

# OHIO WESLEYAN UNIVERSITY



## STUDENT HANDBOOK 2009 – 2010

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

The on-line versions of these Handbooks are the official versions which can be located on the Ohio Wesleyan website at <http://studentaffairs.owu.edu>. **All students of Ohio Wesleyan University are responsible for knowing, understanding, and abiding by the terms of the Student Handbook and the Code of Student Conduct.**

**All students are responsible for all communications sent to his/her Ohio Wesleyan issued e-mail address by a representative of the University. This responsibility is limited to communications regarding University business and activities, and does not include items of a purely personal nature.**

**Statement of Non-Discrimination**

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

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## ***Fight Song: The Cuppett Song***

*Winner of Prize "Song Contest" 1914*

Chas. H. Cuppett 1916

*First Verse:* Oh, we're from dear old Wesleyan,  
The school to us most dear,  
It's the place we love the best,  
Finest school in east or west;  
So we will hail the name we all revere.  
We love our Alma Mater  
Her glories we will tell;  
In everything we take the lead,  
Sport and thought and noble deed,  
And so for Wesleyan we'll give  
Our yell: —Rah! Rah!"

*Chorus:* So here's to old Wesleyan,  
Loud we will sing!  
We'll drink a toast to Wesleyan  
From the good old Sulfur Spring,  
Then here's to old Wesleyan,  
Join every man!  
We'll drink a toast  
From the Sulfur Spring to Wesleyan!

*Second Verse:* Her students all are loyal,  
They're for her to the man,  
The men are manly, brave and true.  
They're the ones to dare  
And do-the kind of men  
You'll find at Wesleyan;  
And then, there are the ladies who  
Grow to us most dear;  
They're the pride of Monnett,  
Sweet and beautiful you can bet,  
And now for them we'll give  
A hearty cheer, —RahRah!"

### **Alma Mater:**

Ohio Wesleyan! Sweetly and strong  
Rises our hymn of praise for thee alone;  
Heaven re-echoes it, loud let it ring,  
Ohio Wesleyan! Loyal hearts sing.

Ohio Wesleyan! Proud is thy crown.  
Rarest of laurels ever Victory has known;  
Noblest achievements  
Have hallowed thy name,  
Ohio Wesleyan! Deathless thy fame.

### **University Motto:**

In Lumine Tuo Videbimus Lumen

*(Psalms 36:9)*

Translation: In thy light shall we see the light.

August 2009

Dear Students,

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

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

Together we share in the privilege to learn from each other in this special place. I look forward to sharing this transformational journey with you!

Kimberlie L. Goldsberry, PhD  
Dean of Students

**August 2009**

Fellow Bishops,

In the unlikely event that you are actually reading your Student Handbook, we would like to welcome you to another exciting year at Ohio Wesleyan and give you some candid advice about how to make the most of it.

We are all very fortunate that OWU has an overabundance of opportunities, and we encourage you to take advantage of the resources available. The clubs, organizations, and activities on campus offer a lifetime's worth of experiences, and yet our time here is limited. So get involved, whether you are motivated by pursuing academic interests beyond the classroom, fostering fellowship, enhancing your faith, making a difference in the world, or just having a fun time. Most of all, don't be afraid to try new things. Every group on campus is anxious to share what they are about with the rest of the OWU community and when they put on events they will always welcome you with open arms, so don't be shy.

Of all the resources we have at OWU, the most important is the people. The faculty and administration are sincerely dedicated to making our experience here as valuable as possible. Most importantly, our classmates bring diverse perspectives to our home at OWU from their homes across the country and around the world, each with the potential to enrich our lives if only we take the time to get to know one another.

As for where we fit into all of this, the Wesleyan Council on Student Affairs is dedicated to strengthening the OWU community and empowering you to achieve your potential. WCSA is *your* student government. Our purpose is to address your concerns and act as the bridge between you and the administration, faculty, and staff. We have committed WCSA to being a very approachable, friendly and transparent organization. If you have an idea about how we can improve life on campus, we want to hear it. In the big picture, we believe WCSA can make OWU an instrument of change not only locally by improving life on campus, but also globally by taking small steps that could have a big impact in our increasingly globalized world. So think big! We're here to help.

And if, by chance, you are overwhelmed by the endless possibilities before you at OWU, or if you are uncertain about university policies, the Student Handbook can probably point you in the right direction.

Best Regards,  
Usman Javaid \_10      Kyle Herman \_11  
WCSA President      WCSA Vice President

## Academic Calendar

### Fall Semester 2009

June 12-26	First-Year Student Pre-Registration (StART Sessions 1-4)
August 16-22	New Student Transition and Orientation Programming (varies by groups) Check Schedules on-line for specific group information
August 24	Classes Begin
October 2-4	Homecoming and Family Weekend
October 14-18	Mid-Semester Break
November 21-29	Thanksgiving Break
December 11	Last Day of Classes
December 12	Reading Day
December 13	Reading Day
December 14	Final Examinations
December 15	Final Examinations
December 16	Final Examinations
December 17	Final Examinations Term Ends at 10:00 p.m.

### Spring Semester 2010

January 11	Classes Begin
March 6-14	Mid-Semester Break
April 29	Last Day of Classes
April 30	Reading Day
May 1	Final Examinations (a.m.) Reading Day (p.m.)
May 2	Reading Day
May 3	Final Examinations
May 4	Final Examinations
May 5	Final Examinations
May 6	Final Examinations Term Ends at 5:00 p.m.
May 9	Commencement

### Summer Semester, 2010

May 17, 2010 – June 18, 2010

# Facility Hours

## BOOKSTORE

(Hamilton-Williams Campus Center, lower level)  
Mon.-Wed.-Fri. 8:30 a.m. – 5:00 p.m.  
Tues.-Thurs. 8:30 a.m. – 6:00 p.m.  
Saturday Open for all home football games and special events

### Summer Hours

Mon.-Fri. 8:30 a.m.-4:30 p.m.  
Closed for lunch 12:30 p.m.-1:30 p.m.

Fax number for student use: 740-368-3997

## BRANCH RICKEY PHYSICAL EDUCATION CENTER AND EDWARDS GYM

Mon. – Fri. 6:00 a.m. – 9:00 p.m.  
Sat. – Sun. 12 Noon – 6:00 p.m.

These hours apply until Thanksgiving. Special extended hours for winter to be announced

Special hours for basketball, handball, tennis and pool facilities will be posted in the lobby of Edwards Gym, or call x-3725 for free play times.

## DINING SERVICES

### Bakery (HWCC)

Mon. – Thurs. 7:00 a.m. – 4:30 p.m.  
Friday 7:00 a.m. – 2:30 p.m.

### Bishop Café (HWCC)

Mon. – Fri. 11:30 a.m. – 3:00 p.m.  
Sunday 5:00 p.m. – 8:00 p.m.

### Food Court (HWCC)

Mon. – Fri. 7:30 a.m. – 1:30 p.m.  
Mon. – Thurs. 5:00 p.m. – 8:00 p.m.

### Ritazza Coffee Carts

#### Conrades-Wetherell Science Center

Mon. – Fri. 7:30 a.m. – 1:30 p.m.

### University Hall

Mon. – Fri. 8:00 a.m. – 2:00 p.m.

### Library Café

Sun – Thurs. 5:00 p.m. - Midnight

### Trattoria Pizza

Sun. – Sat. 5:30 p.m. - Midnight

### Pulse on Dining (Smith Hall)

Mon. – Fri. 11:30 a.m. – 1:30 p.m.  
5:00 p.m. – 7:00 p.m.  
Sat. – Sun. 11:00 a.m. – 6:00 p.m.

### Welch Hall Café

Sun. – Thurs. 5:30 p.m. – 9:30 p.m.

### The Thomson Corner Store

Mon. – Thurs 1:00 p.m. – 1:00 a.m.  
Friday 1:00 p.m. – 8:00 p.m.  
Sat. – Sun. 12 noon – 8:00 p.m.

## THE OWU CARD OFFICE

Mon. – Fri. 8:30 a.m. – 4:30 p.m.

The Card Office is closed when school is not in session. Summer hours will be posted on office door. Messages may be left on x-3451

## HAMILTON-WILLIAMS CAMPUS CENTER

Mon. – Fri. 7:00 a.m. – 11:30 p.m.  
Saturday 7:30 a.m. – 9:00 p.m.  
Sunday 10:00 a.m. – 11:30 p.m.

*Please note that the building will be locked 30 minutes prior to the actual closing time to ensure the building is completely vacated. Thank you for your cooperation.*

## UNIVERSITY LIBRARIES

### Archives/Special Collections (Beeghly, 2<sup>nd</sup> floor)

Mon. – Fri. 8:30 a.m. – 12 Noon  
1:00 p.m. – 5:00 p.m.

### A-V Center (Beeghly, lower level)

Mon. – Thurs. 8:00 a.m. – 9:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.  
Saturday Closed  
Sunday 5:00 p.m. – 9:00 p.m.

### Beeghly Library

Mon. – Thurs. 8:00 a.m. – 2:00 a.m.  
Friday 8:00 a.m. – 5:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.  
Sunday 11:00 a.m. – 2:00 a.m.

### Hobson Science Library

Mon. – Thurs. 9:00 a.m. – 10:00 p.m.  
Friday 9:00 a.m. – 5:00 p.m.  
Sunday 1:00 p.m. – 10:00 p.m.

### Kinnison Music Library

Mon. – Thurs. 9:00 a.m. – 10:00 p.m.  
Friday 9:00 a.m. – 5:00 p.m.  
Sunday 3:00 p.m. – 10:00 p.m.

## UNIVERSITY OFFICES

Mon. – Fri. 8:30 a.m. – 5:00 p.m.  
Closed for lunch 12 Noon – 1:00 p.m.

## HEALTH CENTER HOURS

Mon. – Fri. 8:30 a.m. – 5:00 p.m.  
Closed for lunch 12 Noon – 1:00 p.m.

## STUYVESANT HALL FITNESS CENTER HOURS

Mon. – Fri. 8:30 a.m. – 5:00 p.m.  
(With extended hours posted at the door)

# Commonly-Asked Questions...and Answers

This *Student Handbook* is designed to answer questions that you may have about the University. Below are some of the more common questions asked by students?

## Are all students allowed to have cars on campus?

While students are not expressly prohibited from bringing cars to campus, we don't encourage first-year students to have cars. If they do choose to bring a vehicle there are a limited number of permits which can be purchased which allow parking in several remote parking lots located on the outside perimeter of the campus. By action of our student government, the Wesleyan Council on Student Affairs (WCSA), and with the agreement of administration, only students who meet certain eligibility requirements are permitted to purchase permits that allow parking in and around our residence hall facilities. In order to be eligible for a full residential parking permit, a student must meet one of the following criteria: (1) married; (2) 21 years of age; or (3) junior or senior status. Since parking facilities on campus are limited, first-year students and sophomores have limited designated parking on campus. Proof of family vehicle ownership (registration/title) must be provided before parking permits will be issued. Documents listed in the name of a company or corporation will not be accepted without secondary proof of ownership. Students commuting from home or those approved for living off campus may only purchase a Commuter Permit.

All Ohio Wesleyan students who have a motor vehicle on campus must purchase and display a University parking permit. The permit must be displayed on the motor vehicle by 5:00 p.m. on the tenth day of classes at the beginning of fall semester. (Refer to the "Public Safety Policies and Services" section (pg. 30) of this *Student Handbook* for complete policy information.)

