

# Ohio University - Chillicothe



**OHIO**  
UNIVERSITY

## Student Handbook

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# OUC

This handbook was developed by  
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Ohio University is an equal opportunity institution which admits students regardless of race, color, sex, religion, national origin or handicap.



## College Survival Tips

- See your advisor before you register for classes. See your advisor again if you make any course changes. It might also be beneficial to seek information from the course instructor prior to selecting a course.
- Read your University Catalog, especially anything concerning your major.
- The University Experience and college reading courses can build your confidence level and provide you with the skills to be more successful.
- If you are working twenty or more hours per week, you should consider a part-time course load.
- Attend all classes, be on time, and plan on studying two hours for every hour in class.
- Schedule non-emergency dental, medical, legal, financial, and counseling appointments during non-class times. If necessary, develop an alternate means of transportation.
- If you are concerned with any aspects of a course, consult with your instructor at the earliest opportunity. Problems can often be resolved easily.
- College will expose you to fellow students and instructors with different socioeconomic backgrounds, ethnic mixes, and a variety of ideas. Take this opportunity to enrich your life experiences.
- College will afford you a greater personal responsibility for allocating time. Be particularly careful to stay current with your reading and assignments during the first few weeks. Since the quarter system is only ten weeks, your course work is intensified. You may not be reminded about deadlines for tests, papers, and reports. Plan your time effectively so that you meet the appropriate deadlines.
- Use appropriate classroom behavior. For example, turn cell phone ringers off; don't surf the internet; don't text or email others; limit personal conversations while in class; and do not use language that may hurt or offend others.

## Frequently Asked Questions

### **How do I contact my instructor other than during class time?**

Check the course syllabus for office location, email address, and phone number of your instructor. The receptionist in Bennett Hall can help you locate an instructor's office or possibly provide you with a phone number. Instructors generally post office hours beside their office door. Ask the receptionist on how to locate a part-time faculty member who may not have an on-campus office or is located on the Athens campus.

### **What are the Undergraduate Degree opportunities available at OUC?**

The Associate Degrees and Bachelor's Degrees that are offered at the OUC campus are as follows:

#### **Associate Degrees**

- Associate of Arts
- Associate of Science
- Business Management Technology
- Child Development
- Computer Science Technology
- Environmental Engineering Technology
- Hazardous Materials Technology
- Human Services Technology
- Individualized Studies
- Law Enforcement Technology
- Nursing
- Office Technology

#### **Bachelor's Degrees**

- Criminal Justice (*must have associate degree in law enforcement or human services*)
- Early Childhood Education
- Business Administration
- Middle Childhood Education
- Nursing (*must have RN Licensure*)
- Communication Studies
- Specialized Studies
- Technical and Applied Studies

In limited cases, OUC can provide substantially more than two years toward the following courses of study:

- Psychology
- Social Work
- Sociology

### **What is a D.A.R.S. Report?**

The D.A.R.S. (Degree Audit Reporting System) Report is an academic check sheet and record marking your progress toward a particular degree program. They are available through the Admissions & Registration Office in Bennett Hall.

### **How do I find out who my academic advisor is? Can I change my advisor?**

Your academic advisor is assigned when you take the placement test and is based on your current major. You will also see your advisor's name on your D.A.R.S. report. Consult with the Student Services Office if 1) you do not need to take the placement test and your advisor's name does not appear on your D.A.R.S. report, and 2) you wish to change advisors.

### **How can I request a specific course be offered at OUC?**

The Associate Dean has the responsibility for arranging the quarterly schedule of classes. A petition stating the course requested and time preferred may be submitted to the Associate Dean. It is important to have as many potential enrollees sign as possible. Ideally, petitions should be submitted two to three quarters prior to when you would like to see the course offered.

### **What should I do if I am having trouble with a course?**

A good place to start is to talk with the instructor of the course. The instructor will be able to provide you with a reasonable evaluation of your performance to date and give you steps you can take to improve your standing. These steps could be as simple as arranging to have a tutor or a visit to the Learning Center or as drastic as dropping the course. Another good source of information is your academic advisor.

## Frequently Asked Questions

### **Are there any provisions for Independent Study at OUC?**

At times, because of circumstances beyond your control, you may not be able to register and attend regularly scheduled classes. Ohio University offers courses for which you can receive academic credit through Independent Study or course credit by examination. For more information about Independent Study or course credit by examination, pick up a booklet at the Admissions & Registration Office located in Bennett Hall or go online to [www.ohio.edu](http://www.ohio.edu) and click on lifelong learning.

### **Can I take courses at more than one campus of Ohio University?**

Yes. One of the appealing features of Ohio University is that students can be registered at more than one campus at a time. This multi-campus registration system provides students the opportunity to register for courses which their home campus is unable to offer. If you are registered at two campuses, e.g. Chillicothe and Lancaster, you will be paying the same fees as those who are registered solely on either campus. *NOTE: If you register for a course on a regional campus and for courses on the Athens campus, you may be required to pay full Athens campus fees.*

### **Am I able to repeat a course and what happens after I have repeated that course?**

You are permitted to repeat a course to improve your grade. After the course is repeated, the Registrar will remove the first grade, substitute the second grade, recalculate the grade point average, and, if applicable, the deficiency points. However, the first grade cannot be removed from your official transcript.

# Student Services

## **Admissions** 740.774.7240 **Bennett Hall**

The recruitment and admission of new students is the primary responsibility of the Admissions Office. Additional services listed below are offered for current students:

**Transfer Credits:** The Admissions Office at OUC processes official transcripts from other colleges, universities, and the military. The final evaluation of credits will be done by the individual college on the Athens campus, which houses the student's major.

**Re-enrolling Students:** A re-enrollment application needs to be completed at the admissions office by a student who has not attended since 1985.

**Note:** Students who have attended since 1985 but have significant absence should update their mailing address and phone number at the admissions office before registering for classes.

## **Career Services** 740.774.7717 **Bennett Hall**

Career Services provide students and alumni with information on current job openings. In addition, this office provides services in resume critiquing, credential development, and interviewing skills. Current employment possibilities are listed on our home website.

## **Counseling/Referral Services** 740.774.7704 **Bennett Hall 141**

Personal counseling services in a confidential environment are available for those students who find themselves facing situations both inside and outside the classroom they cannot handle. When appropriate, referrals are made to other community agencies.

## **Education Abroad** 740.774.7717 **Bennett Hall**

A two week overseas education experience is offered to students every two years. Countries visited in the past include Mexico, France, and Italy.

## **Financial Aid/Scholarships** 740.774.7228 **Bennett Hall**

The Financial Aid Office uses grants, scholarships, loans, and campus employment, either singly or in combination, as a means to assist you in financing your education. In

addition, printed resources can provide you with detailed information on the available aid programs, budgeting, application process, eligibility requirements, and student responsibilities. You can pick up any of these at the Financial Aid Office.

## **Housing Assistance** 740.774.7228 **Bennett Hall**

As a commuter campus, OUC does not provide any on-campus residential facilities. However, the Financial Aid Office can provide information concerning rental units available in the surrounding area. The Financial Aid Office does not review or approve residential facilities or rental agreements; it simply serves as a clearinghouse for information that can be helpful in the search for housing.

## **Institutional Equity** 740.774.7717 **Bennett Hall**

Students with documented learning and/or physical disabilities can receive accommodations and other special services to assist them to be successful in their academic career. Students are urged to visit to determine if they qualify for special accommodations

## **Placement Testing** 740.774.7212 **Learning Commons/Stevenson Center**

Placement tests are required for all new students and transfer students who have not met the University's Tier I requirements. The tests are given at no charge to incoming students to determine placement in the proper English, math and reading courses. To make an appointment, please call the Help Desk.

## **Registration** 740.774.7240 **Bennett Hall**

The registrar provides a variety of services to students, faculty, and staff. These services include the following:

### **Current-Quarter Services**

- Administers, coordinates, and conducts registration.
- Reports students and course data to other Ohio University departments/campuses.
- Administers fee-assessment in accordance with Ohio University policies.
- Collects and processes final grades.

### **Student Record Services**

# Student Services

- Maintains student and historical enrollment information.
- Certifies enrollments, demographic information, and statistical data.
- Responds to faculty, staff, and public inquires concerning campus and individual student information.
- Maintains campus academic course inventory.
- Maintains encumbrance records and enforces related policies.

## **Student Activities                      740.774.7229** **Bennett Hall**

The Student Activities Office is responsible for the development, promotion, and management of extra-curricular and co-curricular on-campus programs which complement and enhance each student's academic experience and personal development.

Also, this office formulates and recommends policies that apply to the development and management of such groups and serves as a liaison between the University administration and the student organization's advisors and/or officers.

Any individual wishing to organize a club must develop a constitution and have it approved by the university. Procedural information for establishing an organization is available in the Student Organizations section of this booklet.

## **Veteran Affairs                      740.774.7241** **Bennett Hall**

GI Bill education benefits can be used at OUC. Usually the only form you will need is your discharge paper (DD214). Normal processing time for a new application is 45-60 days.

# Campus Activities

## Graduation Recognition

A special recognition day is held at the end of the spring quarter each year. This ceremony is to recognize students who have graduated as well as those who have demonstrated high academic achievement, campus leadership, and special contributions to student life over the past year.

## Health & Wellness Center 740.774.7316

The Wellness Center includes a cardio exercise room, a bicycle room, and conditioning room that features includes Nautilus, Universal, and free weight training equipment. A paid membership is required to use the Wellness Center.

