engagement and Success and Dean of Students  
Ohio Wesleyan University  
Hamilton-Williams Campus Center – Room #230  
Delaware OH 43015  
740-368-3135  
[dk todd@owu.edu](mailto:dk todd@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 Deputy Coordinators:

Athletics  
Kirsta Cobb  
Associate Athletics Director  
Senior Woman Administrator  
Edward Gymnasium Room 109  
740-368-3746  
krcobb@owu.edu

Student Conduct  
Director of Student Conduct and  
Community Standards  
Ohio Wesleyan University  
HWCC Room 225  
Delaware, OH 43015  
740-368-3175

## Student Affairs

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### Residential Life

<http://reslife.owu.edu>

HWCC 225, 740-368-3175

The Residential Life Office oversees all matters relating to living on campus, including 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 House of Black Culture.

### 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. You are residing with parents or legal guardians at their primary place of residence within 30 miles driving distance of campus. You must provide documentation that the address given is the bona fide primary place of residence of your parents or guardians. “Primary place of residence” is defined as the one place where an owner of the property has his/her true, fixed, and permanent home that will continue as a primary place of residence until another primary place of residence is established. If your parents or legal guardians rent, and do not own, their primary place of residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further documentation may be required at the discretion of the Residential Life staff.
2. You are 23 years of age or older during the academic year for which an exception is requested.
3. You are a fifth-year senior.
4. You are legally married. (You are required to provide documentation.)
5. You are the parent of dependent children. (You are required to provide documentation.)
6. You have medical or psychological conditions that cannot be accommodated by the University. Ohio Wesleyan 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. Accommodations are made in consultation with OWU personnel including representatives from the Student Health Center, Counseling Services, and Sagan Academic Resource Center. In rare circumstances when the University is unable to make accommodations as determined by these personnel, the student will be granted an exception. (The process requires additional paperwork obtainable only after a meeting with Disability Services.)

If any student 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 else, the University reserves the right to require the student to move back on campus with applicable room and board charges and to 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. The Director will consult with

appropriate campus colleagues to make a decision on the request.

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.

### **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 typically have earned a Master's degree in Higher Education/Student Affairs or a related field. RLCs have experience in advising students, student housing work, and the general area of student services. These staff members live in the residence halls so they can be available to you and help ensure the smooth operation of our residential program. They are interested in getting to know you and in supporting your OWU experience!

Each residence hall, fraternity house, theme house, and Small Living Unit (SLU) have a number of student staff members who aid in the operation of the building and assist the residents. The hall staff, Resident Assistants (RAs), and SLU Moderators are trained to act as referral agents to professional staff who are equipped to assist with 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. They reside among residents to be a nearby resource, to help develop a sense of community among residents, and to help enforce important university policies that support a positive residential experience. We encourage you to get to know your RA or Moderator.

### **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 named in honor of Bishop James Bashford, OWU's fourth President. Bashford Hall is single gender by floor, with men and women each occupying two floors. It houses 133 first year 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 and third floors.

#### Hayes Hall

Located between Stuyvesant and Smith Halls, Hayes Hall is an all-female residence hall (OWU's only single gender residence hall) for upper class students. 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. Smith East houses upper class students. Most residents in Smith West are first year students. Each suite in Smith West has two bedrooms, a common room, and a private bathroom. 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. Stuyvesant is home to 243 upper class 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, completed in 1954, is named after Bishop Edward Thomson, the first President of Ohio Wesleyan. Thomson Hall is single gender by floor, with men occupying the first and second floors and women occupying the 3rd floor. It houses 109 first year 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.

### Welch Hall

Welch Hall houses first year students 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. 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.

### **Fraternity Houses**

There are six chapter houses for national fraternities which provide housing for approximately 180 men. Fraternity members typically must reside in their respective houses beginning with their sophomore year or after they have been initiated into the chapter unless excused by the chapter for limited reasons. All residential fraternity houses include residential rooms, chapter rooms, and laundry rooms. Some houses also have a kitchen and dining area where chapter meals may be prepared and served. All fraternity house residents must participate in a meal plan.

The following is a list of residential fraternities at OWU and their campus addresses:

Alpha Sigma Phi – 9 Williams Drive  
Chi Phi – 216 N. Franklin Street  
Delta Tau Delta – 20 Williams Drive  
Phi Delta Theta – 19 Williams Drive  
Phi Gamma Delta “Fiji” – 35 Williams Drive  
Sigma Phi Epsilon – 10 Williams Drive

### **Theme Houses, House of Black Culture, & Small Living Units**

#### 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 OWU’s business programs and has a close connection to the Economics Department. The house is composed primarily of 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.