Requests for temporary health/handicap parking permits must be approved through Student Health Services.

All persons are responsible for understanding and complying with all parking regulations.

## Where can I park my car?

Upon purchase and display of an appropriate student parking sticker, students may park in any parking lot designated for that particular parking permit. (University parking is clearly identified for students, faculty, staff, etc. Some restrictions only apply during certain hours.) Full information regarding specific parking areas and permits may be obtained in the Public Safety Office, Smith Hall 120.

## Does Ohio Wesleyan University provide bicycle storage?

During the academic year, the Public Safety Office stores bicycles for students wishing to do so. These items are stored in a secured area with limited accessibility. This service is free. It is suggested that bicycle owners retrieve their property when leaving campus for summer break.

## Can I start a new student organization on campus?

Each fall there is a Club Fair held during Bishop Week. Please attend this lively event to make certain a group isn't already formed that is similar. No new organizations can be formed before the Club Fair. A new organization can be formed with a minimum of ten other interested students. Arrange a meeting with the Director of Student Involvement to find out how to formulate a constitution, talk about finding an advisor, complete a tentative officer sheet, and learn about club responsibilities.

## How can I find out about activities/programs happening on a daily basis at Ohio Wesleyan?

It has been said that people need to see things seven times before they remember what they have seen. OWU's clubs and organizations are mindful of this and generally create an aggressive advertising campaign for events. There are lots of ways to find out what is happening on campus:

- Read JAYwalk – no kidding! Organizations –"chalk the walk" to let you know what's going on.
- Read the banners hanging in the Hamilton-Williams Campus Center, between trees on the JAYwalk, and in front of Slocum Hall.
- Read the flyers hung up *all* over campus. You might be surprised where you find some of them.
- Table tents in dining halls are also popular.
- Don't automatically delete all of the all campus e-mails that may seem to overflow from your in box – there is great information there! This is an easy way to get updates out to the campus if something about an event has had to change.
- Stop at the Information Desk in the Hamilton-Williams Campus Center. The student workers there are knowledgeable about almost all campus events. And if they don't know, they will find out!
- Read the OWU Bulletin <http://bulletin.owu.edu/> or Connect 2OWU <http://connect2.owu.edu/>. OWU's home page also features the latest happenings on campus as well as news. It is a good idea to check it daily.
- Many groups on campus create "facebook" groups for events.
- Read the *Transcript*, OWU's newspaper. Your friends report on all of the most up-to-date happenings.
- Word of mouth is the "old fashioned" way to find out about events. Ask friends or people you would like to be friends with what they are attending. It is a great way to make new friends and expand your experiences.

## What campus traditions should I know about?

**Day on the JAY:** A day in the fall and the spring when we celebrate the OWU community as we come together over lunch and fun games and music. **Leadership Retreat:** Hosted by the Student Involvement Office this is the event where students clubs and organizations learn how to do what they do. This year the event will take place on Saturday, September 12<sup>th</sup>. **Homecoming:** Is also Parent and Family Weekend this year. It will be a busy time on campus! There is the traditional fall sporting competitions, a Homecoming King and Queen, alumni, fraternity and sorority open houses, art exhibits, and a theatre production. There is usually a 5K run, and community involvement in the festivities. This weekend is also known as **Black Family Weekend** and there are lots of activities happening – watch for special details for all of these exciting events. This year S.U.B.A. will be celebrating 41 years as an organization! **Step Show:** This is an annual event with lots of class. If you have never experienced the excitement of one of these shows you are in for a treat! Look for it during spring semester. **SpringFest:** This is the large concert that is hosted

by CPB, but takes help from the entire campus. This generally takes place on a Saturday in April. Last year we hosted Yo La Tengo and Girtalk. **Theatre and Dance Productions:** These are events performed by OWU students. There is generally one large performance of Theatre and Dance each semester. Keep your eyes and ears open for the all student productions too. **Countdown to Commencement:** One stop information opportunity for graduating seniors to make sure they are prepared for commencement. This event generally takes place after spring break. **Performing Arts Series:** (PAS) brings nationally renowned artists to campus throughout the year. **President's Ball:** a festive formal dance held in the Conrades-Wetherell Science Center Atrium the first Saturday in December. It is an event for ALL of campus. The OWU Jazz band plays as well as a DJ later in the evening. **Sagan National Colloquium:** A series of events including lectures, films, and discussions around a common subject/theme. This year the Colloquium will be yearlong.

### **What are some of the financial aid programs available at Ohio Wesleyan University?**

The following Title IV, state, and institutional financial aid programs are available:

- Ohio Wesleyan Merit-based Scholarships
- Ohio Wesleyan Need-based Grants
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Academic Competiveness Grant (ACG)
- Federal SMART Grant
- Federal Perkins Loan
- Federal Work-Study Program
- Federal Stafford Student Loan Program
- Federal PLUS Program
- Ohio College Opportunity Grant (OCOG)

The University also sponsors a merit-based scholarship program that is available to all students at the time of enrollment. Limited additional loan programs are available in some cases.

### **How do I apply for financial aid?**

If you wish to apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). Once the Financial Aid Office receives the results of your application, along with the required documentation, they will notify you regarding your eligibility for financial aid.

### **Where on campus can I find information about summer employment?**

Many camps and resorts notify Career Services about openings in various parts of the country. Some opportunities will be posted on OWU Career Link, accessed at <http://careers.owu.edu>. The website also offers links to summer job boards. The Career Services library, located in Hamilton-Williams Campus Center Room 324, includes directories for summer jobs throughout the country and overseas.

### **How do I find out about an internship?**

If you want an internship for academic credit, you must check with the academic department of your chosen major. There are also internships available for experience, both paid and unpaid, and Career Services has directories and resources to explore these options. Internship opportunities are posted on BishopLink at <http://careers.owu.edu>, where you can also locate extensive links for internship searching. The Career Services staff can help you in identifying, selecting, and applying for internships. On-campus assistantships through the StAP program (<http://stap.owu.edu>) are also a great way to gain career-related experience.

### **How do I find information about post-graduate opportunities?**

Career Services can help you explore and consider various post-graduate options, including graduate school, employment, and adventures like the Peace Corps. Information about organizations interviewing at Ohio Wesleyan and upcoming career fairs can be obtained at the Career Services Office in Hamilton-Williams Campus Center 324. Upcoming recruiters and opportunities will also be featured on the website calendar at <http://careers.owu.edu>, through BishopLink and via the OWU Daily Bulletin. BishopLink allows you to post your resume for employer access and to search job openings 24/7. Individual advising appointments are available to assist you with your search and offer additional ways to strengthen your preparation, including services such as resume and cover letter review and mock interviews. The Career Services library offers directories, publications, and computer resources to enable you to research career areas and organizations that interest you. Students may also access the VAULT online library through the Career Services website; VAULT offers job search & career guides, occupational profiles, industry overviews and over 2500 company profiles. An easy way to start exploring your options is to visit Career Services or call ext. 3152.

### **What is a fraternity and a sorority?**

A fraternity is an invitational social organization for men, formed chiefly to promote scholarship, leadership, brotherhood, as well as philanthropic endeavors. Chapter members live in their houses. A sorority is an invitational social organization for women, which is based on mutual values, scholarship, sisterhood, as well as leadership opportunities. At Ohio Wesleyan, the women do not live in their sorority houses by choice. To learn more about how to become involved, contact the Office of Fraternity & Sorority Life at 740-368-3170.

### **What is Recruitment and the New Member period?**

Recruitment is the opportunity to explore all of the social fraternity and sorority organizations. Recruitment is the time to meet new people while learning what each fraternity or sorority is based on and has to offer its members. Ohio Wesleyan University hosts recruitment in the fall and spring semesters. Any new and transfer student wishing to join a chapter can do so during their second semester on campus. This allows new and transfer students to establish a grade point average as well as adapt to the college lifestyle at Ohio Wesleyan University before deciding whether or not to join a fraternity or sorority organization. Each fraternity and sorority has a set of national standards that they abide by in regards to academic excellence as well as qualities for membership. The New Member period happens after recruitment. This is when the new members are educated on the values, history, and members of a chapter. For specific dates and information about fraternity and sorority life contact the Office of Fraternity & Sorority Life at 740-368-3170.

### **What should I do if I'm worried about my grades?**

- 1) If the concern is about one course, talk to that instructor privately and find out exactly where you stand and what you need to do to improve your grade. Most instructors can be very helpful. They really appreciate the initiative of students who contact them.
- 2) Go see your academic advisor, an extremely helpful person, who will probably have several alternative suggestions for solving your problem.
- 3) You also should contact the Sagan Academic Resource Center (CORNS Room 316, x3925) to make an appointment for assistance from the Academic Skills Center, the Learning Skills Center, the Quantitative Center or the Writing Resource center. For more information, please visit <http://arc.owu.edu/>.
- 4) Visit the Academic Advising Office in University Hall 107 (x-3275). There, you will find the Associate Dean for Academic Advising, who will listen to your problem, research alternatives, and help you decide how to proceed.
- 5) Don't procrastinate! The sooner an academic problem is brought to someone's attention, the better chance you have of solving it.

## **Student Life and University Business Offices**

A basic resource at Ohio Wesleyan is a University administrative staff committed to assisting students in their overall intellectual and personal development. Our staff will provide services of the highest quality in a variety of areas described below. For more information, contact the specific office. **Unless otherwise indicated, the following University offices are open Monday through Friday, 8:30 a.m.-Noon and 1:00-5:00 p.m.**

**Academic Advising (University Hall 107)** — is responsible for coordinating all academic advising functions, including assigning Academic Advisors. The office maintains close contact with the Registrar's Office, the Academic Status Committee, and other related offices, committees, and individuals. In Academic Advising, students may speak with someone about changing advisors, pick up and return a change of advisor card, and consult with the Associate Dean for Academic Advising about academic problems.

**Accounting/Student Accounts (University Hall 018/012)** — handles questions concerning student accounts. However, information regarding student cable TV accounts should be directed to the Telecommunications Office in Smith Hall West 207 (x-3975 or x-4000). Payments of student tuition bills, by *cash* or *check*, should be made at the Cashier's window, University Hall 018. Payments of student bills and fines by *credit* or *debit card* may only be made on-line, via a third party processor. There is a convenience fee associated with credit and debit card transactions. Also, at this time, Visa has elected to be excluded from this program. The web-site to make a credit card payment can be accessed via a link from the University's home page at [www.owu.edu](http://www.owu.edu). The Accounting Office also administers the Perkins and other University Loan programs. Any questions relating to Perkins Loans should be directed to the Student Loan Officer. Finally, all accounts payable checks are processed through Accounting. Requests for payments to vendors or reimbursements, which do not require purchase orders, should be submitted by 10:00 a.m. on Monday or Wednesday. Checks will be available for pick-up after 4:00 p.m. on the following Tuesday or Thursday.

**Admission (Slocum Hall)** recruits and admits freshmen and transfer students to the University. The Office of Admission sponsors many on-campus recruiting events including Fall Prospective Student Open House, Consider Science, Slice of College Life (early April, for admitted students), Multicultural Visitation Programs, and other weekday and overnight visit programs. OWU students play an invaluable role in the recruitment of new students to the University, and we welcome your participation. Students can apply for work-study positions, volunteer to be a member of the elite Wesleyan Student Foundation, or apply for semester/year long internship positions. The Office of Admission is open weekdays 8:30 a.m.-5:00 p.m., and on Saturdays 9:00 a.m.-12:00 p.m. Student-guided tours and interviews with admission counselors are offered at regular intervals each day. Visits may include meeting with a professor or coach, attending a class, or an overnight in a residence hall (overnights for admitted students only).