Building hours are:

Monday – Thursday.....8 am – 8 pm

Friday.....8 am – 7 pm

Saturday and Sunday.....CLOSED

## Intercollegiate Athletics 740.774.7206

### Shoemaker Center

OUC competes in the Ohio Regional Campus Conference. Athletics at OUC are viewed at the club level, which means teams are fielded based on the number of people who want to participate. OUC competes in six different sports which include:

Women's Volleyball

Women's Basketball

Men's Basketball

Men's Baseball

Golf

Women's Fast Pitch Softball

Students are admitted free to all regular season athletic events at OUC and Ohio University-Athens upon presentation of a valid Ohio University ID card.

## Intramural Sports 740.774.7206

### Shoemaker Center

Students are invited to participate in a spirit of fair play, sportsmanship, and competition with other members of the University community based on the philosophy that sports are for everyone. Intramural activities are intended for students, faculty, and staff of all levels of athletic ability. If you are interested in participating on an intramural team, i.e. basketball, baseball, or volleyball, or are interested in organizing an intramural team, please contact the office listed above.

## Shoemaker Center

Shoemaker Center, the recreational center on campus, features a full-sized basketball/volleyball court as well as seating for roughly 2,500 fans in the arena. In addition, it includes a 1/11 mile indoor run/walk track with a carpeted surface. Locker rooms are available.



## Other Support Services

### **Bookstore 740.774.7780**

#### **Bennett Hall, Ground Floor**

Textbooks and other supplies for OUC students are for sale in the bookstore. Ohio University clothing, gifts, and other novelty items are also available. Store hours vary from quarter to quarter. Please check the hours posted outside the bookstore.

### **Education Lab 740.774.7259**

#### **Bennett Hall, Room 202**

The education lab offers undergraduate students and practicing professional educators the chance to develop instructional aids as well as using audiovisual equipment to assist the enhancement of their teaching skills. The hours of the lab vary from quarter to quarter. Please check the posted hours outside the lab.

### **Health Insurance 740.774.7240**

#### **Bennett Hall**

Accident, sickness, and major medical insurance are available for OUC students and their dependents. Coverage is on an annual (12 months) or quarterly basis. Contact the Office of Student Services for additional information and applications.

### **Learning Center 740.774.7200 ext 325**

#### **Inside Quinn Library-Stevenson Center**

The OUC Learning Center provides students with free individualized assistance for all types of writing projects as well as help with math computation for any class. You may reserve a 30-minute session by calling the Learning Center or just by walking in. The Learning Center also provides students with resource material for writing resumes or proofreading.

#### **Learning Center Hours:**

Monday – Thursday..... 10 am – 8 pm  
Friday.....12-4 pm  
Saturday – Sunday.....CLOSED

### **Library**

#### **Stevenson Center 740.774.7201**

The Quinn Library, located in the Stevenson Center, provides information services to students, faculty, and the community. The library holds nearly 60,000 books and magazines, but more importantly, it serves as a portal to information resources statewide. Ohio University-Chillicothe is a member of Ohio LINK, a statewide consortium

of institutions of higher learning. The consortium provides excellent research databases, and students may check out books from any of the member institutions. Students may also check out books from any of the campuses of Ohio University. Books have a 21-day loan period and can be renewed online. There are fines for overdue books. A photo ID is required for checking out materials. All of the library's electronic resources can be accessed online through its website. Faculty will often place class materials on reserve at the library for student use.

### **Ohio University Learning Network (OULN)**

#### **740.774.7212**

#### **Bennett Hall Rooms 111 and 112**

OULN is an interactive system providing computer data, telephone, and television service linking the six campuses of Ohio University. Several courses each quarter are taught using the OULN system. These courses use the same teaching strategies as traditional courses as well as transparencies, graphics, slides, and video. In addition, many meetings involving university personnel, local area school personnel, and business and community members are conducted through this system.

### **Office of Continuing Education/Business & Industry**

**740.774.7230**

#### **Shoemaker Center, Room 213**

The Office of Continuing Education, Business & Industry of Ohio University-Chillicothe was designed to address the specialized and unique training needs of business and industry in Ross, Pickaway, and Pike Counties. In addition to training for business and industry, the Office of Continuing Education offers a wide variety of open-to-the-public, non-credit workshops. Finally, this office coordinates all present and future graduate school opportunities offered at the campus.

## Other Support Services

### **Student Identification Card 740.774.7240**

All University students are required to possess a valid student identification (ID) card. These student ID cards are issued free of charge to you by the office of Student Services located in Bennett Hall. With a valid ID card, you are able to attend OUC and OU athletic events free, check out library materials, and obtain discounts from the Hilltop Café and from many local merchants in the Chillicothe area.

### **Technology Services 740.774.7212**

#### **Learning Commons-Stevenson Center**

OUC has four centralized computer classrooms located in Bennett Hall. These labs are equipped with all of the necessary software to support our curriculum and instruction. There are also several satellite computer labs, such as our deaf studies lab, psychology lab and the bibliographic instruction lab in the library. In addition, there is an open general lab located in the Learning Commons inside the Stevenson Center. This lab is available for student use at all times that the building is open. Software being used for class instruction is also available on these computers. All of our computers have Internet access as well as other network resources, including printing capabilities. The open lab in the Stevenson Center is available during the academic quarter as follows:

Monday – Thursday	8 am – 9 pm
Friday	8 am – 5 pm
Saturday	12 – 4 pm

### **Tutoring 740.774.7212**

#### **Learning Commons-Stevenson Center**

Free tutorial assistance is available for many courses. Tutors are hired in consultation with the faculty member teaching the course. If you need a tutor, please contact the Help Desk located in Stevenson Center.

# Student Organizations

Joining an organization will provide you with a variety of experiences such as making new friends and developing leadership skills which will make your stay at Ohio University-Chillicothe more enjoyable. Membership in most organizations is open to all interested students; however, membership in honoraries is by invitation only. For more information about the following organizations, or to develop a new organization please contact the Student Activities Office at 774-7229.

## **Student Senate**

The Student Senate is open to all Ohio University students who obtain a 2.0 or higher GPA and wants to participate in important decisions concerning the University and campus activities.

## **DEPARTMENTAL CLUBS**

Departmental clubs are specialized organizations that serve as a supplement to one's major.

## **Human Services Association**

This association is open to all students and community members who wish to promote education and awareness of community agencies and assist with social service needs of our community.

## **Psychology Club**

The OUC Psychology Club is a student run organization that allows all students interested in psychology to build leadership and communication skills, while learning about all fields of psychology. Members learn these skills through becoming officers, organizing events, tutoring, and participating in community service. Members have the opportunities to meet other faculty and students, as well as accomplishing community service projects and promoting awareness about psychology.

## **National Communication Association Student Club**

This club assists members in developing and improving their communication skills and techniques.

## **Ross Association Future Teachers**

This organization provides members who are pursuing a career in education with professional development through workshops and volunteer

services in the local community.

## **Student Nurses' Association**

The Student Nurses' Association is for all individuals who are interested in Nursing. You do not need to be enrolled or accepted in the AD or BSN programs to be eligible for membership. This organization has the same mission as the National Student Nurses' Association: organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs; promote development of the skills that students will need as responsible and accountable members of the nursing profession; and advocate for high quality health care. Meetings are usually once a month. Check the bulletin board outside of the nursing lab (Rm. 30) for meeting dates, time, and place.

## **HONOR SOCIETIES**

### **Gamma Pi Delta**

This interdisciplinary honor society is open to non-traditional students who have met the organization's academic standards necessary for membership.

### **Lambda Pi Eta**

This society is open to communication majors or students who completed at least 18 completed hours of COMS courses. This society recognizes and fosters outstanding scholastic achievement and professional development in the field of communication.

### **Phi Theta Kappa**

This interdisciplinary honor society is open to all students who are majoring in associate degree programs. This society reflects the integrity of associate degree through leadership, service, scholarship, and national recognition.

## **SPECIAL INTEREST CLUBS**

### **Bowling Club**

This club is open to any student who wants to enjoy a fun sport. Students can choose either to bowl for fun or to join a competitive team. The competitive team bowls against school like Ohio State and Michigan.

### **Japanese Media Culture Club**

This club promotes Japanese animation, culture and society. Members explore the differences

## Student Organizations cont.

between the different forms of animation and how it has affected our daily lives.

### **Drama Society**

This organization is open to all students who are interested in the performing arts. The organization will provide an outlet for students who enjoy the performing arts as well as promoting campus interest in the performing arts.

### **Recreational Club**

This club sponsors yearly skiing, hiking, and canoeing trips, and other outdoor activities. In addition, the club organizes trips to collegiate and professional football games as well as professional baseball games.

### **Stray Cats**

This organization is open to all students who are interested in facilitating understanding and tolerance within the university and the larger community among lesbians, gays, bisexuals, transgenders, and straights.

### **Information for Organizations**

Information, policies, procedures, and guidelines for student organizations can be found on line at [www.ohio.edu/campus](http://www.ohio.edu/campus) life. All recognized organizations are responsible for the information contained in the guide. Along with the regulations of being a student organization, the Student Organization Guide outlines the benefits and responsibilities of the organization's president, treasurer, and advisor.

To maintain registered status with the university, each group must re-register with the Office of Student Services each year. As part of the re-registration process, the group must present to the office a list of officers, the name of the advisor, a membership list, and the current constitution of the group.

### **New Organizations**

To become a recognized student organization at OUC, you must first submit a constitution containing the mission/purpose of the club, names and length of terms of the club officers, approximate number of members, plus the written consent of a member of the faculty or administration to serve as the group's advisor.

This material is to be given to the Office of Student Services.

The club will receive official University recognition after the constitution gains approval of the Office of Student Services in consultation with the university's administration.

### **Conduct of Student Organizations**

When a student organization is charged with a violation of the Student Code of Conduct, the Associate Dean will consult with the Coordinator-Student Affairs and the President of the Student Senate before determining whether the entire organization or specific individuals should be referred to the judiciary committee.