#### Gillespie Honors House (81 Oak Hill Avenue)

The Gillespie Honors House at 81 Oak Hill is a brand-new facility opening in fall 2017. The Honors House provides a unique group living environment for 27 returning students, with priority given to students who are in the Honors program and participate on the OWU Honors Board. This two-story facility includes a large gathering space, seminar rooms, a common kitchen, and laundry facilities on the first floor. Students reside in single and double rooms on both floors. Common bathrooms have shared sink areas, but private toilet and shower rooms.

#### Panhellenic House (30 Williams Drive)

The Panhellenic House is a community of women affiliated with Greek letter organizations at OWU, and it is a new community beginning in fall 2017. Residents selected to live in the house are required to be active members of a chapter at OWU. In addition to providing a housing community for 22 residents, the Panhellenic House provides a shared space for sororities to plan and conduct philanthropy events, recruitment events, and open houses. As such, it provides an atmosphere that encourages growth, inspires intellectual curiosity, promotes service, and supports the success of organizations across the campus community. Additionally, it provides a safe space for open dialogue, purposeful planning, and mutual understanding of the honor and privilege that comes with being a Panhellenic woman.

#### House of Black Culture (65 Oak Hill Avenue)

The Butler A. Jones House of Black Culture has been a vibrant cultural community on Ohio Wesleyan's campus for over 40 years. The house is named for former sociology professor Butler A. Jones, who was known for his work with race relations and the Civil Rights Movement. 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 upper class 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 12-15 students live, implement programming activities, and participate in various campus events focused on their theme. Current SLUs include the Citizens of the World House, House of Linguistic Diversity, Peace & Justice House, Tree House, House of Spiritual

Athletes, Inter-Faith House, and Sexuality and Gender Equality House.

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, which occurs in late fall/early spring. Over the years, students have lived together to build on their common interests in ecology, internationalism, 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, fraternity houses, theme houses, and SLUs. The House of Black Culture still utilizes keys for the exterior door. 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 assume any responsibility for loss or damage to the personal property of hall residents for any reason. Students should be sure that their family carries sufficient insurance to cover student property losses due to theft, flood, fire, etc., often provided through a homeowner's insurance policy. 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 <https://www.owu.edu/about/offices-services/office-of-residential-life/student-property-insurance/>.

### **Fire Safety**

In case of fire, students should pull the manual pull station 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 in 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 of the 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 their room, they 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. Many students 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.

### 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 wish to store items on campus must purchase boxes and an OWU PERSONAL PROPERTY STORAGE RECEIPT online. The student will need to bring a printed copy of the email purchase receipt to the Public Safety Department in order to receive the boxes and storage receipt slips. Public Safety 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:

- \$15 for small boxes – 20”x20”x18” (\$12 for box only, no storage)
- \$35 for large boxes – 20”x20”x36” (\$30 for box only, no storage)
- \$25 for bicycles or refrigerators – Refrigerators must be empty and clean before they are allowed to be stored. Public Safety reserves 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 \$3 (for small boxes) and \$5 (for large boxes). Reused boxes must be in good condition.

The University is not responsible for the loss of personal property in residential units and campus storage areas by fire, flood, theft, or other causes. Additionally, 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. Each student is responsible for his/her own



property. Students are required to complete a release from liability waiver prior to placing items in University storage areas. Students are strongly encouraged to purchase personal property insurance, which is made available through the Residential Life Office web site by a partnering independent insurance carrier (not through the University).

#### Fraternity House Storage

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. Storage for *personal property* is not available on site at each fraternity house.

Under the provisions of the Memorandum of Understanding for Fraternity Chapters Assigned to University Residences (MOU), 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 property, the University will provide temporary portable storage units at its expense to store additional items. Fraternity members are not permitted to store personal property in areas designated for Chapter property.

#### SLU & Theme House Storage

Residents of Small Living Units, theme houses, and the House of Black Culture 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 location.

#### 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 \$25.00. 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 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 remain open during Fall Break, Thanksgiving Break, and Spring Break and no additional fees will be charged to students remaining in the facility during those periods. However, students choosing to stay on campus during those breaks must register with Residential

Life for the nights they intend to stay in the building. .