**Career Services (Hamilton-Williams Campus Center 324)** — Provides career development, planning, and job search assistance to students and alumni by offering resources to help connect theory and practice with meaningful career objectives. Through individual counseling, creative programming and technological services, we help students to identify and enhance networks and skills necessary to achieve career goals and to become actively engaged in a global society.

From exploring majors and summer opportunities to investigating graduate school and employment options, staff members offer individual advising and outreach events to help students (freshmen through seniors) clarify their skills, interests, and values and acquire techniques that can be used throughout their career development.

**The Cashier (University Hall 018)** — accepts payments by cash or check for tuition, cable bills, fines and traffic citations, and accepts deposits for OWU-Card accounts. **Office Hours: Monday through Friday, 8:30 a.m.-Noon and 1:15-3:00 p.m.** For convenience, students can also make payments by placing the payment, **along with the corresponding statement**, in a sealed envelope and depositing it in the payment box in the Cashier's Office door, Room 011. Although the Cashier's Office will accept personal and payroll checks as payment on account (payment must equal at least one-half of the payroll check), they do not otherwise cash checks for students.

**The Chaplain's Office (Hamilton-Williams Campus Center 308)** — Christian-based and interfaith-laced, the University Chaplaincy at Ohio Wesleyan University provides many different opportunities to meet both individual and group religious needs, as well as help you explore your calling and purpose in the world. If you cannot find the program or information you need on the website, <http://chaplain.owu.edu/> please call us at 740/368-3083 or email us at [chaplain@owu.edu](mailto:chaplain@owu.edu). We will do everything we can to meet your need.

**Community Service Learning (Hamilton-Williams Campus Center 407)** — offers a wide variety of opportunities for students to learn experientially while making a difference for others. Activities range from tutoring, mentoring, building homes, and providing child care to writing newsletters, working for an agency, participating in fund-raisers, and internships. Students are strongly encouraged to design service learning experiences which meet their personal and academic needs.

**Counseling Services (Hamilton-Williams Campus Center 324)** — offers confidential counseling and referral assistance to Ohio Wesleyan students with personal concerns that may be affecting their ability to reach their goals. Services include short-term individual counseling, group counseling, consultation and outreach/prevention activities. Any further information about Counseling Services can be found at our web site (<http://counseling.owu.edu>).

**Dean of Students/Division of Student Affairs (Hamilton-Williams Campus Center 230)** — the purpose of the Division of Student Affairs is to support the educational mission of the University. Since imparting knowledge and developing student capabilities in a context of values are institutional aims, it is crucial for Ohio Wesleyan's Division of Student Affairs to actively complement and supplement the academic program.

The Dean of Students area of the Division of Student Affairs is responsible for a wide range of programs and services intended to assist students in attaining their educational and personal goals, including: Career Services, Counseling Services, Greek Affairs, Hamilton-Williams Campus Center, Health Services, Judicial Affairs, Multicultural Student Affairs, New Student Programs, Student Involvement, and the Women's Resource Center.

The Student Life area of the Division of Student Affairs supports students living and learning in a safe environment through Residence Life and Public Safety.

**Financial Aid (Slocum Hall 246)** — assists Title IV financial aid recipients in planning for their financial needs throughout the year. Applications for emergency loans of \$200 or less are available. Students receiving a work-study award can find information concerning on-campus job opportunities in the Financial Aid Office\

**International and Off Campus Student Services (Hamilton-Williams Campus Center 214)** — International and Off Campus Student Services assists international students in adjusting to the campus and Delaware community and in meeting their educational and personal goals. It provides educational and social support for students and serves as a liaison with other University offices. International and Off Campus Student Services works with the International House and Horizons International to promote cultural and intellectual exchange between American and international students. Students are informed of the regulations of the Department of Homeland Security, Immigration and Customs Enforcement and receive assistance in applying for such benefits as work permission and practical training. The office of International and Off Campus Student Services conducts a formal orientation program for international students each fall. Darrell J. Albon, M.A., Director of International and Off Campus Student Services, TBA, Assistant Director of International and Off Campus Student Services (HWCC 214, x3070).

**Intramurals (Edwards Gymnasium 116)** — offers numerous athletic activities for students and faculty to enjoy in their leisure time. Both team and individual activities are sponsored. A trophy is awarded to both men's and women's teams that accumulate the most points over the school year. Each team and individual champion receives an intramural championship T-shirt

**Multicultural Student Affairs (Hamilton-Williams Campus Center 206)** — provides specialized support services to assist African-American, Asian-American, Hispanic, and Native-American students in their academic, personal, and social adjustment at Ohio Wesleyan.

A variety of co-curricular activities, which *affirm* and *celebrate* cultural diversity, are coordinated in conjunction with various academic departments and student organizations. Activities include a Pre-Orientation Program, African-American History Month, a Kwanzaa Celebration, Black and Latino Student Leadership Conference, and Step Show.

**OWU Card Office (Hamilton-Williams Campus Center 142)** — is responsible for servicing students' food points, bookstore, vending, security and identification card needs. Students who have lost, broken, or had their identification cards stolen can get a replacement in the OWU-Card Office. A fee of \$15.00 will be charged for the replacement card; which can be billed to the student's account.

**Public Safety (Smith Hall 120)** — Public Safety's primary mission is to provide a safe environment for the campus community with the assistance of members of the OWU community, thereby, promoting a form of community policing. Officers are on duty 24 hours a day, 7 days a week, to respond to matters requiring the assistance of a Public Safety officer and should be called without hesitation to report suspicious persons, cars, circumstances, criminal activity, loss of property, or personal injuries. Lastly, remember not to walk alone, especially at night, but to call x-2222 for Safewalk (an escort service).

**The Registrar's Office (University Hall 007)** — is the repository for all academic records at the University. The student's home address, class registration, grades, and final transcripts are maintained in this office. The Registrar's staff is also responsible for applications for reinstatement, requests for withdrawal and leave of absence, evaluation of transfer credits, veteran's benefits, and certification of degree requirements. The Registrar's staff will attempt to assist students with any questions they might have or direct the student to the appropriate office or individual. Additional information about the Registrar's Office and related services can be found at <http://registrar.owu.edu> or call x-3200.

**Residential Life (Hamilton-Williams Campus Center 225)** — is responsible for all living/learning experiences. These include room and roommate assignments, residence hall-based developmental and social programs, and the food service program.

**Student Involvement (Hamilton-Williams Campus Center 143)** — This is the umbrella office for most co-curricular activities on campus. Consider this the place to go to find out what's happening! This is where you can make things happen, too! You will find opportunities for leadership training, information about most of the clubs and organizations on campus, what's happening in Greek Life in the Student Involvement Office. In addition, Student Involvement provides a number of other services, including consultation and training for student

organizations, financial services for registered clubs and organizations, the Information Desk, calendar coordination, facilities scheduling, and administration of the Hamilton-Williams Campus Center. The office also has some supplies and a letter/shape making machine, and a poster printer to help publicize events as well as a resource library of books pertaining to student organizations. The office is open Monday-Friday from 8:30 a.m. until 5:00 p.m. The SIO is located on the first floor of the Hamilton-Williams Campus Center.

**Student Health Services (Stuyvesant Hall)** — provides primary health care for all full-time Ohio Wesleyan students. Students are seen by appointment. The Health Center is open, Monday thru Friday, 8:30 a.m. to Noon and 1:00 to 5:00 p.m. Physicians are available 9:00 a.m. to noon, Monday, Tuesday, Thursday and Friday and on Wednesday from 1:00 p.m. to 4:00 p.m.. Students may also be seen and evaluated by a Certified Nurse Practitioner or a Registered Nurse during other normal hours of operation.

Students who are ill are responsible for notifying their professors about missed classes due to illness/injury. The Student Health Center does not provide written excuses except in cases involving hospitalization, surgery, verified prolonged illnesses, or special circumstances.

**Health Center Hours:**

M-F 8:30 a.m. - 5:00 p.m.  
(closed noon - 1:00 p.m. for lunch)

Most basic services are free of charge. There is no “office visit” charge. However, medications, laboratory tests, immunizations and minor procedures are offered at a reasonable cost. Gynecological services, contraception, pregnancy tests, STD screening, emergency contraception and HIV testing are also available for a reasonable fee. Condoms are available at no cost to students. Follow-up medical care for sexual assault survivors is provided at no cost for all students.

All new students are required to have a health/ immunization form completed by their health care provider on file in the Health Center. Students are not allowed to register for classes until all forms are received and in order. All medical records are *strictly confidential*, no information is released without written authorization from the student.

The Emergency Room at Grady Memorial Hospital located at 561 West Central Avenue is available to students when the Student Health Center is closed. Suggestions for transportation to Grady include calling: Public Safety (x-2222), Delaware Taxi (363-1123), or a friend. In case of an actual emergency, call 9-911 immediately.

Supplementary student health insurance is available through the OWU Accounting Office (x-3360). A special insurance policy for international students is administered through International Student Services. Students need not have student insurance to use Student Health Services, but all Ohio Wesleyan students must be covered by some form of medical insurance. A copy of the front and back of the family’s current medical insurance card is requested to be kept on file at the Student Health Center. Because the Student Health Center does charge students for “office visits”, we are not considered a “network provider” and do not submit Student Health Center charges to your family medical insurance. If you feel your family medical insurance company will reimburse you for Student Health Center charges, ask your student to request a copy of their statements so you can submit for possible reimbursement.

**Fitness Center (located in Stuyvesant Hall in the Wellness Center)** — offers top of the line cardiovascular and weight equipment. There are set operating dates and hours that coordinate with the Health Center, along with extended hours that are posted at the entrance of the facility (hours will vary depending upon student worker availability). Persons entering the facility need to be over the age of 18 and only **current** students, faculty, and staff are permitted. Current OWU ID’s are required to enter the Fitness Center and persons are requested to watch an instructional video before using the weight equipment. The rules listed in the Fitness Center need to be followed at all times. Individuals who do not follow the rules will be asked to leave.

**Stuyvesant Hall Fitness Center Hours:**

M-F 8:30 a.m. – 5:00 p.m.  
(with extended hours posted at the door)

**Varsity Athletics (Edwards Gym)** — encompasses a variety of sports for men and women at Ohio Wesleyan. Below you will find a complete listing of varsity teams and coaches:

**Athletic Director:** Roger Ingles

**Associate Athletic Director:** Mike Hollway

**Associate Athletic Director/Senior Women’s Administrator:** Cynthia Holliday

**Men’s Teams:**

*Basketball*, Mike DeWitt

*Baseball*, Tyler Mott

*Cross Country*, Matt Wackerly

*Football*, Mike Hollway

*Golf*, Ian Miller

*Lacrosse*, Sean Ryan

*Soccer*, Jay Martin

*Swimming*, Richard Hawes

*Tennis*, Tom Haddow

*Track (indoor/outdoor)*, Kris Boey

**Women’s Teams:**

*Basketball*, Nan Carney-DeBord

*Softball*, Cassie Cunningham

*Cross Country*, Matt Wackerly

*Field Hockey*, Marge Redmond

*Volleyball*, Cynthia Holliday

*Lacrosse*, Julie Duffy

*Soccer*, Bob Barnes

*Swimming*, Richard Hawes

*Tennis*, Michelle Parish

*Track (indoor/outdoor)*, Kris Boey

# Academic Services

## Academic Advising

### Your Academic Advisor

When you enter Ohio Wesleyan University, you will be assigned an academic advisor. Based on your admission materials, the student survey you returned, your high school background, and/or by special request, the Associate Dean for Academic Advising assigns your academic advisor. Advisors include faculty and administrators who taken a special interest in this important function.