Student organizations found to be in violation of the Student Code of Conduct will be subject to maximum disciplinary sanction. A disciplinary sanction, which is less than a disciplinary expulsion, may place specific restrictions and additional requirements on a student organization. These conditions will vary with each case and may result in:

- The restriction or suspension of the use of facilities and services of the University.
- The suspension of the privilege to sponsor fundraising activities.
- The suspension of participation in University activities.
- The loss of funds allocated by the University, and
- The restitution for any damages.

The sanction of disciplinary suspension for a student organization may be imposed for a period not to exceed five calendar years.

# Campus Information

## Alcoholic Beverages/Illicit Drugs

The unlawful possession, sale, or use of alcoholic beverages and illicit drugs on campus is prohibited. This policy was pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989. Both students and employees are expected to abide by this policy. The following sanctions could be enforced if employees and/or students are found to be in violation of this policy:

- Referral for prosecution.
- Expulsion or termination of employment.
- Referral to proper personnel dealing with violations of the Student Code of Conduct.

## Bicycle, Skateboard, Inline Skates

The use of bicycles, skateboards, and inline skates are prohibited on Ohio University property.

## Smoking/Smokeless Tobacco

Smoking as well as smokeless tobacco is not permitted on the grounds of Ohio University-Chillicothe (OUC) as well as in any OUC.

**Note:** Smoking is not permitted anywhere on the grounds of the Child Development Center.

## Publicity, Posters, Bulletin Boards

You are encouraged to publicize information that enriches campus life and student learning experience.

Posters are defined as a temporary sign, flyer, banner, or similar publicity material. Campus groups are defined as OUC/Ohio University offices, departments, and recognized students and University organizations. Outside group refers to all other groups and individuals. Sponsors refer to groups responsible for posting. All posters should include the name(s) of the group(s) sponsoring the publicized information. Student services and the physical plant staff are authorized to remove posters that do not meet the recommended guidelines.

## First Aid

For life threatening emergencies, call **9-911** from a campus telephone, push the emergency button on the telephones located in each parking lot, or dial 911 from the telephone located at the northeast corner of Stevenson Center.

## Fire Emergencies

Fire alarm pull boxes are located in all campus buildings. If you suspect a fire, pull a fire alarm at once. Whenever you hear three short blasts, exit the building as quickly as possible using the nearest exit. Once you are outside, please move away from the building. Do not use the elevator in a fire emergency.

## Weather Emergencies

The Chillicothe Emergency Warning Horn indicates a tornado warning (a tornado has been sighted) is in effect. Take shelter in either in Bennett Hall basement corridors or the Shoemaker Gymnasium.

## Adverse Weather

**740.774.7272**

During the winter months, class cancellations are occasionally unavoidable. If inclement weather occurs, please listen to local radio and television stations (i.e. WKKJ & 1490 AM radio, NBC Television Channel 4) for announcements about cancellations or closing. You may also look online at [www.chillicothe.ohiou.edu](http://www.chillicothe.ohiou.edu) and click on "cancellations". During a Level 3 weather emergency, all university activities such as classes, extra curricular activities, and day to day operations are cancelled.

Only the OUC Campus Dean (or his/her designated representative) has the authority to declare an emergency and close the campus. Emergency closings announced by other agencies such as Ohio governmental offices, sheriffs, local city and county officials etc do not apply to Ohio University employees. Employees are expected to report to work or call in if inclement weather prevents travel. A weather condition which prevents an employee from reporting to work may not be used for an excused absence if the university continues to operate. Employees will be expected to use personal leave or vacation time for those occasions when they must miss scheduled work. (Please note: emergency service and other outside agencies cannot advise Ohio University employees as to employment rights or responsibilities.)

# Campus Information

## **Parking Guidelines** 740.774.7200

In order to provide a pleasant and safe campus experience for those who visit Ohio University-Chillicothe, the following policy must be adhered to by all who visit our campus. The policy pertains to parking on campus and is in effect at all times. Failure to follow this policy will result in fines and penalties that may include the towing of your vehicle.

### **Parking**

Regardless of times listed, vehicles must be parked in a legal space. Parking is allowed only in designated legal spaces (weekends, after hours, etc.)

- No parking is allowed along any curb painted yellow – these are no parking zones.
- No parking is allowed on any sidewalk, lawn, and grass areas or any other areas of greenery.
- No double parking is allowed.

### **Handicapped Spaces**

Handicapped spaces are reserved for people who have disabilities and properly display a State issued handicapped placard. Students who believe they have a disability can apply for a temporary or permanent handicap placard at the Bureau of Motor Vehicles.

### **Handwritten Notices**

Parking Services does not recognize handwritten notes placed on vehicles for any reason. Such vehicles will be ticketed and/or towed.

### **Disabled Vehicles**

All disabled vehicles must be reported to Parking Services immediately and moved within 48 hours. Abuse or falsification of information when reporting a disabled vehicle could result in being ticketed and/or towed.

### **Ticketing**

All campus lots are monitored by Parking Services. Violators will be cited if found in violation. Any one vehicle can be ticketed every four hours in a regular space with no time restrictions.

### **Towing**

If a vehicle is found in violation or has an

outstanding parking violation, it may be towed or immobilized with a boot. This also applies to repeat offenders in a particular area even if previous citations are paid. Citations are a method of warning the vehicle owner. If these warnings are not heeded, it may become necessary to tow or boot a vehicle. Illegally parked vehicles are also towed when a lot complaint is received and/or a lot is full from illegally parked vehicles. All vehicles illegally parked will be towed when a lot complaint is received.

### **Appealing a Citation**

Students may appeal a citation within 10 days of the date the citation was issued. After that time, the citation stands and must be paid. All citations matched to a student will be billed to their student account even if it has been appealed. If the appeal is won or reduced, the account will be credited in that amount. Appeals can be filed online or by picking up an appeal form at Parking Services in Bennett Hall.

### **Additional Parking**

In cases where the main parking lot located in front of Bennett Hall becomes full, additional parking is located in an upper lot in front of Shoemaker Center. A pathway is maintained between this upper parking lot and the Bennett Hall lot.

### **HIV/AIDS Guidelines**

Acquired Immunodeficiency Syndrome (AIDS) is a fatal disease that destroys the body's ability to fight infection and illness and is caused by a virus called human immunodeficiency virus (HIV). If you want more information on HIV/AIDS log on to [www.cdc.gov](http://www.cdc.gov). Individuals infected with HIV may remain relatively symptom-free for many years. HIV is a transmittable yet fragile agent. HIV is a transmittable blood borne pathogen; research to date indicates that transmission occurs during sexual activity, birth, the transfusion of contaminated blood products, breast feeding, or the use of a contaminated needle.

Recommended precautionary measures include the following:

- Not having sex or using drugs.
- Having sex with only one, mutually, uninfected and monogamous partner.

## Campus Information

- Using a latex condom correctly every time you have sexual intercourse (anal, vaginal, or oral).
- Not sharing needles, syringes, or any other drug paraphernalia to shoot drugs intravenously.

### **HIV/AIDS Campus Guidelines**

The rights and individual needs of persons infected by HIV/AIDS are protected by applicable university policies and procedures for students and employees. If an individual believes his/her rights have been violated because of their own or others HIV status, they should contact the Campus Dean. If an individual wishes to appeal any directives made, one may do so through the applicable faculty, administrative, classified, or student grievance procedure.



# Academic Information

## Academic Advisor

Academic advisors, professional or faculty, are best able to help you in planning your course of study if you contact them early and consult with them on a regular basis. To find out who your advisor is, to have an advisor assigned to you, or to change your advisor, check with the Student Services Office.

## Advisor Expectations

The university has an obligation to provide you the best possible advising and counseling through the assignment of academic advisors. Advisors are interested in your welfare throughout your academic career. You will be assigned an advisor after you take the placement test. You may change your advisor if he or she is not meeting your needs.

Specifically, an advisor should:

- Establish and keep reasonable office hours.
- Be knowledgeable of the different interests of both traditional and non-traditional students and adapt the advising accordingly.
- Understand the mechanics of enrolling students for a quarter, such as scheduling, changing orders, and closed class situations.
- Understand all aspects of the university grading policy.
- Be familiar with the variety of university degree offerings to assist students in making career choices.
- Know where to refer students in cases of special need (Career Services, Student Services, improvement of study skills, etc.)
- Be aware of degree major requirements as well as the university general education requirements.
- Assist students to create a complete course of study, designed through personal interaction, utilizing career interests and academic records, as well as available information on the frequency of course offerings and possible scheduling conflicts.
- Help students redesign the course of study if a career interest is changed.
- Relay information that he or she may have about extracurricular activities that may enhance the learning experience of students.

Ohio University-Chillicothe has accepted the responsibility to have informed and concerned advisors to assist students who are assigned to

them. Advising involves helping students move through a sequential decision-making process toward realistic, flexible, academic, and professional goals.

In order to provide this involved service, it is expected that students will:

- Talk with your advisor on at least a quarterly basis.
- Make an appointment for such advising.
- Keep appointments promptly. If you find that it is impossible to keep your appointment, you should notify your advisor before the appointed time.
- Openly discuss academic and career-related needs as they develop.
- Be prepared for your appointment and bring appropriate materials.
- Seek assistance with the decisions to be made rather than expect your advisor to make them.
- Follow through with appropriate action after the advising session, or consult further with the adviser if critical decision cannot be further accomplished.
- Seek additional advice from other appropriate sources.
- Evaluate advising sessions and give feedback to your advisor in order to strengthen the advising process.
- Seek reassignment to another advisor if and when appropriate.