Winter and Summer Break housing, will be available for an additional fee of \$25 per day. The following students will be *exempted* from Winter and Summer Break housing charges during the specified days of their activities; additional days beyond the specified activities will be charged at \$25 per day:

- Varsity athletes who are approved by their coaches for purposes of participating on a team.
- Students who are required to fulfill student teaching responsibilities during the break.
- Students who are involved in a Summer Science Research Program.
- Students who are awaiting departure for a Travel Learning course (maximum of 1 week).
- International students who have reasonable concerns about visa matters as verified by the International and Off-Campus Programs Office (during Winter Break only)
- Other students who raise reasonable concerns as determined by the Office of Residential Life.

Additionally, students who are hired to work on campus for a minimum of 25 hours per week will only be charged \$10 per week for Winter or Summer Break housing during the timeframe of their employment. Additional days beyond their employment period will be charged at \$25 per day.

All students staying in campus housing during Winter and Summer Breaks must register with and receive permission from Residential Life for the nights they intend to stay in the building. Students may be expected to consolidate during Winter and Summer Breaks to one designated residence halls or Small Living Units. There are no food services available during break periods. Students who are found to be accessing residential facilities during break periods will be subject to a fine in addition to daily rate charges.

#### Check In-Check Out and Opening & Closing Dates

Information about opening and closing dates, as well as check-in and check-out dates and times, are available in the Residential Life section of the OWU website. 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.

A student is required to leave the hall within twenty-four hours after completion of their 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 unless alternative arrangements are made with University personnel.

## **Public Safety**

<http://publicsafety.owu.edu>

**Smith Hall, 740-368-2222**

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 in residential facilities can be especially 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

For full Parking Information & Policies see the Code of Conduct, Community Standards and Policies, Public Safety 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. 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)

- 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. The only exception to this policy, pursuant to State Bill 199, is that an individual who has a license to conceal carry in Ohio may store a handgun and munitions in a locked motor vehicle in a campus parking lot, or be in the immediate process of placing a handgun inside a locked motor vehicle in a campus parking lot. Such firearms and munitions must remain inside the vehicle at all times. Read more about the implications of possession under the CODE OF CONDUCT, Community Standards and Policies, Weapons and Explosives.

## **Delaware City Police Department Information**

The department strives for voluntary compliance with the City Ordinances and State Statues. 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 Success**

**Kristin Weyman, Associate Dean**  
**HWCC 211, 740-368-3135**

The Associate Dean for Student Success supports students in the successful attainment of their goals both inside and outside of the classroom. This individual can help link students to important resources, discuss impediments to success, and aid in navigating the overall university experience.

#### OWU Student Emergency Grants

The Associate Dean administers the OWU Student Emergency Grant program. Through this program, Ohio Wesleyan offers one-time emergency grants of up to \$1,000 to help eligible students pay for non-school-related expenses that threaten their ability to remain enrolled at the University and to complete their degree. (Emergency grants are not available to pay for school-related expenses such as tuition, room and board, travel-away opportunities, or books.) To be eligible for

an OWU Emergency Grant, students must have completed the FAFSA with an expected family contribution of \$7,000 or less per year. (The Office of Financial Aid is available to help students verify their eligibility if needed.)

To apply, the student should contact Kristin Weyman, Associate Dean for Student Success, who will review the situation with the student. Next, with her guidance, eligible students will complete a short online application at [www.owu.edu/emergency-grant](http://www.owu.edu/emergency-grant). Typically, students won't receive funds directly; payment will be made to a service provider (such as an auto mechanic) on their behalf, based on cost estimates or other required documentation.

OWU Emergency Grants are possible as a result of generous funding from Great Lakes Higher Education Corporation & Affiliates.

Students are encouraged to contact Kristin Weyman at [740-368-3135](tel:740-368-3135) or [kjweyman@owu.edu](mailto:kjweyman@owu.edu) with any questions.

## **Student Involvement**

<https://owu.edu/sio>

**HWCC 143, 740-368-3185**

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:

- Orientation
- Oh-Wooo Welcome
- 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 boards, 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 listing of types of organizations currently active on campus:

**Academic (16)**

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 (10)**

Groups provide support for students of various ethnic backgrounds and for all to participate and learn about cultures different from their own.

**Faith Based (8)**

Groups provide opportunities for student of all faiths to practice and explore.

**Fine/Performing Arts (9)**

Groups allow for students with interests in the fine and performing arts to continue to pursue their passion.

**Fraternity/Sorority Life (13)**

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 (2)**

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 (4)**

Provide students an outlet for volunteerism and to support social justice causes.

**Special Interest (12)**

Groups with a unique focus.