### Why Do I Need Academic Advising?

Your academic advisor's signature is required for you to pre-register for the following semester or to drop or add classes. More importantly, your advisor is there to help you plan your curriculum, evaluate your progress, and interpret University policies and regulations.

### Curriculum Planning

Your academic advisor has worksheets and forms for you to begin planning a four-year curriculum. If you are undecided about a major, your academic advisor can assist you in selecting a sampling of courses that will help narrow your choices. Your advisor knows when courses are offered, is aware of distribution and major requirements, and can refer you to other services when appropriate.

### Evaluating Academic Progress

Periodically, you and your advisor discuss and evaluate your academic performance. This is done formally at mid-semester, after mid-term estimates are received, and on an informal basis throughout the semester. THIS IS A MUST! Academic trouble can be best avoided by consulting your advisor as soon as you suspect there may be a problem.

### Interpreting University Policies and Regulations

The catalog of your year of entry at Ohio Wesleyan spells out in detail the academic requirements, policies, and regulations under which your program proceeds. While your advisor can be of great help in interpreting this information for you, *it is your responsibility to be completely familiar with your catalog*. When a problem occurs, whether academic or personal, that has the potential for impeding your success, make it a practice to SEE YOUR ACADEMIC ADVISOR IMMEDIATELY. Advisors are prepared to assist you in special ways and look forward to helping you do your best.

### Changing Advisors

Your academic advisor was carefully selected and is hoped to be the "right match" for you. You are normally expected to stay with your assigned advisor through your first year; however, there may be circumstances when changing advisors seems appropriate. For example, when you definitely decide on a major, it may be best to have an advisor in that field.

It is *your responsibility* to pick up a change of advisor card in the Academic Advising Office (University Hall 107, x-3275), fill it out, have it signed by the person who has agreed to be your NEW advisor, and return it to the office. The card does not have to be signed by your current advisor. If you would like a new advisor, but have no idea whom you should ask, or if your current advisor assignment is proving unsatisfactory, the Associate Dean for Academic Advising should be contacted to discuss possibilities.

## The Sagan Academic Resource Center

The Sagan ARC is located in Room 316 of the R.W.Corns building at the corner of South Sandusky Street and the JAYwalk. The facility is open Monday-Friday from 9:00 a.m. to 5:00 p.m. Students may call (740) 368-3925 or stop by to set up appointments. Appointments are arranged on a first come, first served basis and are free of charge. The e-mail address is [arc@owu.edu](mailto:arc@owu.edu). Additional information is available at <http://arc.owu.edu>.

A vote of the faculty in 1955 established a "Writing Clinic" to help students deficient in writing. By the 1970's, it had evolved into the Writing Resource Center (WRC) which was dedicated to serving Ohio Wesleyan students, faculty, and administrators interested in improving their writing skills. In the 1990's, a Quantitative Skills Center was established for students who needed quantitative help in any area of their studies as well as an Academic Skills Assistance Office for student enhancement in the area of learning strategies.

In the fall of 2000, extensive remodeling was done to the R.W. Corns building to provide a space for a newly integrated Academic Resource Center which was to house all three centers: The Writing Center, The Academic Skills Center, and The Quantitative Skills Center. A Learning Disabilities Assistance Center was added in the fall of 2004. In the fall of 2008, the ARC added supplemental instruction in Introductory Chemistry and Economics. Volunteer tutor training sessions were also added for departmental peer tutors.

Currently the Sagan ARC is staffed by six professionals, two interns, and numerous student assistants. The facility contains the Lanni Library where students are encouraged to check out the Center's extensive collection of handbooks, computer software, learning resource materials, helpful handouts, and sample models of resumes, cover letters and personal statements for graduate and professional schools. The Center also houses computer terminals, comfortable study stations, and private tutorial rooms.

The Writing Center helps students of all writing levels learn--or brush up on--the hows and whys of effective writing and polish their writing styles. Students can receive guidance on resumes, preparing for the MCAT, and graduate school applications. Also students along with all members of the Ohio Wesleyan University community may call the Writing Hotline with specific questions about written and spoken English (X3925).

The Academic Skills Center (ASC) exists to provide assistance in the areas of time management, study skills, note taking, test preparation, and test performance. This Center takes appointments Monday through Thursday from 2 p.m. to 5 p.m. or at other times more convenient to the students by special appointment. The interns in the ASC also offer group presentations for classes, athletic teams, fraternities or sororities, and other campus groups.

The Quantitative Skills Center (Q-Center) is in place to provide assistance to all students who have questions in the quantitative arena. Students having math questions in their science, psychology, mathematics, and economic courses are welcome. Practice for the GRE is available. The mathematics courses tutored by the Q-Center are: Math 100.2, Math 105, Math 108, Math 110, Math 111, and Math 230. Students receive individual guidance through the problem solving process at a rate comfortable to them. Calculus I labs are provided two times a week where students receive help in a group setting. Appointment tutoring and walk-in tutoring are both available.

The LD Assistance Center (LDAC) provides services for meeting the needs of students with learning disabilities and/or attention deficit disorders. This office works in cooperation with others in the more comprehensive Sagan ARC and with the Associate Dean of Academic Affairs. Reasonable academic accommodations are coordinated and adaptive strategies are employed to help students achieve academic success.

Other individualized tutoring services are given for the following students:

The Writing Center (WRC) assists students with “W” notations. Students may receive a “W” notation in any course if the instructor believes the quality of the student’s writing is unsatisfactory. Such students are required to report to the WRC immediately at the beginning of the next semester. They will write “diagnostic essays,” which will be analyzed to determine the areas in which they need intensive work.

- Each student will be assigned a professional tutor, who will meet with him or her individually for one hour every week. Students will also devote at least another two hours weekly to writing essays for the WRC. Usually, tutors will help students work through the brainstorming-writing-revising stages of three or four short papers. As soon as competency has been achieved, the Registrar will be informed, and the “W” notation will be erased from the student’s transcript.

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

## Libraries and Information Services

The Ohio Wesleyan University Libraries & Information Services (LIS) actively supports and promotes the curriculum, student and faculty research, and co-curricular activities. The teaching library philosophy pervades each area of the LIS services from collection development to the library liaison program to computer support and training.

LIS consists of Beeghly Library, as well as the Hobson Science Library in the north building of the Conrad Wetherell Science Center (CWSC) and the Kinnison Music Library in Sanborn Hall. LIS has a collection of more than 550,000 items with a distinct rare book collection and one of the country’s oldest federal depositories. All libraries are linked by the integrated on-line catalog and circulation system, CONSORT. LIS offers network access from all dorm rooms and wireless access throughout campus. Computer support and training services are available.

Beeghly Library is open 104 hours per week and each branch is open about 60 hours a week. During exam times, hours are extended. There is study space for almost half the student body at any one time. A library café is open from 5 p.m. to midnight Sunday through Thursday. With 10 computers, a laser printer and wireless access to the Internet, this room with an outside entrance is available for student use 24/7. CORNS 109 is a computer training room with 14 computers.

The Audio-Visual Center is located on the lower level of Beeghly Library. AV classrooms, private viewing/listening rooms, a video conference room, and a Learning Laboratory are available. The Lab is equipped with 24 stereo cassette player/recorders for class and individual study. A collection of videotapes, audio tapes, 16mm films, CD-ROMS, DVDs, and foreign language cassettes support the curriculum. Audiovisual equipment circulates for academic and co-curricular activities.

LIS uses new technologies to assist students in their research. LIS provides campus-wide access to an extensive array of electronic resources, including JSTOR, LexisNexis Academic, SciFinder, Academic Search Complete, and PsycINFO databases, including many with full text. The LIS home page (<http://lis.owu.edu>) provides access to all of these holdings and the World Wide Web.

A student computer help desk is located on the main floor of Beeghly – in the Information Commons near the Reference Desk. Stop by or e-mail [helpdesk@owu.edu](mailto:helpdesk@owu.edu) or call 740-368-3520 for basic support.

There are 24-hour residential computing labs located in Welch and Hayes Halls. The Beeghly Library Café is another 24-hour computing location. Also, there are academic labs located in University Hall, Phillips Hall, Edgar Hall, and the Science Center as well as the Information Commons in Beeghly Library.

Network and Internet wired access is available on a “one port per pillow” basis in all residential facilities – meaning a four-person room will have four separate network access ports. Each port has the capacity to support up to 100Mbps of bandwidth. LIS operates a data network with Gigabit backbones to most campus buildings and 100Mbps wired connections to desktops and laptops. The campus Internet link is 100Mbps over fiber-optic trunk lines.

LIS staff have a strong public service orientation. At some point in their academic careers, most students will see a librarian in their classes through the information literacy program. Librarians are available during the day and at the Reference Desk most evenings from 7:00-10:00 p.m. Also, the Ask-A-Librarian e-mail services provide additional research support. LIS staff are here to help.

# The Wesleyan Council on Student Affairs

The Wesleyan Council on Student Affairs (WCSA) is the student governing body at Ohio Wesleyan. The body concerns itself with all aspects of campus life, which directly and indirectly affect students—academic affairs, residential life, the disbursement and accountability of student activities fees, the University judicial system, and the appointment of students to standing faculty/student committees, committees established by WCSA, and ad hoc committees as necessary. Composed of students, faculty members, and administrators, the Council legislates policy in the best interest of the student body. All meetings are open to the campus and interested students are encouraged to attend.

## Constitution

Passed by WCSA October 23, 1984  
Revised November 13, 1984  
Amended February 8, 1985  
Revised February 6, 1989

Amended December 10, 1990  
Revised August 26, 1996  
Amended February 9, 2004  
Amended December 4, 2006

Amended October 5, 1992  
Amended and Revised March 17, 2003  
Amended November 27, 2006  
Amended February 7, 2007

## Article One—Functions of the Wesleyan Council on Student Affairs

### SECTION ONE

1. WCSA will formulate basic policies on all matters related to student life within the residential living units and student activity areas, such as student clubs, organizations, programs, and their related governing bodies. WCSA will be attentive to the general safety and security of the student body and University property in all of its actions. Such legislation will be subject to and consistent with the policies established by the Board of Trustees, the Charter of the University, the University's Code of Regulations, and the laws of the United States of America and the State of Ohio. These provisions shall guide WCSA in the creation and maintenance of its internal governance, but no purely internal act, including but not limited to the amendment or adoption of Bylaws, rules, or this Constitution, shall be considered a policy under the meaning of this Article and Article Four, acts seeking to substantively altering the qualifications for office, the nature of WCSA, or the review process excluded.
  - A. Such policies will be set forth in written notices that will be mailed to the Executive Committee of the Faculty, the President of the University, and other persons and organizations in order to publicize fully these policies to the campus. These policies will take effect in no less than thirty (30) days from the date of mailing of such notices, as provided herein, unless challenged by a recommendation for review as hereinafter provided for, but in no event before the next meeting of the Executive Committee of the Board of Trustees.
  - B. WCSA will conduct studies; disseminate reports and opinions; and pass regulations, recommendations, and requests on any issues that lie before the University community. WCSA will also be responsible for the maintenance of student activities and the allocation of student activities fees. WCSA will at all opportunities try to promote scholarship, responsibility, and awareness.
  - C. WCSA will appoint students to serve as members of the Judicial Board and representatives on student committees, appropriate faculty committees, and University commissions.
    - I. A person appointed by WCSA to serve in the University Judicial System may not be a member of the Judicial Affairs Committee of WCSA or an agent of Residential Life (i.e., Resident Assistant) during overlapping terms.
    - II. Persons appointed to be representatives on student-faculty committees serve as advocates of WCSA and its policies. A person appointed by WCSA may not serve as both an appointee and a member of WCSA during overlapping terms. Exceptions shall be made when the appointee is mandated to be a WCSA representative, such as, but not limited to, the appointees to the Archway Committee of the University Administration.
2. Any member of the Ohio Wesleyan community may address the policies outlined in paragraph one by (1) submitting suggestions in writing to the Student Body President or (2) making a presentation at a regular WCSA meeting. WCSA will, however, have primary jurisdiction over the policy areas presented in paragraph one.