## Class Attendance

Each instructor will state the class attendance policy during the first week of classes each quarter. A student is responsible for material covered in class at all times, regardless of whether the student is absent or present. Students are responsible for completing all makeup work resulting from their absence. In no case is an excuse from class to be interpreted as an excuse from course requirements.

# Academic Information

## Grading System Explanation

### Grades

Instructors report the quality of a student's work in a course by using the following grading system: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Once grades are posted they are final and cannot be changed unless evidence of error can be presented.

### Other Grading Symbols

Along with the above letter grades, other grade symbols exist. These symbols are as follows:

- **CR-Credit**

This indicates credit earned without a grade. Hours are added to hours earned but not to hours attempted. CR is used only in certain courses.

- **P/F-Pass/Fail**

This grade is designed to encourage students to explore new areas of study. A "P" grade is substituted for the A through D- grades. The "P" grades are not calculated in the GPA; however, an "F" grade is.

- **AU-Audit**

This indicates successful completion of a course, but no credit hours are earned, and the GPA is not affected.

- **I-Incomplete**

The student has not completed course requirements and has been granted extra time by the instructor. The student has six weeks into the next quarter of enrollment to complete the work. If the "I" grade is not changed in that time, it will be changed to an "F". The "I" grades are also calculated as "F's" for purposes of determining eligibility for graduation and are changed to an "F" six weeks after graduation.

- **FN or FS-Registered Never Attended or Failed Stopped Coming**

This grade appears when an instructor reports a student has either never attended or has stopped attending without approval. This grade is calculated as an "F" in the GPA.

- **NR-No Report**

This indicates that the instructor has not turned in a grade or has turned in an incorrect grade for the type of course.

- **WP/WF-Withdrawal Pass/Withdrawal Fail**

These grades are given for withdrawals initiated by a student after the 15th day of the quarter. WP indicates the student was

passing at the time of withdrawal. WF indicates the student was failing at the time of withdrawal. Classes dropped on or before the 14th day of the quarter will not appear on the academic transcript.

### Grade Points

Grade points are assigned for each letter grade as follows:

A.....4.00	B-.... 2.67	D+.....1.33
A-....3.67	C+ ...2.33	D.....1.00
B+....3.33	C.....2.00	D-.....0.67
B.....3.00	C-.....1.67	
F.....0.00		

### Grade Point Average (GPA)

GPA is the basis for determining a student's scholastic standing. It is calculated in the following manner: Total number of grade points earned (the sum of multiplication of grade points listed above and the credit hours for the class) divided by the total number of credit hours attempted. GPA is calculated by quarter and by accumulative hours.

### Dean's List

Students may be eligible to appear on the Dean's List if they meet the following requirements: Students must achieve a GPA of 3.5 or higher based on 16 credit hours which must include 12 hours of letter grades. The Dean's List is processed on a quarterly basis.

### Academic Misconduct/Dishonesty

All forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or writing of someone else's as one's own (plagiarism), or knowingly furnishing false information to the university by forgery, alteration, or misuse of university documents, records, or identification.

Academic dishonesty includes, but is not limited to the following: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, or sculpture) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of exam, using unauthorized material during the exam, submitting the same paper in two different courses without the knowledge or consent of the instructors, or

# Academic Information

submitting a forged grade change slip.

If you are at all in doubt as to what constitutes academic misconduct/dishonesty, ask your instructor or the Campus Dean. If you are found to be involved in academic misconduct/dishonesty, your instructor has the option of lowering your grade, giving you an F grade on the project or in the course, and/or referring you to the Judiciary Committee. Possible sanctions through the Judiciary Committee are a reprimand, suspension, or expulsion.

## Academic Probation and Drop Regulations

The university requires students to maintain an overall grade point average (GPA) of 2.0. If a student's GPA falls below 2.0, that student will be placed on academic probation.

Students can remain on probation up to three (3) consecutive quarters as long as he/she earns at least a 2.0 GPA each quarter. If a student earns less than a 2.0 GPA for a quarter while on probation, he/she can be dropped from the University for at least a year.

To be removed from probation, the student's overall GPA needs to be raised to a 2.0 or better. If a student has reached his/her third quarter on continued probation and the student's overall GPA has not reached 2.0 or better, he/she can be dropped from the University.

Students whose GPA falls below or is below a 2.0 will see these symbols on their grade reports:

- PL-** Placed on academic probation.
- C1-** Continued on probation for the first time.
- C2-** Continued on probation for the second time.
- C3-** Continued on probation for the third time.
- DI-** Dropped from the university because student did not earn a 2.0 or better in the quarter while on probation.
- DL-** Dropped from the university because student has reached the limit of probationary quarters without having raised overall GPA to 2.0 or better.

## Review of Records

The above probation and drop policies are in effect for both part-time as well as full-time students. However, part-time students are reviewed for probationary status after each time they accumulate eleven hours of enrollment, whereas full-time students are reviewed after each quarter.

## Reinstatement

Students who have been dropped from the university may petition for reinstatement through the Office of Student Services. Under normal conditions, a petition for reinstatement will not be considered until a year has passed since the student has been dropped. A student who is dropped for a second time will be reinstated only after two (2) years has passed and only under extraordinary circumstances.

As a condition for reinstatement, the Office of Student Services, in consultation with the student's academic college, can suggest steps to be taken by the student. These steps could be in the form of courses taken at another institution, through correspondence study, or course credit by examination. However, such steps will not constitute sufficient grounds for waiving or shortening the reinstatement waiting period.

## Deficiency Points

When your overall grade point average falls below 2.0, your grade report shows the number of deficiency points you have. The deficiency points are determined through the following formula:

$$\text{(Total number of hours attempted} \times 2) \text{ minus (All GPA points earned).}$$

For example: A student who has attempted 40 hours and has earned 65 points will have 15 deficiency points.  $(40 \times 2) = 80$   $(80 - 65) = 15$  deficiency points

Students can reduce the number of deficiency points they have by achieving a 2.0 or better GPA each quarter they are enrolled.

# Academic Information

## **Grade Appeals (Regional Campuses)**

The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. A student may appeal a grade in writing, as follows: (A) Through the appropriate division coordinator if the instructor is a Group 1 faculty member; (B) through the Associate Dean of the campus if the appeal involves a Group 2 or Group 3 faculty member; or (C) through the Dean of the campus, provided that a concerted effort was made by the student to resolve the matter with the instructor. The burden of proof for a grade change is on the student, except in those cases involving charges of academic dishonesty. If the Dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the Dean concludes that sufficient grounds do exist for an appeal, the Dean shall appoint a faculty committee of five members, including the coordinator of the division in question or the Associate Dean in the case of Group 2 or Group 3 faculty to consider the case. If a majority on the committee decides that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal. In appeal cases in which the division coordinator or Associate Dean is the instructor, the Dean is authorized to appoint an alternate member from the same division or department to the committee. If the Dean is the instructor, the role of the Dean will be assumed by the Provost. In unusual circumstance (e.g., death, incapacity, or indefinite inaccessibility of the instructor), the division coordinator is responsible for the final grade, subject to appeal by the student to the dean as described in this section.

## **College Standards**

Along with the university minimum standards, some colleges maintain higher standards of performance in professional courses or other required work within the college. A student dropped by a college because of failure to meet such additional standards, but who is not subject to dismissal from the university, is still eligible for admission to other programs in the university. Otherwise, a student dropped by a college is considered to be dropped by the university and cannot apply for admission to another college

without first being reinstated.

## **Student Records**

The Admissions and Registration office, located in Bennett Hall, maintains unofficial copies of students' academic records and writes letters to verify enrollment. However, to receive an official copy of academic transcripts, a student must contact the Registrar's office on the Athens campus. All policies, concerning student records, are presented upon the principles of confidentiality and the student's right to privacy consistent with the Family Rights and Privacy Act of 1974.

Students' records at Ohio University are held in trust by the university. Except with the prior written consent of the student, or as otherwise stated in the Student Records Policy, no information in any student's education record file may be released to individuals or organizations requesting them. Students reserve the right to inspect and review the contents of their education records and to challenge the contents of their records through a formal hearing. A complete copy of Ohio University's Student Records Policy can be found in the Ohio University Catalog.

## **Grievance Procedure**

In order to deal effectively with grievances, other than those regarding grades or those under the student code of conduct, students should contact the Office of Student Services for assistance in following the outlined procedure below:

- 1) The student should meet directly with person(s) involved to see if the grievance can be resolved. If direct contact does not satisfactorily resolve the grievance, the student has the option to proceed in one of two ways. The student's decision to proceed must be in writing to a Division Coordinator, or Program Coordinator and be received within five working days, after the direct contact.
  - a) If the grievance involves a full-time or part-time faculty member in one of the technical/ associate programs, the student should contact the appropriate Program Coordinator. The Program Coordinator has five working days to notify the student, in writing, of results of the meeting with the

## Academic Information

person involved. If the student is still unsatisfied, the student has five working days to write the Technical Division Coordinator. The Technical Division Coordinator has five working days to address the grievance in consultation with the student and person(s) involved.

- b) If the grievance involves a full-time faculty member in a non-technical program (Social Sciences, Fine Arts/Humanities, or Math/Science), the student should contact the appropriate Division Coordinator. The Division Coordinator has ten working days to resolve the grievance in consultation with the student and person(s) involved.
- 2) If the student is not satisfied with the direct contact or consultation outcomes, the student has five working days to present the case in writing to the Director of Student Services. The Director has ten working days to attempt to resolve the grievance in consultation with the student and person(s) involved.
- 3) If the student is still unsatisfied at this point, the student has five working days to petition in writing the chairperson of the campus Judiciary committee to place the situation before the committee for any discussion and recommendation. The Judiciary Committee would have ten working days to make a ruling.