**Spirit (2)**

Organizations that focus on school enthusiasm, entertainment programming and random acts of fun.

**Sport/Recreation (13)**

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**

<https://www.owu.edu/student-life/fraternity-sorority-life>

HWCC 143, 740-368-3170

The fraternity and sorority community was founded at Ohio Wesleyan in 1853. In the spring of 2017, approximately 38% of the student body belonged to a fraternity or sorority.

**Benefits of Membership**

While Ohio Wesleyan University has numerous student organizations, membership in 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, demonstrating 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 the fraternity/sorority community. The Panhellenic Council and the Interfraternity Council are representatives of the fraternity & sorority organizations on campus, and are advised by the Director of Clubs and 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. OWU students have opportunities to join NPHC organizations on campus or in the central Ohio area, and are encouraged to contact the Director of Fraternity and Sorority Life to learn more.

### 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-raising 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 fraternity and sorority chapter hosts 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 nationwide 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's or sorority's founding values are as well as what membership in their organization can 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 environment 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 Alpha Sigma Phi, Delta Tau Delta, Phi Delta Theta or Sigma Phi Epsilon, 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 Fraternity and Sorority Life.
3. Your form is approved by 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 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’  
Sigma Phi Epsilon - ΣΦΕ

**Sororities on campus:**

Alpha Kappa Alpha - ΑΚΑ  
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

## **Posting on Campus**

This policy is intended to cover the physical posting of any information in public space on the OWU campus. OWU Departments may have their own exclusive policies that may compliment or refine, but not supersede, this policy.

1. Posters must include the who, what, where and why information about the event.
2. Posters or postings may not include the mention or advertising of alcohol or alcoholic beverages.
3. Only one piece of literature from each event will be posted per bulletin board.
4. Any literature posted on surfaces other than designated bulletin boards will be removed without exception.

5. All literature must be taken down and properly disposed of immediately following the event.
6. The organization will be responsible for incurred cost if labor is required for removal of postings.
7. Posters cannot be larger than 11” x 17”.
8. Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
9. Political campaign material supporting any federal, state, or local political party, or politician, may not be posted except by registered student organizations. Only material directly pertaining to their events, meetings, etc. may be posted.
10. Credit card promotional materials may not be posted.
11. Literature may not be posted longer than seven days.
12. Writing with chalk is to be only on flat walkways. The brick walks and the JAYwalk fountain ledges are not areas for chalking.
13. Only information directly related to OWU events or meetings and only by members of the OWU community may be posted.

## **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

- Assistant Dean for Student Engagement
- Student Involvement
- Fraternity and Sorority Life

#### Second Floor

- VP for Student Engagement and Success/Dean of Students/Title IX Coordinator
- Associate Dean of Student Success
- Multicultural Student Affairs
- Residential Life
- Director of Marching and Spirit Bands
- International and Off-Campus Programs
- Women’s Resource Center
- Spectrum Resource Center

### **Retail/Food/Services**

#### Lower Level

- The OWU Bookstore
- Bishop Café
- Vending (pop)

#### First Floor

- The Bakery
- Faculty/Staff Dining Room
- Marketplace Food

- Wesleyan Council on Student Affairs

#### Third Floor

- Counseling Services
- Career Services
- Chaplain's Office
- First Year Formations Office

#### Fourth Floor

- Service Learning

To reserve space in the Hamilton-Williams Campus Center go to <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> (pages 17-18).

## Wesleyan Council on Student Affairs (WCSA)

<http://wcsa.owu.edu>

HWCC 210, 740-368-3940

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 that 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
- Student Life – 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 association's 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> or speak with your class representative.

## **Career Services**

<http://careers.owu.edu>

HWCC 324, 740-368-3152

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**

<http://omsa.owu.edu>

HWCC 206, 740-368-3135

The Office of Multicultural Student Affairs provides unique, specialized support services to assist African-American, Asian-American, Hispanic, Native-American, and Multicultural students in their academic, personal, and social adjustment to Ohio Wesleyan University. A variety of co-curricular activities that affirm and celebrate cultural diversity while exploring opportunities for leadership development are coordinated in collaboration with various academic departments and student organizations. Programs include cultural heritage months, participation in campus dialogue, and opportunities for peer mentoring, student leadership and community engagement.

## **Counseling Services**

<http://counseling.owu.edu>

HWCC 324, 740-368-3145

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 individual and couples counseling, consultation, and outreach/prevention activities. Additionally, one of the counselors in this office serves as a trained Advocate for Survivors of Crime, and is equipped to help support those who have been victimized by crime at any point in their lives.