### SECTION TWO

The Executive Committee of WCSA shall, through the President, present an annual report to the President of the University, Faculty, Student Body, and the Board of Trustees.

## Article Two—Membership and Voting

### SECTION ONE

The membership of WCSA shall consist of thirty-two students, three faculty, two administrators, and any appointed Ex Officio Members. Voting members of WCSA shall consist of the President, Vice President, Secretary, Treasurer, Class Representatives, Senior Class President, Geographical Representatives, and At-Large Representatives. The President shall be the Presiding Officer of WCSA but shall have no vote unless they be evenly divided.

1. Student Representatives, other than the President, Vice President, Secretary, Treasurer, and At-Large Representatives, shall be elected by either the Class Representative system or the Geographical Representative system.
2. The President and the Vice President shall run on the same ticket and be elected by a majority vote of the students balloting. The Secretary and Treasurer shall also be elected by majority vote of the students balloting.
3. No student shall be eligible to run for Secretary, Treasurer, or on the President and Vice President ticket unless he has first presented to the appropriate WCSA authority a candidacy petition bearing the signatures of ten percent of the student body. No student shall be eligible to run for Senior Class President except a junior who has first presented to the appropriate WCSA authority a candidacy petition bearing the signatures of ten percent of the junior class. In respect to each of these offices, the candidate having the greatest number of votes shall be elected, if such number be a majority of the whole number of votes cast in that election. If, in any such election, no candidate has such a majority, the office shall be filled by means of subsequent election between the two candidates receiving the most and the second-most votes in the initial election. The electors for the run-off election shall be the same as those for the initial election.
4. Notwithstanding the stipulations of this Constitution, elections for all voting members shall be conducted in accordance with procedures and guidelines established by WCSA.

5. Faculty Representatives shall be elected by the faculty through its usual procedure for filling committee assignments.
6. The Administrative Representatives shall be appointed by the President of the University.
7. The regulations set forth by the Constitution and Bylaws shall apply to the entire membership of WCSA.

### **Article Three – The Nature of the Student Representatives**

#### **SECTION ONE – Numbers**

The student members shall consist of nineteen Geographical Representatives, five Class Representatives, three At-Large Representatives, the President, the Vice President, the Secretary, the Treasurer, and the Senior Class President.

#### **SECTION TWO – The Nature of Geographical Representatives**

1. Eighteen of the Geographical Representative seats shall be apportioned annually by WCSA on the basis of the distribution of the student body among the on-campus student residences. The one remaining seat shall represent off-campus housing. Seats for an academic year shall be apportioned by WCSA prior to the end of the immediately preceding academic year.
2. Geographical Representatives shall be responsible for representing their respective geographic areas. Their duties include convening periodic meetings with their constituencies to detail WCSA activity and assessing student concerns that should be brought to the attention of WCSA.
3. The election of Geographical Representatives shall take place in a manner established by WCSA. A student shall only be eligible to be elected to represent the geographical area within which he or she resides. A Geographical Representative who ceases to reside within his or her geographical area shall be removed from the body by the Executive Committee and replaced in accordance with the provisions of the WCSA Constitution and Bylaws. Students shall only be eligible to cast votes in the election for the Geographical Representatives from the geographical areas in which they reside.
4. The elections for the Geographical Representatives shall be held by the Friday of the third week of the fall semester.

#### **SECTION THREE – The Nature of Class Representatives**

1. The sophomore and junior classes shall each be represented by two Class Representatives. The senior class shall be represented by one Class Representative and the Senior Class President.
2. Any freshman or sophomore is eligible for a Class Representative position from his or her respective class. Any junior may be elected as the Senior Class Representative or Senior Class President, but no person shall hold both offices at the same time.
3. The electors for a Class Representative election shall consist solely of the students in the class from which that Representative is derived. No person may cast a ballot in more than one class's Class Representative elections. These provisions apply with equal force to the election of the Senior Class President.

#### **SECTION FOUR – The Nature of At-Large Representatives**

1. The Executive Committee shall appoint, with the consent of WCSA, three At-Large Representatives for the purpose of ensuring appropriate constituent balance on WCSA.
2. The goals and objectives of the Ohio Wesleyan University Affirmative Action Policy, or its successor, shall be the guiding principle in determining At-Large Representation.

#### **SECTION FIVE – Recalls, Vacancies, and Other Provisions**

1. Any member of the Ohio Wesleyan University student body may present a petition to recall any member of WCSA. Such a petition must bear the signatures of at least one third of the voting members of WCSA.
2. Petitions may only be presented on charges that the member has violated the Constitution, any subsequent governing documents, or the Student Code of Conduct. Such charges must be stipulated in the petition.
3. When presented with such a petition, the President shall direct an investigation, subject to guidelines established by WCSA, and shall periodically present its proceedings and findings to the full body of WCSA. In the event that the President is the subject of the petition, the foregoing duties shall be discharged by the Secretary.
4. At the conclusion of an investigation, the President shall present its final findings to the full body, which shall consider the proposed recall. No member shall be removed except with the concurrence of three fourths of the voting members to which WCSA is entitled.
5. Except as provided elsewhere by this Constitution, a position left vacant by the removal of an elected official shall be filled by the qualified unelected candidate who received the highest number of votes in the last election for the same office. If this person cannot be determined, the Executive Committee shall fill the vacancy according to the standard procedure.
6. No individual who has been removed by the provisions of this section shall be eligible for any WCSA position in that same academic year.
7. In the event that the President, through absence or temporary disability, is unable to discharge the duties of the Presidential office, these duties shall be discharged by the Vice President. In the event of a vacancy in the Presidency, the Vice President shall become President. If there is neither a President nor a Vice President, the Secretary shall, upon resigning that office, become President. If there is neither a President, a Vice President, nor a Secretary, the Treasurer shall, upon resigning that office, become President. WCSA may establish guidelines to provide for the succession of the Presidency in the absence of all the aforementioned officers.

### **Article Four – The Review Process**

#### **SECTION ONE**

1. No policy formulated and passed by WCSA will go into effect for at least thirty days from the date of mailing notices as provided in Article One, Section 1. This thirty-day waiting period will exclude vacations and the Summer Session.
2. Anytime during the thirty-day waiting period either a student group (see Article Four, Section 2, paragraph 1, a), the faculty, or the President of the University may call for a review.
3. Review may be called on either specific sections of the policy or the entire policy. In the former case, the rest of the policy will go into effect at the end of the waiting period.
4. In the case of additions to already formulated policies, only the new portions may be called for review.

## SECTION TWO

1. There are three groups representing four constituencies of the University community who may call a policy for review.
  - A. Any group of students wishing to challenge WCSA policy may initiate review proceedings by obtaining signatures on a petition equivalent to 25% of the student body. The petition should be submitted to the Student Body President.
  - B. The President of the University may initiate review proceedings on behalf of the Administration or the Executive Committee of the Board of Trustees.
  - C. The faculty may initiate review proceedings by a majority vote of a quorum of the faculty.
2. If WCSA considers it necessary, the new policy can be sent directly to the President of the University or his/her designated representative for immediate implementation.
  - A. The President of the University will decide on the necessity for immediate implementation and may tentatively approve the policy or may request that the normal review process remain binding.
  - B. If tentatively approved by the President of the University, the policy may still be called for review within thirty days, in which case the policy would cease to be in effect.

## SECTION THREE – Reconsideration

1. Any informal reconsideration may be held between a designated WCSA committee and a constituency (student, faculty, or administration) that threatens to call a review. After this informal reconsideration, the WCSA committee may ask WCSA to reopen the policy and pass a compromise. If the policy is not changed, the review period will be extended so as to include at least five working days.
2. If any petition signed by 5 % of the students is presented to the Student Body President, WCSA will review the policy at the next regular meeting of WCSA after receipt of the petition. It will be first on the agenda of business for possible reconsideration. If the policy is not changed, the review period will be extended so as to include at least five working days.

## SECTION FOUR – Stages of Review

1. The first stage of review shall be the establishment of a compromise committee. This committee will consist of four members of WCSA and four members of the constituency that called the review. Each member of the Compromise Committee will be charged with representing and negotiating for the group and will report back to its parent constituency for ratification of the compromised policy. After compromise is ratified by both constituencies, the policy that results from the compromise will go into a new 30-day period.
  - A. The constituency that called for review must designate its representatives to the Compromise Committee within two weeks. If the representatives of the constituency called for review are not chosen within two weeks, its call for review will be nullified and its right to call for review on that policy is forfeited.
  - B. WCSA representatives to the Compromise Committee or Review Board (see Section 2) will be elected by the student members of WCSA. If WCSA does not appoint its representatives to either a Compromise Committee or a Review Board, the existing policy will remain in effect and the new policy will be considered void unless re-legislated by WCSA.
  - C. Once a compromise has been ratified by both WCSA and the constituency that called the policy for review, that group may not again call for a review of the same version of the policy.
  - D. If agreement by the Compromise Committee is not reached within 60 working days, the second stage of review, a Review Board, will be constituted.
2. The second stage of review, a Review Board, shall consist of three faculty members elected by the Executive Committee of the Faculty, three administrators selected by the President of the University, and three students selected by WCSA (but not necessarily members of WCSA). Further, two alumni or trustees selected by the President of the University shall serve in an advisory, non-voting capacity. The President of the University shall designate a convener for the first meetings of the Review Board. The Review Board shall hear such disputants, collect information, and formulate a policy. Such policy shall be translated to all campus constituencies and to the President of the University. The President in consultation with the Board of Trustees (or the Executive Committee of the Board) will act on the issue in question as soon as practical. Members of the Review Board are to be present when the Board meets to act on the issue in order to answer questions and otherwise be of such assistance as the Trustees shall desire.

## Article Five – Amendments

Amendments to this Constitution may be enacted by a vote of two-thirds of the voting members to which the WCSA body is entitled, provided that no amendment shall be enacted that has not been heard at two separate full-body meetings of WCSA.