The student may appeal the decision of the Judiciary Committee within five working days to the Campus Dean. The Dean will have ten working days to make a decision which will be considered final. In the absence of the Dean, the Associate Dean will make the final decision. It may be beneficial for you to have a neutral third party with you, as well as to take notes in any meeting you have dealing with this grievance. If the grievance deals with a part-time faculty member in one of the above programs, the student should contact the Associate Dean and the Associate Dean then would have ten working days to resolve the grievance.

# Student Code of Conduct

The following acts are defined by the Ohio University Board of Trustees to be unacceptable.

## Code A Offenses

A student or student organization found to have violated any of the following offenses will be subject to the full range of sanctions (reprimand, disciplinary probation, suspension or expulsion). Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

### A-1) Academic Misconduct

Dishonesty or deception in fulfilling academic requirements: It includes but is not limited to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor. An instructor may impose a grade penalty for academic misconduct and/or file a judicial referral.

### A-2) Dishonesty

Conduct covered by this offense includes but is not limited to:

- a) Furnishing false information to the university by forgery, alteration, or misuse of documents or records.
- b) Furnishing to the university a written or oral false statement.
- c) Furnishing false identification to a university or civic official.

### A-3) Mental or Bodily Harm to Self

Conduct that causes harm or has the potential to harm oneself: Conduct covered by this offense includes but is not limited to:

- a) Intentionally inflicting mental or bodily harm upon oneself.
- b) Taking reckless, but not accidental, action from which mental or bodily harm could result to oneself (e.g. abuse of alcohol or other drugs).

### A-4) Mental or Bodily Harm to Others

Conduct that causes harm or has potential to harm another: Conduct covered by this offense includes but is not limited to:

- a) Intentionally inflicting mental or bodily harm upon any person.
- b) Attempting to inflict mental or bodily harm upon another person.
- c) Taking any reckless, but not accidental, action from which mental or bodily harm could result to another person.
- d) Causing a person to believe that the offender may cause mental or bodily harm.
- e) Sexual assault.
- f) Any act which demeans, degrades, or disgraces any person.
- g) Coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g. hazing).

### A-5) Discrimination

Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, age, gender, class, creed, religion, national origin, ability, veteran status, or sexual orientation.

### A-6) Disruption/Obstruction

Obstruction or interfering with university functions or any university activity.

### A-7) Civil Disturbance

Conduct which involves disturbing the peace in conjunction with a civil disturbance. Disturbing the peace under such circumstances can be defined as, but not limited to:

- a) Disorderly conduct.
- b) Failure to comply with the directives of law enforcement or University officials.
- c) Failure to comply with an order of dispersal and other such conduct which can reasonably be constructed to involve disturbing the peace and good order of the community during such an occurrence.

# Student Code of Conduct

## **A-8) False Report of Emergency**

Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.

## **A-9) Destruction of Property**

Intentionally or recklessly, but not accidentally, damaging, destroying, defacing, or tampering with university property or the property of any person or business.

## **A-10) Theft or Possession of Stolen Property or Service**

Conduct covered by this offense includes but is not limited to:

- a) Taking without consent the property or service of the university, another person, business, or organization
- b) Possessing property that can reasonably be determined to have been stolen from the University, another person, business, or organization

## **A-11) Trespassing**

Forcible or unauthorized entry into any university, public or private facility, room, or grounds.

## **A-12) Possession of Dangerous Weapons or Materials**

Unauthorized possession of a dangerous weapon or material, including, but not limited to, firearms, compressed-air guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunition, or any other dangerous ordinance as defined by Ohio law.

## **A-13) Manufacture, Distribution, Sale, Offer for Sale, Possession, or Misuse of Drugs or Narcotics**

Conduct covered by this offense includes, but is not limited to:

- a) Manufacture, distribution, sale, offer for sale, possession, or use to any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana except as defined by offense B-6.
- b) Misuse or abuse of legal drugs or narcotics.

- c) Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic other than marijuana as defined in offense B-6

## **A-14) Violation of Criminal Law**

Alleged violation of any federal, state, or local criminal law where the conduct of a student or student organization interferes with the university's exercise of its educational objectives or responsibilities.

## **A-15) Misuse or Abuse of Computer or Computer Networks**

Misuse, alteration, tampering with, or abuse of any computer, computer system, service, program, data, network, cable television network, or communication network including telephone or computer lines and wireless networks. (See Ohio University Policy and Procedures 91.003: Computer and Network Use Policy.)

## **A-16) Misuse of Safety Equipment**

The unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment.

## **A-17) Aiding or Abetting**

Helping, procuring, or encouraging another person to engage in the violation of a Code A offense.

## **A-18) Violation of Disciplinary Probation**

Violation of the student code of conduct while on disciplinary probation or violation of the terms of one's probation.

# Student Code of Conduct

## Code B Offenses

A student or student organization found to have violated any of the following offenses will be subject to a sanction of reprimand or disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

### **B-1) Unauthorized Use of Property or Service**

Unauthorized use of property or service or unauthorized possession of university property or the property of any other person, organization, or business.

### **B-2) Disturbing the Peace**

Disturbing the peace and good order of the university and surrounding communities.

### **B-3) Failure to Comply**

Conduct covered by this offense includes but is not limited to:

- a) Failure to comply with legitimate directives of university officials (including residence life staff), law enforcement or emergency personnel in the performance of their duties (e.g. failure to identify oneself when so requested)
- b) Violation of the terms of a disciplinary reprimand.

### **B-4) Unauthorized Use of University Keys or Other Access Devices**

Unauthorized use, distribution, duplication, or possession of any key or other access device issued for any university building, structure, room, or facility.

### **B-5) Misuse of Identification**

Transferring, lending, borrowing, or altering university identification.

### **B-7) Possession of Use of Marijuana**

Conduct covered by this offense includes but is not limited to:

- a) Possession of marijuana when such possession would constitute a minor misdemeanor.
- b) Use of marijuana.
- c) Possession of a device (drug paraphernalia) that has been used to ingest marijuana.

### **B-8) Unauthorized Use of Alcoholic Beverages**

Violation of state law or university regulations in accordance with the use or sale of alcoholic beverages. (See Ohio University Policy and Procedure 24.001: Use/Sale of Alcoholic Beverages on Ohio University Property and in Fraternity/Sorority Housing Units.)

### **B-9) Violation of Rules Regarding Residence Halls and Dining Facilities**

Violation of the Ohio University Housing Contract, Guide to Residential Living, or other published rules and regulations of University residence halls and dining facilities.

### **B-10) Aiding or Abetting**

Helping, procuring, or encouraging another person to engage in a Code B offense.

## **Section 4: Sanctions**

Students and student organizations of Ohio University accept the responsibility to abide by all Ohio University policies. Proven failure to meet these obligations will justify appropriate disciplinary sanctions. Disciplinary sanctions are defined as follows:

**Reprimand** is an official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions.

# Student Code of Conduct

**Disciplinary Probation** is a conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also as an A-18 (Violation of Disciplinary Probation) which may result in further action up to and including suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in intercollegiate athletics, extracurricular, and/or residence life activities.

**Suspension** is the loss of privileges of enrollment at Ohio University for a designated period of time and prohibits a student from being present without permission on the property of any campus of Ohio University. A student's suspension shall not exceed one calendar year following the effective date of the sanction. Suspension may be considered for Code A Offenses.

A student organization's suspension is a temporary revocation of University recognition. A student organization suspension will not exceed five years.

**Expulsion** is the permanent loss of privileges of enrollment at Ohio University and prohibits a student from ever being present without permission on the property of any campus of Ohio University. Expulsion will be noted on the student's permanent record. Expulsion may be considered for Code A Offenses.

A student organization expulsion is the permanent revocation of University recognition.

The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

**Note:** Other areas of the university, such as academic units, student employment, and student activities, may place specific restrictions on students or student organizations that are on disciplinary sanctions. Notification of a sanction will be made in accordance with Ohio University

Student Code of Conduct of Conduct Section 12: Release of Disciplinary Records.

## **Section 5: Conditions of Sanction**

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, and room changes.

## **Section 6: Statement of Concern**

Hearing authorities may issue a statement of concern for alleged violations of the student code of conduct in lieu of filing a formal judicial referral. A student or student organization has the right to respond in writing to the statement of concern. Such statements will be placed in the disciplinary file and may be a basis for further disciplinary referrals.

## **Section 7: Presidential Interim Suspension**

When the actions of a student threaten the good order and discipline of the University, the president may interimly suspend the student, pursuant to Section 3345.24(B) of the Ohio Revised Code, pending a prompt hearing by a University Hearing Board. The president will also determine whether the interimly suspended student may or may not remain on University property pending the completion of the hearing process.

1. The vice president for student affairs initiates a presidential interim suspension by providing the president with information of:
  - a) The events causing the threat to exist
  - b) The name of the student and actions allegedly violation University regulations
  - c) A statement of the University regulations allegedly violated by the student
2. If the president suspends a student, the director of University Judiciaries will immediately notify the student of the interim suspension and an upcoming procedural interview. The judicial process shall occur expeditiously in accordance

# Student Code of Conduct

with the Ohio University Student Code of Conduct Procedures.

3. If the final decision is to suspend or expel the student, the sanction takes effect from the date of the presidential interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with the Ohio University Student Code of Conduct Procedure Section 7: Appeals.