## **Student Health Services**

<http://health.owu.edu>

Stuyvesant Hall, 223 West William Street, 740-368-3160

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 OWU students. The Health Center is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Student Health does not provide care during vacation/break 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 Thursday 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/debit card or check for co-payment**

The following link will take you to our website to view the plans with whom OhioHealth hospitals and professionals contract: <https://www.ohiohealth.com/insurance/> (*click the "See Full List" button in the Accepted Insurance Payors and Plans section of the above page*). We encourage you to access this site to determine if the OhioHealth facilities and providers will be in-network with your insurance.

If OhioHealth is *not* part of your insurance plan, you can still be seen in the Student Health Center and out-of-network rates will apply. For billing questions please contact our billing company, CMM, at 888-434-6001.

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 <http://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 more than 3 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:

<https://www.owu.edu/about/offices-services/student-health-center/resources/urgent-care>.

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**

<http://service.owu.edu>

**HWCC 407, 740-368-3080**

When students come to the Community Service Learning Center and ask what they can do, we often begin the conversation by pointing to the following list:

Clean Up the Environment, Build Houses, Support Fair Trade, Volunteer at the Symphony, Socialize and Foster Dogs and Cats, Keep Bees, Care for Injured Wildlife, Assist Equine Therapy, Muck Stalls, Be a Nature Guide, Repair Fences, Clear Trails, Remove Invasive Species, Tap Maple Trees, Take Calls on the Suicide Prevention Hotline, Advocate for the Homeless, Work at Shelters, Set Up and Assist a Medical Clinic. Provide Support and Advocate for Victims of Human Trafficking, Accompany Victims of Crime Through the Judicial Process, Learn How to Counsel and Advocate for Victims of Domestic Abuse and Rape, Prepare and Serve Food, Deliver Meals, Conduct Food Drives, Teach Cooking and Nutrition Classes, Work for Food Justice, Collect Clothing, Write Grants, Raise Money, Work at the Free Store, Provide Translation Services at the Free Clinic and Parent-Teacher Conferences, Coach Special Olympians, Offer Volunteer Income Tax Assistance, Research and Develop Community Improvement Projects, Help Senior Citizens, Cut Grass, Rake Leaves, Shovel Snow, Volunteer at the Public Library, Tutor, Mentor, Provide Homework Assistance, Teach Computer Skills, Create Public Art, Promote Peace, Make the World a Better Place!

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 journey while at Ohio Wesleyan University.

Students: 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. We're looking forward to talking with you!

## **Recreational Sport and Wellness Programs**

For individuals interested in participating in sports activities that are not at a varsity sport level, intramural and club sports are a great opportunity to engage in sport, competition and social time with friends. Annual sport offerings typically include sand volleyball, flag football, soccer, tennis, racquetball, dodgeball, basketball and more! Special events have included tournaments for cornhole, 3 on 3 basketball, whiffleball, kickball and ultimate Frisbee. For more information, go to <http://www.owu.edu/student-life/fitness-recreation/intramural-club-sports> or contact Drew Snyder, Coordinator of Recreational Sports, at [ajsnyder@owu.edu](mailto:ajsnyder@owu.edu) or 740-368-3712.



## Marching and Spirit Bands

Marching and Spirit Bands offer students throughout the university the opportunity to perform at home athletic events, campus celebrations, and nearby community events. Participation in these bands is a co-curricular experience and students at all levels of proficiency are welcome! Go to <https://www.owu.edu/student-life/clubs-organizations/marching-band> or contact Mary Kate McNally, Director of Marching and Spirit Bands, at [mkmcnall@owu.edu](mailto:mkmcnall@owu.edu) or 740 368-3137 to learn more.

## University Business

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### The OWU Card and Card Office

<https://www.owu.edu/about/offices-services/information-services/owu-card-office>

Corns 110, 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:
  - Bookstore Purchases
  - OWU Print 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 online by going to the Students Drop Down menu on the main page of the OWU website to "Online Payments" or use the link below:

[https://www.afford.com/\(S\(cdeahl55ywkqede3wa5bww45\)\)/owu/SchoolLinks.aspx?S\\_ID=522&S\\_A\\_ID=1](https://www.afford.com/(S(cdeahl55ywkqede3wa5bww45))/owu/SchoolLinks.aspx?S_ID=522&S_A_ID=1)

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.

**GET Mobile:** Available as an app in the Apple or Android app stores or website <https://get.cbord.com/owu>, GET is a place where students can manage their campus card accounts, find places to eat and more. GET provides valuable information about account balances and spending history, and enables you to report a lost or stolen card at any time of day or night.