# STUDENT ORGANIZATIONS & CO-CURRICULAR

## OPPORTUNITIES – Look no further than the Student Involvement Office!

Recognizing that a full liberal arts education extends beyond the classroom, Ohio Wesleyan supports the development of and participation in co-curricular activities. Wesleyan Council on Student Affairs (WCSA, student government) provides funding for registered student organizations. Students seeking information about existing clubs and organizations or desiring to start new ones should contact the Student Involvement Office, room 143 Hamilton-Williams Campus Center, extension 3188. Below is a listing of the organizations that are currently active on campus. For a complete list stop in the Student Involvement Office

### Action/Awareness Groups

Environment/Wildlife Club  
Progress OWU  
Student Initiative for International  
Development (SIID)  
STAND (Students Taking Action Now  
Darfur)

### Entertainment/Educational

Programming  
Babbling Bishops (Improv Troupe)  
Campus Programming Board (CPB)  
Student Homecoming Organization

### Musical

Bluegrass Club  
Gospel Lyres  
The OWTsiders (co-ed acappella)  
Pitch Black (women's acappella)

### Student Media

Confiscated Literary Magazine  
OWL (Ohio Wesleyan Literary Magazine)  
The Transcript (newspaper)  
WSLN 98.7 FM

### Special Interest Groups

Amnesty International  
Astronomy Club  
Black Men of the Future  
Campus Girl Scouts  
Chinese Culture Club  
C.L.E.A.R.(Choosing and Learning Environment with Alcohol Respect)  
College Democrats  
Colleges Against Cancer  
College Republicans  
Euro Club  
FMLA (Feminist Majority League Alliance)  
Gaijin Anime Organization  
Gateway (Games club)  
Ghana Student Education Fund  
Horizons International  
Horticulture Club  
House of Wesleyan  
Interfraternity Council (Governing body of national fraternities)  
Ladies in Red (Dance Team)  
Mafioso Club  
Mock Convention (Held every four years – next time will be in 2012)  
Panhellenic Council (Governing body of national sororities)  
Outdoor Club  
P.H.A.T. (Peer Health Advocate Trainers)  
P.R.I.D.E (People Regarding Individual Diversity Everywhere)  
Rafiki Wa Afrika  
SANGAM (South Asia)  
Sisters United  
SLU Programming Board (Small Living Unit)  
Storytellers  
Student Spring Art Show  
S.U.B.A. (Student Union on Black Awareness)  
Talk to the Hand (Sign Language)  
Terpsicorps (Dance group)  
Vietnamese Student Association (VSA)  
VIVA (Latino)  
WCSA (Wesleyan Council on Student Affairs – student government at OWU)  
Writers Club

### Academic/Departmental Clubs

American Choral Directors Association  
Astronomy Club  
BOMI Student Board  
Entrepreneurship Club  
Investment Club  
Marketing Group  
Mathematical Association  
Model Arab League  
Model United Nations  
Pre-Health Club  
Pre-Law Club  
Pre-Vet Club  
Society of Physics Students  
Wesleyan Art Guild  
Wesleyan Players (Dept. of Theatre/Dance)  
WinS (Women in Science)

### Religious

Campus Crusade for Christ  
Fellowship of Christian Athletes  
Jubilee (Christian conference)  
Hillel (Jewish)  
Kappa Phi (Christian Women's Service)  
Methodist Student Movement  
Newman Community (Roman Catholic)  
Spring Break Mission Week (Interfaith)  
Tauheed (Islamic)  
Young Life (Christian)

### Club Sports

Badminton Club  
Chess Club  
Cricket Club  
Cycling Club  
Equestrian Team  
Firedogs (Men's Ultimate Frisbee)  
Lady Firedogs (Women's Ultimate Frisbee)  
Medieval and Renaissance Recreational Combat Association (MRCA)  
Men's Lacrosse  
Men's Rugby Club  
Racketeers (badminton)  
Table Tennis Club  
Tae Kwon Do Club  
Triathlon Club  
Water Polo  
Women's Rugby Club

### Service

Circle K  
Habitat for Humanity  
India Literacy Club  
Pet Pals  
Voices for Agent Orange Victims

Additionally, many academic departments have local chapters of national honorary societies. Most have specific requirements for membership. Interested students should contact the Academic Affairs Office (x-3110) or the appropriate academic department for further information. Listed under HONORARIES is a sample of the national honor societies that have chapters on campus.

### HONORARIES

Alpha Kappa Delta (Sociology)  
Chi Gamma Nu (Chemistry)  
Delta Phi Alpha (German)  
Kappa Delta Pi (Education)  
Mortar Board (Senior)  
Mu Phi Epsilon (Music)  
National Residence Hall Honorary  
Omicron Delta Epsilon (Economics)  
Omicron Delta Kappa (Junior/Senior)  
Order of Omega (Greek Leadership)  
Phi Alpha Theta (History)  
Phi Beta Kappa (Scholarship)  
Phi Eta Sigma (Freshman)  
Phi Sigma (Biological Sciences)  
Phi Sigma Iota (Foreign Language)  
Phi Sigma Tau (Philosophy)  
Phi Society (Sophomore)  
Pi Kappa Lambda (Music/Senior)  
Pi Mu Epsilon (Mathematics)  
Pi Sigma Alpha (Political Science)  
Pre-Med Studies  
Psi Chi (Psychology)  
Sigma Beta Delta (Management)  
Sigma Gamma Epsilon (Earth Science)  
Sigma Iota Rho (International Studies)  
Sigma Pi Sigma (Physics)  
Sigma Tau Delta (English)  
Sigma Xi (Zoology)  
Theta Alpha Kappa (Religion)  
Theta Alpha Pi (Theatre)  
W Association (Athletic Letter)

## Greek Life

The fraternity and sorority community was founded at Ohio Wesleyan in 1853. Approximately 30% of the current student body belongs to a fraternity or sorority.

### **Benefits of Membership**

While Ohio Wesleyan University has numerous student organizations, none can offer the same challenges and rewards as the fraternity and sorority community. The fraternity and sorority community provides a unique balance of leadership, social interactions, academic excellence, community service/philanthropy and networking opportunities to not only enable students to make the most of their college years at OWU, but also prepare them with skills and experiences for the future. We have a vast fraternity and sorority alumni base that volunteer with our fraternity and sorority organizations on a daily basis. Membership in a fraternity and sorority is a lifetime commitment.

### **What are Fraternities and Sororities?**

Fraternities and sororities are value-based organizations dedicated to the development of character and friendship. Leadership positions, community service projects, academic excellence programs, and a close-knit group of friends are just a few of the opportunities offered by fraternity and sorority organizations. Fraternity or sorority membership carries academic, moral, and social responsibilities that encourage the development of well-rounded individuals. Membership in a fraternity or sorority helps students make the most of their college experience by joining together with people that share interests and ideals.

## **Panhellenic and Interfraternity Councils**

The Panhellenic Council and Council of Fraternity Presidents function as governing bodies for the fraternity and sorority chapters on campus. The affiliated students that serve on these councils provide leadership, support, and guidance to their fellow chapter members. The Panhellenic Council and the Council of Fraternity Presidents are representatives of the fraternity & sorority organizations on campus, and are advised by the Assistant Director of Student Involvement for Fraternity & Sorority Life.

## **National Pan-Hellenic Council (NPHC)**

The National Pan-Hellenic Council is the official coordinating agent for the nine historically Black Greek letter fraternities and sororities. NPHC and its nine member organizations have a profound commitment to providing community service and promoting the welfare of the campus and community. This council serves as a resource for our students who are members of NPHC organizations. Currently, Ohio Wesleyan University has three NPHC citywide chapters, which are shared with other colleges and universities in the Columbus area. Contact the Office of Fraternity & Sorority Life for more information at 740-368-3170.

## **Academics**

The OWU fraternity and sorority community recognizes academic achievement as the basis for an individual's future success and is committed to creating an environment conducive to learning and attainment of academic goals. The maintenance of high standards in the Fraternity and Sorority Community is evident in upholding each national organization's standards that require students to attain a minimum GPA to be eligible to participate in fraternity & sorority life and the programming each chapter does based on the needs of the chapter members and affiliates. Each chapter has a University Liaison who helps the group with academic challenges. Fraternity & sorority members serve as a network of students who have experience with classes. Services chapters offer include tutoring programs, time management skills and study skills help, and financial scholarship opportunities. The OWU fraternity & sorority community honors outstanding scholars and chapters at Faculty/Staff Scholarship dinners and Scholarship desserts held each semester.

## **Leadership**

Across a wide range of career goals, fraternity and sorority life at OWU provides opportunities to develop skills and responsibility that will benefit all facets of life. Each chapter on campus is self-governed, and provides opportunities to participate in the decision making and planning processes of the individual chapter and the larger fraternity & sorority community. The extensive leadership experience OWU fraternity and sorority members receive through involvement with other student organizations and activities on campus include regular officer training and goal setting retreats. Leadership training programs at the national and regional levels provide opportunities to learn additional skills in self-governance and financial management.

## **Social Interaction**

One of the most exciting and attractive aspects of fraternity and sorority life at OWU is the social interaction offered to new members by the opportunity to interact with older members and alumni as well as to learn communication skills that will be used throughout life. Members are united through organizational activities such as retreats, formals, annual fraternity and sorority community events, parent and alumni weekends, and educational speakers. Fraternity and sorority social events serve as an outlet to provide a well rounded college experience.

## **Community Service/ Philanthropy**

Members of the Ohio Wesleyan fraternity and sorority community recognize the importance of public service as evident in each chapter's dedication to annual fund-raising and service projects to benefit local communities and specific philanthropies. Aside from sponsoring a campus-wide clean up with the office of Community Service, fraternity and sorority members participate in many community service projects. Some of these services include tutoring at local elementary schools, Adopt-a-Highway clean ups, blood drives with the American Red Cross, clothes and food drives to benefit local shelters, and an annual Easter Egg Hunt for the Delaware area community. Also, each of fraternity and sorority chapters have annual philanthropic events which benefit organizations such as the Susan G. Komen foundation, the Livestrong Foundation, Service for Sight, and the St. Jude's Research Hospital.

Whether raising funds for individual philanthropies or volunteering time to the Delaware community, service is an integral part of the fraternity and sorority experience at Ohio Wesleyan.

## **Networking**

A fraternity or sorority is more than a collection of men and women. Fraternity and sorority life at OWU offers the chance to meet others, broaden an individual's frame of reference, and develop meaningful friendships that will last beyond college. Members also share the fraternity or sorority experience with thousands of other men and women across the country that are members of other undergraduate fraternity and sorority organizations.

This nation-wide brotherhood or sisterhood provides fraternity & sorority affiliated students with contacts across the nation, and exposure to career opportunities, in addition to encouraging personal growth and community outreach. These interactions serve as a benefit both now and in the future.

## **When is Recruitment and what is the New Member Education Period?**

Recruitment offers a formal opportunity to explore all of the fraternity and sorority organizations. Recruitment is a chance to make new friends while learning what each fraternity or sorority founding values are as well as what membership has to offer. OWU holds a recruitment process for both the fall and spring semesters. First year and transfer students are eligible to join a fraternity or sorority during their second semester on campus. This allows students to adapt to the college lifestyle before deciding whether or not to join a fraternity or sorority. It also gives them an opportunity to meet as many fraternity and sorority organizations as they would like.

At the conclusion of the Recruitment process, students may choose to join a fraternity or sorority by accepting the formal bid offered to them. The formal bid is an invitation of membership into a fraternity or sorority. After acceptance of the bid, a formal new member education process begins. During this time, new members learn more about the organization, traditions, values, and the active members. At the conclusion of this education process, new members are installed as full active members.

The NPHC chapters have a different recruitment process. Please be sure to check with the Office of Fraternity and Sorority Life for information about chapter you're interested in joining to find out about their selection process.