## Section 8: State of Emergency

Pursuant to Section 3345.26 of the Ohio Revised Code:

1. The board of trustees or president of a college or university which receives any state funds in support thereof, may declare a state of emergency when there is clear and present danger or disruption of the orderly conduct of lawful activities at such college or university through riot, mob action, or other substantial disorder, and may do any one or more of the following as are necessary to preserve order and discipline at such college or university during such emergency:
  - a) Limit access to university property and facilities by any person or persons
  - b) Impose a curfew
  - c) Restrict the right of assembly by groups of five or more persons
  - d) Provide reasonable measures to enforce limitations of access, a curfew, and restrictions on the rights of assembly imposed pursuant to this section
2. Notice of action taken pursuant to Division 1. Of this section shall be posted or published in such manner as is reasonably calculated to reach all persons affected.
3. Division of 1.A and 1.B of this section shall not be construed to limit the authority of the board of trustees, president, or other proper official of a college or university to impose reasonable restrictions on use of and access to, and the hours of use and access to university property and facilities, for

purposes of regulating the proper operation of such university, and regardless of whether any emergency exists.

## Section 9: Amendments to the Student Code of Conduct Policy

Any member of the Ohio University community may propose amendments to the student code of conduct. Proposed amendments shall be reviewed by the Student Code of Conduct: Review and Standards Committee in a timely manner. Amendments approved by the committee will be submitted annually to the vice president for student affairs for consideration and recommendation to the president. Any proposed change in code policy is subject to presidential approval and formal action by the board of trustees.

# Policy Statement on Harassment

Ohio University as well as Ohio University-Chillicothe strives to foster an academic, work, and living environment that is free from harassment. The university's ultimate goal is to provide an environment in which students, faculty and staff can thrive, and that is welcoming, and free of fear.

Harassment is a form of discrimination; therefore, harassment directed at an individual or group, or experienced by an individual group, violates this policy.

This policy applies to all aspects of the University's operations and programs. It applies to students and employees including faculty, administrators, classified non-bargaining staff, bargaining unit staff, and student employees. It also applies to all vendors, contractors, subcontractors, and others who do business with the University. In addition, it applies to all visitors or guests to campus to the extent that there is an allegation of harassment made by them against University students or employees.

**Harassment** is defined as any conduct directed toward an individual or group based on one or more of the categories listed above and severe enough so as to deny or limit a person's ability to participate in or fully benefit from the University's educational and employment environments, or activities, or severe enough that it creates an intimidating, offensive, or hostile environment.

**Sexual Harassment** is defined as any **unwelcome** sexual advance or request for sexual favor, including an explicit or implicit quid pro quo, made by an employee, student, or agent of the University to a student or employee of the University, and is **conduct of a sexual nature** exhibited by such a person (or people) toward another when such conduct **substantially** interferes with the person's educational or work performance, or **creates an intimidating, hostile, or offensive** educational or work environment.

Ohio University forbids amorous relationships between a student and anyone having grading, advisory, or supervisory authority over that student (including faculty, other instructors, teaching assistants, and supervisors). Amorous relationships that occur in the context of educational or employment supervision and

evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships of a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit makes them susceptible to exploitation. Furthermore, the possibility of a future amorous relationship may distort the present instructional or advisory relationship. Those who abuse their power in such a context violate their duty to the university community.

## Examples of Sexual Harassment include:

- Unwelcome or uninvited sexual comments or innuendo.
- Oral, written, or electronic communications that are sexually explicit in nature.
- Sexually explicit questions, jokes, or anecdotes about gender specific traits.
- Sexually suggestive sounds, gestures, gifts, or visual materials such as magazines, pictures, posters, photos, cartoons, or drawings.
- Direct or indirect threats concerning sexual favors or the refusal to consent to sexual favors.
- Sexual leering, uninvited touching, stroking, or gestures.
- Communication of unsought sexual propositions, requests for dates, sexual favors, or lewd remarks or sounds.
- Coerced sexual intercourse.
- Sexual assault or abuse.

## Factors that are considered in evaluating Sexual and other harassment include:

- Degree to which a person or group is affected.
- Type, frequency, and duration of alleged conduct.
- Relationship between alleged harasser and subject of the alleged harassment.
- Location and context in which the alleged conduct occurs.
- Other or corroborating incidents.

## Policy Statement on Harassment Continued

Federal and state law and regulations place certain requirements on the University regarding the reporting of sexual harassment. Any member of the OUC community who receives a complaint of sexual harassment from a student or other member of the university community is directed and required to report the behavior to the Office for Institutional Equity, unless a member of the staff of that office is involved, in which case the report shall be directed to the Office of Legal Affairs.

The complainant has the burden of proof to show harassment. It is an expectation that he or she will actively provide information that will support his or her complaint in the time and manner deemed necessary and appropriate by the University to conduct the investigation. Failure to cooperate with the investigation process in a timely manner may negate the University's obligation to continue with the investigation.

A written complaint of harassment, including sexual harassment, must be filed no later than 180 days, from the date of the last occurrence of the alleged harassing behavior.

For a complete view of this policy go online to <http://www.ohio.edu/notifications>

# Procedure Section

## Section 1: Purpose

Ohio University's judicial procedure ensures the orderly administration of the Ohio University Student Code of Conduct consistent with the principles of due process of law applicable to state universities. The judicial system is the responsibility of the vice president for student affairs, is administered by University Judiciaries, and is under the general oversight of the director of Legal Affairs. The Student Code of Conduct: Review and Standards Committee advises the vice president for student affairs on the University judicial system and the code of conduct.

## Section 2: Judicial Referrals

Members of the Ohio University community (students, faculty, and staff) may file a judicial referral charging a student or a student organization with an offense of the student code of conduct. It is the responsibility of the director of University Judiciaries to determine the appropriateness of a judicial referral. Case Referral Forms are available from University Judiciaries, each of the Residence Life green offices in Athens, and on-line.

## Section 3: Hearing Authorities

Hearing authorities are responsible for hearing cases involving alleged violations of the Ohio University Student Code of Conduct. The following are hearing authorities:

**University Judiciaries Director, Assistant Directors, and Hearing Officers, the director, assistant directors, and hearing officers,** of University Judiciaries are responsible for hearing cases involving alleged violations of Code A and B offenses and serve as advisor to both the complainant and the accused regarding procedures relating to the code of conduct. They have the authority to conduct procedural interviews and administrative hearings and to serve as advisors to university hearing boards.

**Residence Life Hearing Officers** are responsible for hearing cases involving alleged violations of Code B offenses which occur on residential greens. Residence Life hearing officers include assistant directors of residence life, assistant green coordinators, resident directors, and assistant resident directors.

Residence Life hearing officers have the authority to conduct procedural interviews and administrative hearings.

**University Hearing Board** is responsible for hearing cases of alleged Code A violations when the director, assistant director, or hearing officer of University Judiciaries has determined that suspension or expulsion may be the sanction if the charge is substantiated. A hearing board is composed of either: a) three students, one faculty member, and one administrator, or b) two students and one faculty member or administrator.

**University Appeal Board** is responsible for deciding appeals regarding decisions made by any hearing authority. An appeal board is composed of one student, one faculty member, and one administrator, selected from a pool of hearing board members who did not participate in the original hearing.

## Section 4: Rights and Options

### Rights of the Complainant

In filing a judicial referral against a student or a student organization for an alleged violation of the Ohio University Student Code of Conduct, the complainant has the right to:

1. Have a judicial referral handled in a forthright and timely manner.
2. Be accompanied throughout the judicial process by another member of the university community (an Ohio University employee or student). This advisor may:
  - a) Advise and assist the complainant in the preparation of the case.
  - b) Accompany the complainant through all disciplinary proceedings.
  - c) Speak on behalf of the complainant.
3. Designate another member of the university community to present his or her case.
4. Have unrelated behavior excluded from the judicial process.
5. Submit an oral statement (during an open hearing) or written statement (during a closed hearing) about the impact of an offense to be considered in the determination of a disciplinary sanction.

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### Right of the Accused

Throughout the university judicial process, a student or student organization accused of an alleged violation of the Ohio University Student Code of Conduct is provided the following rights and options:

1. A letter from the Student Code of Conduct Review and Standards Committee explaining procedures, rights, and options open to the accused.
2. A copy of the referral containing a description of the alleged violation.
3. The opportunity to discuss the entire matter with a hearing authority at a Procedural Interview.
4. In the event of a disciplinary hearing, the accused has the right to:

#### a) For Alleged Code A Violations:

If, during the Procedural Interview, the potential sanction is described by the hearing authority as suspension or expulsion, the accused has the right to:

1. Admit the charge and be sanctioned by the hearing authority.
2. Deny the charge and request either an administrative hearing or a university hearing board to further explore the facts and circumstances of the alleged violation.

A date for a hearing will be determined within a reasonable period of time after the procedural interview.

If the potential sanction described by the hearing authority is not suspension or expulsion, the accused will be given the right to:

- 1) Admit the charge and be sanctioned by the hearing authority.
- 2) Deny the charge and request an administrative hearing to further explore the facts and circumstances of the alleged violation.

A date for a hearing will be determined within a reasonable period of time after the procedural interview.

#### b) For Alleged Code B Violations:

During the Procedural Interview, the accused will be given the right to

1. Admit the charge and be sanctioned by the hearing authority.
2. Deny the charge and request an administrative hearing to further explore the facts and circumstances of the alleged violation.

A date for a hearing will be determined within a reasonable period of time after the procedural interview.