**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 \$20.00 will be charged for the replacement of a card, which can be billed to the student's account. The office is open 8:30 am to 5:00 pm daily and 8:30-4:30 during 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.

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](mailto:njtumeo@owu.edu). All lost cards found should be returned to the Card Office.

## Student Meal Plan

<http://dineoncampus.com/owu>  
740-368-3451

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).

Students currently enrolled 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 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 Stuyvesant Hall, Merrick Hall and Science Center.

Charges for a meal plan will be refunded at a pro-rated amount if the student leaves by mid-semester break of each 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 OWU Card Office, which is located in room #110 of the R. W. Corns Building. 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. Should a student pay for a meal plan fall semester, withdraw (without completing the fall semester), and return for spring, then the student can keep the balance of points from the fall 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 Dean of Students Office. In the event of a medical exemption, the student's doctor must submit appropriate documentation and reviewed for consideration by the Dean's Office in consultation with the Director of Student Health Services and the Food Service Director. In an instance of religious exemption, appropriate documentation must be submitted by the student's religious authority for consideration by the Dean's Office in consultation with the University Chaplain 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, 740-368-3120**

Cable TV service is activated in every dorm room, SLU, and Fraternity\* when you arrive on campus. You may obtain a cable for hookup from the outlet to your television. These cables are available from most department stores. If you would like the University to provide the cable from the outlet to your TV, please email the Help Desk at [helpdesk@owu.edu](mailto:helpdesk@owu.edu). These will be provided at no charge on a first-come, first-served basis.

Older TVs that lack a digital QAM tuner will not be able to pick up all the channels. Most TVs made prior to 2006 are not HD-ready and even some newer TVs lack a digital QAM tuner. For example, some new Element and RCA models are not QAM capable.

You can use an HD QAM set-top box as a converter box and run the cable from the wall plate through the set-top box to the TV. Please contact the help desk for recommendations.

A channel lineup is available online at: <http://helpdesk.owu.edu/CableTVLine>

\* Chi Phi Fraternity house has a basic analog package from Time Warner Cable and is not part of the OWU system.

## **University Telephone Services**

<http://infoserv.owu.edu/telecomm.html>

**Lower Level, 740-368-3120**

Land line telephone jacks are available in all living spaces except Stuyvesant Hall, Bashford Hall, and Delta Tau Delta. Students in houses or residence halls that have telephone jacks can request that a land line be assigned to them for local calls only. The student must provide the phone but the Help Desk will assist in activating the line.

## **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 online by going to [www.owu.afford.com](http://www.owu.afford.com). Select "Make a One-Time Payment". 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>

University Hall 018, 740-368-3366

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 or to submit a properly approved Cashier Reimbursement Request form.

## **Athletics and Recreation**

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### **Athletic Department**

<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, and athletic facilities management. 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:

<b>Women's Varsity Sports</b>	<b>Men's Varsity Sports</b>	<b>Athletic Facilities</b>
Basketball	Basketball	Belt Fitness Center
Cross Country	Baseball	Branch Rickey Physical Education Center/Arena & Gordon Fieldhouse
Field Hockey	Cross Country	Simpson Querrey Fitness and Edwards Gym
Lacrosse	Football	Henry Street Grass Field
Golf	Golf	Littick Baseball Field
Soccer	Lacrosse	Luttinger Family Tennis Center
Softball	Soccer	Margaret Sagan Softball Field
Swimming	Swimming	Meek Aquatics & Recreation Center
Tennis	Tennis	Roy Rike Soccer Field
Track (indoor/outdoor)	Track (indoor/outdoor)	Selby Field & George Gauthier Track
Volleyball		Women's Lacrosse & Field Hockey Field
		Meek Aquatics & Recreation Center

To reserve athletic facilities, go to <http://schedule.owu.edu/AstraSchedule/Portal/GuestPortal.aspx> or the Calendar/Reservations link at the bottom of the OWU homepage.

## **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 memberships (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**

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### **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](mailto: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

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### Office of Admission

[owu.edu/admission](http://owu.edu/admission)

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

<https://www.owu.edu/admission/financial-aid-scholarships-tuition/>

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. The types of financial aid that is available along with policies and procedures can be found online.

### Alumni Relations

<http://alumni.owu.edu>

Mowry 1<sup>st</sup> 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, Reunion Weekend, Affinity Group Events and Regional Alumni Events in targeted cities. 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.