### **Hazing**

Ohio Wesleyan, the fraternity and sorority governing bodies, and individual fraternities and sororities oppose hazing in any form. The fraternity and sorority community at OWU believes that hazing is counterproductive to the mission of fraternity and sorority life to build well-rounded individuals. Hazing is defined as any action taken or situation created, intentionally, whether on or off the chapter or University premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not limited to the creation of excessive fatigue; physical or emotional shocks; wearing apparel which is conspicuous or not in reasonable good taste; engaging in public stunts or jokes; morally degrading games of activities; late night sessions which interfere with academic pursuits or sleep; or any other activities which are not consistent with the regulations and policies of the University, fraternity, or city/state/federal law.

The hazing standard employed for all students shall be: If you (the chapter) would be embarrassed for a parent, professor, advisor or National Fraternity Officer to view your activity (or feel you would have difficulty explaining the purpose of the activity to them), the activity should be rethought by chapter officers and members. In this case, the chapter should consult the Office of Fraternity and Sorority Life, their National Headquarters, advisors and/or the Governing Council President for advice and programming ideas.

### **Housing**

Women involved in sororities live on campus in residence halls and small living units. Sorority houses are located on West Winter Street, approximately two blocks north of the residential side of campus, and function primarily as facilities for weekly chapter meetings, recruitment events and sisterhood functions within each chapter. The sororities have chosen not to live in their houses. It is NOT because of any Delaware city ordinances or laws.

Fraternity men are required to live in fraternity houses. Ohio Wesleyan University is a four-year residential campus. There is a process to live off campus that begins in November of the year before the student would have the possibility of living off campus. Permission to live outside of the fraternity house must be obtained from the Alumni House Corporation and Residential Life Office.

### **What happens to my Meal Plan when I join a Fraternity?**

When you join a fraternity, your meal arrangements change. As follows:

1. You receive a bid and join the fraternity.
2. You sign a Fraternity Status Change Form with the Office of Fraternity and Sorority Life.
3. Your form is approved by the Office of Fraternity & Sorority Life and is forwarded to the Residential Life Office.
4. Residential Life enters the information into the University's Administrative Computing System; which results in 100% of your old meal plan charged for the semester being removed from your student bill and then 100% of the fraternity meal charge for the semester being added back to your student bill. However, since this process usually occurs after the start of the semester, a manual adjustment is required (either Step #5 or #6, below). This adjustment varies depending on the status of your meal plan at the time you joined the fraternity.
5. IF YOU HAVE UNUSED FOOD POINTS FROM THE FALL SEMESTER, these are converted to voluntary food points, they remain on your meal card and are available for use at campus facilities. You are then charged a fixed cost for the number of weeks in the Spring Semester that you were on the University Meal Plan. You also receive a credit for the number of weeks you were not on the Fraternity Meal Plan (but were charged in step #4).
6. IF YOU HAVE USED ALL OF YOUR FALL SEMESTER POINTS AND HAVE BEGUN TO USE SPRING POINTS, you are charged for the actual spring points you have used and a fixed cost for the number of weeks in the spring semester that you were on the University Meal Plan. You will also receive a credit for the number of weeks you were not on the Fraternity Meal Plan (but were charged in Step #4).

**NOTE:** The above steps assume you are joining a fraternity in the spring semester. In the case where an upperclassman joins a fraternity in the fall semester, the changes and credits are similar to those described in Steps #4 and #6. Step #5 does not apply.

Therefore, the fraternity, which you have joined, receives an allocation of money based on the fraternity meal charge. The fraternity does not receive your food points. Should the fraternity ask you to purchase food with your meal card on their behalf and you elect to do so, this purchase would be charged to YOUR student bill, in addition to the fraternity meal charge reflected in step #5 and step #6.

#### **Fraternities on campus:**

Alpha Phi Alpha - ΑΦΑ  
Alpha Sigma Phi - ΑΣΦ  
Chi Phi - ΧΦ  
Delta Tau Delta - ΔΤΔ  
Phi Delta Theta - ΦΔΘ  
Phi Kappa Psi - ΦΚΨ  
Sigma Chi - ΣΧ  
Sigma Phi Epsilon - ΣΦΕ

#### **Sororities on campus:**

Alpha Kappa Alpha - ΑΚΑ  
Delta Delta Delta - ΔΔΔ  
Delta Gamma - ΔΓ  
Delta Sigma Theta - ΔΣΘ  
Delta Zeta - ΔΖ  
Kappa Alpha Theta - ΚΑΘ  
Kappa Kappa Gamma - ΚΚΓ

#### **Greek Honorary:**

Order of Omega

**Further information about Greek Life can be found at our Web Site at <http://greek.owu.edu>**

# Residential Life

## Residency Requirements and Room Assignments

Ohio Wesleyan University is a residential university with a fully developed co-curricular program, which is not only supportive of the institution's academic program, but also stands alone as an important growth-producing part of each student's Ohio Wesleyan University education. The University seeks to provide a variety of living options to meet individual needs.

It is expected that all full-time students will reside on campus for their entire academic career. ONLY those students who commute from their parents' homes or who have been released in writing by the Residential Life Office may live off campus.

An exception to the University housing policy may only be granted through a written appeal. The following is a list of factors which may exempt a student from the University housing policy through the appeal process:

- 1) Age 23 or older during that school year.
- 2) Living with legal guardian and/or immediate family—mother, father, brother, sister, husband, or wife.  
**\*\*\*If a student is approved to live off campus with an authorized family member, but is later found to be living elsewhere, the University will reinstate room and board charges and refer the student to the University judicial System.**
- 3) On rare occasions, the University will approve a student to live off campus for medical or psychological reasons. *This process must be initiated by completing a request form in the Residential Life Office.*
- 4) Married (must be documented).

All requests for exemptions and supporting documents should be addressed to the Director of Residential Life, Hamilton-Williams Campus Center, Room 225.

In all residence hall room assignments, the University assigns students without regard to race, creed, or national origin and will not make roommate changes because of differences in the same. This policy is in accordance with the University's Affirmative Action Plan. For complete details, see the Residential Life Office.

## The Rights and Responsibilities of Residence Hall Living

Group living in the residence halls is part of the general education process of the University. It provides an opportunity to develop those qualities of character which are descriptive of a responsible and mature person. To this end, residents must recognize their personal responsibility for promoting the common good. As members of a community expect others to respect their rights, so must each community member respect the rights and privileges of others. These rights and privileges include the right to sleep, to study, and to have privacy as desired. Each community member is encouraged to be appropriately assertive about these rights and diplomatically confront those individuals who are infringing upon his/her rights. Moreover, the behavior of the residents should reflect the generally accepted principles which motivate and dominate the conduct of students pursuing an academic education. A sense of community and residence hall pride can develop only when the individual residents begin to accept personal responsibility for their living space. This responsibility involves students caring for the physical structure of the residence hall and reporting to the residence hall staff damage that needs to be repaired. More importantly, this sense of responsibility enables students to acknowledge damage personally caused by them and to encourage fellow residents to do the same. (See Residential Life Policies #4 for more information.)

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

## Residence Hall Staff

Each residence hall or complex is staffed with a professional staff member and student staff members. The professional staff member, referred to as the Residential Life Coordinator (RLC), represents the Residential Life Office in the hall. Residential Life Coordinators typically have earned a Masters degree in Student Development or a related field. RLCs have experience in counseling, residence hall work, and the general area of student services. These staff members serve as consultants to the residents and coordinators of residence hall activities. Students needing assistance should feel free to contact their Residential Life Coordinator, who has interest in the intellectual, social, and personal development of the residents of his/her residence hall.

Each hall and small living unit has a number of student staff members who aid in the operation of the hall/unit and assist the residents. The hall staff, Resident Assistants (RAs), and Small Living Unit (SLU) staff, Moderators, are trained to act as referral agents to persons directly responsible for or concerned about students' needs, such as the staff of the Residential Life Office, Counseling Services, the Chaplain, or other appropriate University personnel. Moreover, RAs and Moderators help students understand the administration of a residence hall or small living unit and encourage student participation in residence hall activities.

In addition, all fraternity houses have live-in fraternity advisors. These non-student, adults, collaborate with both Residential Life and Greek Affairs in performing their duties.

## Residence Halls

University students currently may choose to live in one of six large residence halls or nine small living units. All residential units provide laundry facilities and study rooms/areas. Computer rooms are located in Hayes and Welch Halls. All residence halls are smoke free; smoking is not permitted in student rooms or common areas.

In addition, the chapter houses of the national fraternities provide housing for approximately 200 men. Fraternity members must reside in their respective houses beginning with their sophomore year. Fraternity members must contact Greek Life (located in the Student Involvement Office) and the Residential Life Office if they want to live in a residence hall.

### **Bashford Hall**

Bashford Hall is single gender by floor, with men and women each occupying two floors. It houses 133 students primarily in double rooms. Bathroom facilities are shared by corridor residents. Bashford Hall has a kitchen and recreation room located on the ground floor, as well as laundry facilities for the building. In addition, there is a common lounge located on the first floor. Bashford Hall is named in honor of Bishop James Bashford, OWU's fourth President. Bashford and Thomson Halls are home to the YearOne Community (for first year students)

### **Hayes Hall**

Located between Stuyvesant and Smith Halls, Hayes Hall is an all-female residence hall (our only single gender residence hall). Each suite is equipped with two bedrooms, a study room, a private bathroom facility, and built-in desks and dressers. Hayes Hall provides living space for 194 women. Hayes Hall is named for Lucy Webb Hayes, OWU's first co-ed and later, the wife of President Rutherford B. Hayes, 19th President of the United States.

### **Smith Hall**

Smith Hall (East and West) is the largest residence hall on campus and houses 377 students. Each suite has two bedrooms, a common room, and a private bathroom facility. All of the floors in Smith Hall West are considered "Wellness/Substance Free," which means that residents commit to a healthy lifestyle free from tobacco, alcohol and other drugs. Smith Hall is home to a dining hall (Pulse on Dining - POD) on the first floor, as well as the Public Safety Office.

### **Stuyvesant Hall**

Stuyvesant Hall is our oldest residence hall in use. Complete with a courtyard, a chime tower, and a study room on each floor, Stuyvesant Hall embodies the tradition of Ohio Wesleyan. It is co-ed by suite, consisting of two separate rooms shared by a bathroom. It houses 255 students primarily in double rooms. Freestanding furniture can be arranged to suit the student's liking within the room. Stuyvesant Hall was completed in 1930 with a generous gift from Frank Stuyvesant, friend of OWU.

### **Thomson Hall**

Thomson Hall is single gender by floor, with men occupying the first floor and women occupying the 2nd and 3rd floors. It houses 95 students primarily in double rooms. Bathroom facilities are shared by corridor residents. Thomson Hall residents enjoy the convenient access to the Thomson Corner Store, one of several OWU dining locations where students can use their food points. The Thomson Corner Store offers a wide variety of convenience items, as well as snack foods, beverages, and frozen foods. It also offers a wide variety of vegetarian and vegan foods. Thomson Hall, completed in 1954, is named after Bishop Edward Thomson, the first President of Ohio Wesleyan. Thomson and Bashford Halls are home to the YearOne Community (first year students).

### **Welch Hall (*Honors Hall*)**

Welch Hall houses the Honors Living-Learning Community and is co-ed by suite. Each suite is equipped with two bedrooms, a study room, a private bathroom facility, and built-in desks and dressers. Welch has a computer lab on the ground floor and small kitchenettes on each floor. Students are expected to observe 24-hour quiet hours. Current students are required to complete a special application and have at least a 3.0 cumulative GPA to be accepted into Welch. First-year students indicating a preference for Welch must have at least a 3.0 cumulative high school GPA. Welch Hall houses 193 students and is named after Herbert Welch, who served as OWU President from 1905 until 1916.