In the event of a disciplinary hearing, the accused has the right to:

1. Speak or not speak during the hearing process. Choosing not to speak will not be inferred by the hearing authority that the accused is in violation of the charge.
2. Question the complainant and all witnesses who testify against the accused at a hearing.
3. Examine all written materials.
4. Rebut any statements made or materials presented during a hearing.
5. Present written or verbal statements by character witnesses before a sanction is imposed.
6. Request the removal of any University Hearing Board member by showing written or verbal evidence of bias against the accused.
7. Be accompanied by an advisor who must be a member of the University community (an Ohio University employee or student). This advisor may:
  - a) Advise and assist the accused in the preparation of the case.
  - b) Accompany the accused through all disciplinary proceedings.
  - c) Speak on behalf of the accused.
  - d) Advise and assist the accused in the preparation of appeals.
8. Be accompanied by an attorney in cases where criminal charges are pending or likely to be pending. The policy "Hearing Board Guidelines for Lawyers" is available from University Judiciaries.
9. File a written appeal to a University Appeal Board.
10. File a written appeal to the President of the University if a University Appeal Board denies the appeal.

### Section 5: The Procedural Interview

Any student or student organization charged

## Procedure Section

with an offense of the student code of conduct will first be scheduled a Procedural Interview with a hearing authority to review the allegation. The accused will be notified in writing of the alleged violation and the date and time of the Procedural Interview. Written notification will include:

- a) A letter from the Student Code of Conduct: Review and Standards Committee explaining procedures and rights and options open to the accused.
- b) A copy of the referral, which contains a description of the alleged violation.

The purpose of the Procedural Interview is to provide the accused with the opportunity to discuss the allegations that led to the referral. The hearing authority will clarify the rights and options available, as well as describe a range of potential sanctions for the violation in question. The accused will have an opportunity to admit or deny the charge during the Procedural Interview.

In alleged Code A violations where the hearing authority has informed the accused that a potential sanction may result in suspension or expulsion, the accused may:

- a) Admit the charge and be sanctioned by the hearing authority.
- b) Deny the charge and request either an administrative hearing or a University Hearing Board to further explore the facts and circumstances of the alleged violation.

In alleged Code A or Code B violations where the hearing authority has informed the accused that a potential sanction would not result in suspension or expulsion, the accused may:

- a) Admit the charge and be sanctioned by the hearing authority.
- b) Deny the charge and request an administrative hearing to further explore the facts and circumstances of the alleged violation.

The accused must attend the Procedural Interview. If the accused fails to appear for a scheduled Procedural Interview and the absence is not excused, a hearing may still be scheduled.

### Section 6: Hearing Procedures

The purpose of a hearing is to provide an equitable forum for the complainant and the accused to present their case regarding the alleged misconduct. The hearing authority will decide by the preponderance of evidence whether or not the charge is proven.

#### Standard of Proof

The standard of proof is preponderance of the evidence. Preponderance of the evidence is defined as the greater weight of the evidence; that is evidence that outweighs or overbalances the evidence opposed to it. A preponderance means evidence that is more probable or more persuasive. It is the quality of evidence that is weighed. Quality may or may not be identical with quantity. If the weight of the evidence is equally balanced, the complainant has not proven the charge. The burden for proving an alleged violation rests with the complainant.

#### Types of Hearings

##### Administrative Hearing

In cases where the accused denies a Code A or B offense and requests an administrative hearing, generally the hearing authority that conducted the procedural interview will conduct the administrative hearing. A date for an administrative hearing will be determined within a reasonable period of time after the procedural interview.

If the accused fails to appear at a scheduled administrative hearing and the absence is not excused, the hearing may proceed in the accused' absence or may be rescheduled.

##### University Hearing Board

In cases where the director; assistant director, or hearing officer of University Judiciaries has determined that the alleged Code A offense may warrant suspension or expulsion from the university, the accused may opt to have a University Hearing Board hear the case. A date for a University Hearing Board will be determined within a reasonable period of time after the procedural interview. If the accused fails to appear at a scheduled Hearing Board and the absence is not excused, the hearing may proceed in the accused's absence or may be rescheduled. The hearing board advisor (the director, assistant director, or hearing officer of University Judiciaries) may be present at each university hearing board hearing. The

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role of the hearing board advisor is to ensure that the student code of conduct procedures is followed. The hearing board advisor will answer procedural questions asked by the board, complainant, or accused. The hearing board advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing board advisor will not participate in a determination of a finding or sanction. However, the board advisor may be summoned by a deliberating board to answer questions regarding the judicial process.

If the accused fails to appear at a scheduled administrative hearing and the absence is not excused, the hearing may proceed in the accused's absence or may be rescheduled.

### University Hearing Board

In cases where the director; assistant director, or hearing officer of University Judiciaries has determined that the alleged Code A offense may warrant suspension or expulsion from the university, the accused may opt to have a University Hearing Board hear the case. A date for a University Hearing Board will be determined within a reasonable period of time after the procedural interview. If the accused fails to appear at a scheduled Hearing Board and the absence is not excused, the hearing may proceed in the accused's absence or may be rescheduled. The hearing board advisor (either the director, assistant director, or hearing officer of University Judiciaries) may be present at each university hearing board hearing. The role of the hearing board advisor is to ensure that the student code of conduct procedures is followed. The hearing board advisor will answer procedural questions asked by the board, complainant, or accused. The hearing board advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing board advisor will not participate in a determination of a finding or sanction. However, the board advisor may be summoned by a deliberating board to answer questions regarding the judicial process.

### Guidelines for Hearings

#### Introduction

1. The hearing authority will explain the accused' rights and options and assure

that fairness and due process will be observed throughout the hearing.

2. Hearings are closed to the public unless specifically requested in writing to be open by the accused.
3. The accused or the complainant may ask for the removal of a hearing authority, prior to a hearing, by showing written or verbal evidence of bias.
  - a) In cases before a hearing board, the charge of bias is made to the chairperson who will determine whether it is valid. If bias is shown, the chairperson will excuse the hearing board member. If the charge of bias is against the chairperson, the hearing board advisor shall decide whether it is valid. If bias is found, the chairperson will be excused and the board advisor will appoint a remaining member of the board as chairperson or reschedule the hearing.
  - b) In an administrative hearing, the charge of bias against the hearing authority can be made to the director of University Judiciaries prior to the hearing. The director will decide if the charge is valid. If bias is found, the director will assign a new hearing authority to conduct the hearing.
4. The hearing authority may exclude persons from the hearing if they are disruptive, or postpone the hearing because of disruptive behavior of participants or observers.

### Case Presentation

1. Both the complainant and accused will be given the opportunity to make an opening statement highlighting the main points of their case.
2. The complainant will then present his or her side of the case followed by a presentation by the accused. Case presentations may include testimony, evidence, and witnesses.
3. Both sides will be questioned by the hearing authority and will have an opportunity to question one another and witnesses.
4. Following case presentations, the complainant and then the accused may summarize their case.

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5. In a closed hearing, the complainant will be given the opportunity to submit a sealed, written statement of impact to be considered in the event the accused is found in violation of the offense and then will be excused from the hearing prior to deliberation.
  6. The complainant will then present his or her side of the case followed by a presentation by the accused. Case presentations may include testimony, evidence, and witnesses.
  7. Both sides will be questioned by the hearing authority and will have an opportunity to question one another and witnesses.
  8. Following case presentations, the complainant and then the accused may summarize their case.
  9. In a closed hearing, the complainant will be given the opportunity to submit a sealed, written statement of impact to be considered in the event the accused is found in violation of the offense and then will be excused from the hearing prior to deliberation.
3. The hearing authority will consider the following in determining a sanction:
    - a) Statements and evidence presented at the hearing
    - b) Seriousness of the violation
    - c) The complainant's oral or written statement of impact.
    - d) The accused's character information
    - e) Prior disciplinary record of the accused.
    - f) Disciplinary precedent.
  4. The hearing authority will go into closed session to determine a sanction.
  5. The hearing will reconvene for the announcement of the sanction. In the case of a hearing board, the sanction is recommended to the director of Legal Affairs who will make the final decision. While normally the board's recommendation will be the sanction imposed, the director of Legal Affairs may impose a different sanction for cause. In the event of a tie vote by a hearing board regarding the sanction to be imposed, all sanctions considered by the hearing board will be referred to the director of Legal Affairs for final decision. The director of Legal Affairs will send the student written notification of the decision.

### Deliberation and Finding

1. The hearing authority will go into closed session to determine by the preponderance of evidence whether the accused will be found in violation of the code of conduct. Hearing boards determine findings by majority vote. In the case of a tie vote a new hearing will be scheduled by the director of University Judiciaries.
2. The hearing will reconvene for the announcement of the finding. If the accused is not found in violation, the case will be dismissed. If the accused is found in violation, the hearing will proceed to sanctioning.

### Sanctioning

1. The accused will be offered an opportunity to speak on his or her behalf and to present character witnesses or written references for consideration in determining a sanction.
2. In an open hearing, the complainant will be given the opportunity to present an oral or written statement of impact. In a

### Presenting a Case Using University Legal Counsel

In rare instances, the University may decide to formally present a judicial case using legal counsel. In such cases, the accused will be given adequate notice in order to seek legal counsel, if so desired. In these instances, the case will be heard by a university hearing board and the director of Legal Affairs (or designate) will serve as a non-voting member of the hearing board.

### Section 7: Appeals University Appeal Board

The accused has the right to file a written appeal to a University Appeal Board within seven calendar days after the receipt of the letter detailing the decision of the case. Upon reasonable request, the seven calendar day deadline may be extended by the director of

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University Judiciaries.

Appeals may be filed for the following reasons:

- a. Inappropriate sanction.
- b. Procedural defect in the original hearing.
- c. New evidence.

An appeal board, meeting in closed session, within a reasonable period of time, will either grant or deny the appeal by a majority vote. If the appeal is granted, the sanction may be changed or a new hearing ordered.

- a. In considering the change the appeal board will do so only in the clear abuse of discretion by the hearing authority.
- b. In considering appeals based on a procedural defect, the board will order a new hearing only if the defect is found to be substantial enough to have changed the outcome of the hearing.
- c. In considering appeals based on new evidence, the board will order a new hearing only if the new evidence is found to be substantial enough to change the outcome of the original hearing.

The person filing the appeal will be notified in writing of the decision by the director of University Judiciaries within a reasonable period of time.

## Presidential Review

The accused may request the President of Ohio University to review an appeal board decision. An appeal to the president must be presented to the Office of the President in writing with all supporting documents within seven calendar days after the receipt of written notification of the appeal board decision. Requests for a presidential review may be filed for the following reasons:

1. Inappropriate sanction.
2. Procedural defect in the original hearing.
3. New evidence.

The president may or may not elect to review a decision. The student or student organization requesting a review will be notified of the decision of the president within a reasonable period of time. In cases where the president of the university elects to review a decision, the president may change the sanction, order a new hearing, or uphold the decision of the appeal board.

1. In considering the change of sanction, the president will do so only in the clear abuse of discretion by the hearing authority.
2. In considering appeals based on procedural defect, the president may order a new hearing only if the defect is found to be substantial enough to have changed the outcome of the hearing.
3. In considering appeals based on new evidence, the president will order a new hearing only if the new evidence is found to be substantial enough to change the outcome of the hearing.

The decision of the president to change a sanction is final. The result of a new hearing ordered by the president may be appealed as detailed in Section 7.

## Section 8: Conduct of Student Organizations

When a report of misconduct against a student organization is filed with University Judiciaries, the director of University Judiciaries will consult with the director of Student Activities and the president of the Student Senate before determining whether the organization, an individual(s), or both will be charged with an alleged offense of the code of conduct.

When a report of misconduct against a social Greek organization is filed with University judiciaries, the director of University Judiciaries will consult with the assistant director of Student Activities, the president of Student Senate, and the chairperson of the Greek Life Committee before determining whether the organization, an individual(s), or both, will be charged with an alleged offense of the code of conduct. Student organizations in violation of the Student Code of Conduct will be subject to the full range of disciplinary sanctions. A disciplinary sanction less than disciplinary expulsion may place specific restrictions and additional requirements on a student organization. These conditions will vary with each case and may include but are not limited to the restriction or suspension of the use of facilities and services of the university; the suspension of the privilege to sponsor fund-raising activities; the suspension of the privilege to recruit new members; the suspension of the parietal exemption; the suspension of

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participation in university activities; the loss of funds allocated by the university; and the restitution for damage. The sanction of disciplinary suspension for a student organization may be imposed for a period not to exceed five calendar years.

### **Section 9: Statement on Emotional Stability Relating to Conduct**

A student who has violated the Student Code of Conduct and is regarded as evidencing psychological instability which interferes with his or her normal functioning may be recommended by the director of University Judiciaries for an evaluation by a psychologist in the Center for Counseling and Psychological Services. Recommendation for such evaluation will be made to assist in determining sanction. If the student accepts the recommendation, he or she will be informed that an oral report will be made by the psychologist to the director of University Judiciaries only if a release of information is authorized. If the student refuses the recommendation, the hearing process will continue as if no recommendation were made. When a student's emotional instability, as evaluated by the psychologist, is considered an important contributing factor to the act(s) leading to a suspension, a medical hold, independent of the suspension, will be placed on the student's academic record. The medical hold will be released if the student demonstrates to a psychologist in the Center for Counseling and Psychological Services that the emotional instability has been sufficiently resolved.

### **Section 10: Official Withdrawal from the University**

Should an accused student be academically dismissed or leave Ohio University before pending disciplinary charges have been resolved, the director of University Judiciaries may proceed with the judicial process and/or place a disciplinary hold on the student's academic records.

### **Section 11: Reenrollment after Suspension**

Undergraduate students who have been suspended from the university must petition for reenrollment through the director of University Judiciaries. Reenrollment may be granted, with further probationary status, at the discretion of

the director. Students enrolled in post-baccalaureate programs who have been suspended must petition for reenrollment through the director of University Judiciaries. Reenrollment under such circumstances will be determined by the director of University Judiciaries and the college or department in which the student was enrolled.

### **Section 12: Release of Disciplinary Records General Policy**

Student disciplinary records are defined as educational records by the Family Educational Rights and Privacy Act (FERPA). As educational records, disciplinary records are not subject to release without written authorization by the student. However, under certain circumstances, FERPA and Ohio University's Students Records Policy (Policy 12.020) permit the University to release disciplinary records without written authorization by the student. These circumstances include, without limitation, the following:

1. A parent or guardian may request access to a student's disciplinary records if the parent or guardian claims the student as a dependent according to the IRS tax code;
2. Victims of an alleged perpetrator of a crime of violence or a non-forcible sex offense may access the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense regardless of whether or not the University concludes that a violation was committed;
3. Anyone may access the final results of a disciplinary proceeding in which a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and, with respect to the allegation made against him or her, that student is found to have committed a violation of the Student Code of Conduct.

For purposes of this section, "final results" means the name of the student who committed the violation, the violation committed, and any sanction imposed by the University against the student. The university will not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. Student disciplinary records are retained on file by University Judiciaries for

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seven years past the date of the last incident.

### **Parental Notification**

It has been a long standing goal of Ohio University to address the societal problem of alcohol and other drug abuse through education and enforcement. Therefore, as permitted by FERPA and Ohio University's Student Records Policy, when a first-year student, who is under the age of twenty-one, is found responsible for a Code A or a second Code B alcohol or other drug related offense, University Judiciaries will send written notice of the student's substantiated alcohol or other drug offense to parents/guardians.

### **Notification of Academic Colleges**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and Ohio University's Student Records Policy (Policy 12.020), which provides for the University to share student records with members of the faculty and staff having a legitimate educational interest, University Judiciaries will notify the academic college in which a student is enrolled when the student is found in violation of an offense of the student code of conduct. Informing academic colleges of students' progress as community members assists the colleges in their work with students.

### **Section 13: Student Code of Conduct: Review and Standards Committee**

The committee will be a university committee advising the vice president for student affairs on the university judicial system and the Ohio University Student Code of Conduct. It will periodically review the goals of educational discipline and effectiveness of disciplinary sanctions, advise on the appointments to hearing boards, and recommend changes in the code and university judicial policies and procedures. Further, it maintains responsibility for developing detailed procedures to be followed in the hearing process, including developing appropriate communication materials to be used in notifying students who have allegedly violated the code of conduct, and developing a Student Rights and Options Guide for students accused of violating the code of conduct.

The committee will be appointed each year by

the Faculty Senate and will include the following persons:

- Vice-President for Student Affairs, or designee, chairperson.
- Director of Legal Affairs, or designee, advisor
- Director of Judiciaries.
- Director of Residence Life, or designee.
- Paraprofessional Residence Life Staff Member (e.g., resident assistant; security aide).
- Chairperson of Students Defending Students, or designee.
- President of the Student Senate, or designee.
- Two members of the University Hearing Board (one student and one faculty member)
- Representative of the Resident's Action Council (other than a paraprofessional staff member)
- Off-campus student representative.
- Greek organization representative.

### **Section 14: Amendments to the Student Code of Conduct Procedure**

Any member of the Ohio University community may propose amendments to the student code of conduct procedures. Proposed amendments shall be reviewed by the Student Code of Conduct: Review and Standards Committee in a timely manner, or at least once per quarter. Amendments approved by the committee will be submitted annually to the vice president for student affairs for consideration and recommendation to the president.

### **Section 15: Ohio Revised Code Section 3333.38 (House Bill 95)**

Pursuant to Ohio Revised Code Section 3333.38(C), Ohio University must immediately dismiss an individual who is convicted of, pleads guilty to, or is adjudicated a delinquent child for a violation of Ohio Revised Code Section 2917.02 (aggravated riot) or Ohio Revised Code Section 2917.03 (riot). Pursuant to Ohio Revised Code Section 3333.38(B), an individual who is convicted of, pleads guilty to, or adjudicated a delinquent child for any of the following offenses shall be ineligible to receive any student financial assistance supported by state funds for two calendar years from the time the individual applies for such assistance:

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A violation of Ohio Revised Code Section 2917.02 (aggravated riot) or Ohio Revised Code Section 2917.03 (riot)

1. A violation of Ohio Revised Code Section 2917.304 (failure to disperse) that is a misdemeanor of the fourth degree.
2. A violation of Ohio Revised Code Section 2917.13 (misconduct at emergency) that is a misdemeanor of the fourth or first degree and occurs within the proximate area where four or more others are acting in a course of conduct in violation of Ohio Revised Code Section 2917.11 (disorderly conduct)

3333.21 and Part-time Ohio Instructional Grant Program  
Ohio Academic Scholarship Program

3333.26 Tuition Waiver for Child or Spouse of Public Service Officer Killed in the Line of Duty

The student financial assistance programs supported by state funds include any post-secondary student financial assistance supported by state funds, including assistance granted under Ohio Revised Code Sections:

<p>3315.33 Ohio Scholarship Fund for Teacher Trainees</p> <p>3333.12 Ohio Instructional Grant Program</p> <p>3333.27 Student Choice Grant Program</p> <p>3333.28 Nurse Education Assistance Program</p> <p>3333.29 Student Workforce Development Grant</p> <p>3333.372 Ohio Outstanding Scholarship and Ohio Priority Needs Fellowship</p> <p>5910.03 Scholarship for Children of Deceased or Disabled Veterans of the Armed Services of the United States. of War or Missing in Action</p> <p>5919.34 National Guard Scholarship Program</p>	<p>5910.32 Children of Persons Declared Prisoner</p>
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The provisions of the Ohio Revised Code 333.38 (B) and (C) are separate and distinct from Ohio University's Student Code of Conduct and do limit the affect of Ohio University to suspend or otherwise discipline its students.