## **Small Living Units (SLUs)**

In addition to the residence halls, students may choose to live in a Small Living Unit (SLU). SLUs are theme houses in which 10-15 students live, implement programming activities, and participate in various campus events focused on their theme. SLUs are located primarily on Rowland Avenue and Oak Hill Avenue, with the Peace & Justice House located on West William Street near Stuyvesant Hall. Current SLUs include the House of Black Culture, the House of Thought, the Tree House, the Citizens of the World House, the Modern Foreign Language House, the Women's House, the Inter-Faith House, the Peace & Justice House, and Creative Arts House.

Students may either apply to participate in one of these programs or may submit a proposal for a new special interest house to the Residential Life Office during the posted spring selection process. Over the years, students have lived together to build on their common interests in ecology, vegetarianism, politics, social service, religious heritages, and many other topics. Students who would like to share common living space in a residence hall or small living unit with students of similar interests should stop by the Residential Life Office for more specific information.

### **Austin Manor**

Austin Manor is located on the far northwest corner of campus. This inter-generational living facility provides students the opportunity to experience apartment style living in a supportive academic environment. Many older OWU faculty emeriti and alumni also reside in Austin and collaborate with students on programming and social gatherings. Applicants should file an application with Residential Life before the spring selection deadline. Due to limited student space in Austin, applicants will also be interviewed by Residential Life staff to determine who will be granted residence.

## **Important Residence Hall Information**

### **Doors and Keys**

Room doors should be locked at all times when the room is unoccupied in order to minimize opportunity for theft. If a room key is lost, the student responsible for losing the key will be assessed charges for a replacement. The charge for losing a key to a room is \$44.

For security purposes, your student ID card will be used to unlock the outside door of your residence hall. If the card is lost, damaged, or stolen, replacement will cost \$15. Exterior doors are not to be propped; students are encouraged to un-prop doors that have been propped open.

### **Insurance for Personal Property**

The University does not take any responsibility for loss or damage to the personal property of hall residents for any reason. Each student should be sure that his/her family carries sufficient insurance to cover student property losses due to theft, flood, fire, etc.

### **Fire Safety**

In case of fire, pull the fire alarm. **All fires, no matter how small, must be reported immediately to a member of the residence hall staff and the Public Safety Office.** Campus buildings are fire-resistant, **not** fireproof. Whenever a fire alarm goes off, day or night, the residence hall *must* be evacuated immediately. Any student who fails to evacuate the building immediately after the alarm is sounded *will* face disciplinary action. Fire drill regulations pertinent to specific locations are posted on bulletin boards. Students should pay particular attention to posted routes of exit. As local fire alarm boxes are not connected to the Delaware Fire Department, fire alarms should be reported by calling Public Safety at x-2222, or by calling the Fire Department at 9-911.

Please review the full University Fire Safety Policy in the chapter on University Policies and later in this chapter of the student handbook. Any violation of the Fire Safety Policy can result in severe judicial sanctions, fines, and a loss of on-campus living privileges. Any student who recklessly places the lives of other members of the University Community at risk can be removed permanently from the University.

### **Roommate Conflicts and Room Changes**

For many students, living in residence halls and living with roommates are new experiences. From time to time, minor problems and differences will surface, but generally these are resolved when those involved get together and discuss the situation. Residence hall staff members are available to assist students in the resolution of their conflicts, however students are expected to make a *bona fide* to reach a mutual agreement. In the event that a mutually acceptable solution cannot be reached, students may, as a last resort, request permission to make a room change. The request for a room change will only be approved if it is evident the students affected have made an effort to resolve the problem and housing space is available.

To request a room change, students should see their Residential Life Coordinator. Roommate changes will not be made until two weeks after the fall semester begins. The same procedure will be followed spring semester. Students who move out of their rooms without the permission of the Residential Life Office will be assessed a \$50 administrative fine and may be referred to the University Judicial System. Students requesting to change rooms for spring semester will be expected to move before winter break begins. New requests for room changes will not be processed during the final two weeks spring semester. If a room change is requested and approved, students must complete the move within seven days of the approval.

### **Laundry Facilities**

Coin-operated washing machines and dryers are available in each residence hall for use by residents. The University assumes no responsibility for any damage which might occur to students' belongings as a result of the use of laundry machines. Ironing boards are located in each residence hall. Irons are not provided.

### **Storage**

Each residence hall has a limited amount of storage space. This lack of space requires the University to limit the number of items that may be stored. Public Safety has the responsibility for all student storage. Access and retrieval of stored items is arranged through the Public Safety Office during the academic year and over the summer. Public Safety has the right to determine what is a reasonable amount of storage. **Room furniture may not be removed from a room and placed in storage.** A listing of storage rooms is available from Public Safety (x-2222).

Suitcases and trunks, whether full or empty, may be stored in hall storage rooms at the sole risk of the student. Each piece must be labeled with the school year, resident's name, and resident's room number. Empty luggage will be placed in storage by Public Safety at the student's request. Limited summer storage space is available for students, with priority given to out-of-state students. All personal items must be claimed within one year of the date they are stored. After one year, title to unclaimed items passes to the University and becomes University property. Unclaimed items will be disposed. A complete description of the storage procedure will be distributed before the end of spring semester.

### **Vacation Housing**

Vacation housing is available when halls are closed for Thanksgiving and Spring break for an additional fee with prior approval and registration. Winter break housing, when offered, is available on a limited basis for an additional fee. Students may be expected to consolidate during winter break to one residence hall or Small Living Unit. There are no food services available during break periods.

## **Ohio Wesleyan University Residential Life Housing Contract**

This Residential Life Housing Contract is binding for the entire academic year. Ohio Wesleyan University is a residential community and students are required to live on campus for the duration of their educational experience. Students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a mid-year release. Students leaving the university at the end of the fall semester will be granted a mid-year release.

### **Eligibility**

Requirements for University housing include a.) being duly registered as a student, b.) payment of debts to the University and c.) continuous compliance with University Residential Life policies, guidelines, and standards, the OWU Code of Student Conduct, and the instructions of residence hall staff members and other University personnel. The student is committed to meet financial payment for his/her space in the residential unit (residence hall, Small Living Unit, fraternity house) and for the selected board plan. Failure on the part of the student or his/her co-signer to fulfill the financial obligations of this contract will be cause for cancellation of enrollment, cancellation of graduation, and/or forfeiture of the right to academic transcripts. In the event that the student does not sign this contract, payment to the University makes this contract binding.

## Housing Costs

Room and board charges are divided in half and billed in equal amounts per semester. Room and board costs for designated rooms are as follows:

### Room Costs:

Tier 1:	\$4,286/year	\$2,143/semester	(Double with shared community bathroom)
Tier 2:	\$4,490/year	\$2,245/semester	(Quad or suite with private bathroom)
Tier 3:	\$4,937/year	\$2,468.50/semester	(Single/Medical Single)

### Board Costs:

Squire (Small):	\$3,667/year	\$1,833.50/semester
Bishop (Medium):	\$4,318/year	\$2,159/semester
Knight (Large):	\$4,734/year	\$2,367/semester

## Super Singles

A Super Single is a double or quad room with reduced occupancy. They cannot be requested in advance; they only exist when a room drops below regular occupancy. When vacancies occur during the course of the academic year, the remaining resident(s) will be given the option of room consolidation or paying for the room type created by the reduced occupancy (room buyout.) The cost of a Super Single is an additional 60% of the Tier 1 room rate. The Super Single accommodation will ensure against an additional roommate(s) being assigned to the room for the remainder of the academic year. An increase in the room fee will be prorated from the date that the student signs a Super Single Response Contract. If the Residential Life Office determines that there is a continued need for residential unit space, students with a vacancy in their room will not be given the option of upgrading to a Super Single accommodation.

## Deposits & Reservation of Space

In order for **new students** to reserve residence hall space: **a.** a \$400.00 enrollment fee must be made to the Admissions Office by May 1 (or 30 days after notification of admission); **b.** the OWU Residential Life Housing Contract and Application must be completed, signed and returned to the Residential Life Office.

## Room Assignments & Changes in Occupancy

### Room Assignments

This contract guarantees a **space** in the system, not necessarily a given room assignment or roommate(s). Students may indicate a preference for a particular residential unit, room, and roommate(s). The University reserves the right to make assignments and reassignments in order to fully utilize available facilities and to consolidate vacancies. Room assignments and changes are prerogatives of the University and are processed by written authorization from the Director of Residential Life or designee. The University reserves all rights with respect to the assignment and reassignment of the room accommodations, and may at its sole discretion, terminate such assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned if the room drops below capacity.

### Room Changes

In order to make administrative adjustments where necessary, there will be a 2-week room freeze at the beginning of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted an agreement through the assistance of their Resident Assistant/Moderator and/or Residential Life Coordinator.

Unauthorized room changes may result in administrative fines and/or referral to Judicial Affairs and/or other appropriate administrative action. Students may be administratively removed from their assigned residential unit if they demonstrate an inability to function in the group living environment. The University makes assignments without regard to culture, race, sex, disability, sexual orientation, age, religion, family relationship, or economic barriers. Room assignments will be made to accommodate smokers and non-smokers as noted on the Housing Application. NOTE: All residence halls are non-smoking environments; we will attempt to house non-smokers with non-smokers wherever possible.

### Roommate Conflicts

Students experiencing roommate conflicts must work with the residential life staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

1. Meet with their Resident Assistant/Moderator to discuss the conflict
2. If necessary, meet with their Residential Life Coordinator, who will mediate a discussion between all roommates involved with the goal of creating a signed contract containing agreed upon standards for room behavior

If, in the judgment of University officials, roommates should not remain together, an "as needed" room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other spaces on campus.

### Consolidations

If vacancies exist in a residential unit to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residential Life Office may assign, re-assign and adjust the occupancy of rooms at any time. The Ohio Wesleyan University consolidation policy serves to better meet the demand of students, reduce the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residential unit spaces. The Residential Life Office will determine who has a space in their room or suite. In the case that two residents both have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residential Life Office will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident's room.

### **Vacancies**

If a student has a space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process will face serious ramifications, including the loss of privileges to make housing preferences in the future and possible referral to Judicial Affairs.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester. If the student's room is unacceptable for an incoming student to move into, that student may face an administrative fine and mandatory Super Single room rate increase (please see above, Housing Costs, Super Singles). The Residential Life Coordinator will assess the student's room at semester break and determine if the vacant space is acceptable.

### **Occupancy**

The University will provide the named student with a space in University housing and with food service for the times specified on the academic calendar. Those days when the University is closed for vacations are specifically EXCLUDED. No meals are provided during these periods. Initial occupancy is required by the University's first day of classes. Rooms not claimed by this date may be reassigned unless the Director of Residential Life or designee has given permission for late arrival. A student who has not notified the University of late arrival may be reassigned to any available space. A room must be occupied by only the person(s) properly assigned to the room.

### **Telephone Service**

Each student has an OWU issued voicemail box that is assigned upon enrollment and remains the same for the duration of the student's college career at OWU. Telephones are not provided in residence hall rooms. Students may bring a personal telephone to make on campus and local calls. Students will not be able to make long distance phone calls from a residence hall room; students wishing to make long distance calls must use personal cell phones or a phone card. 1-800 numbers are always available for direct dial. Many students also choose to bring a mobile phone, however students are expected to check OWU voicemail regularly as many important campus messages may be recorded there; OWU faculty and administrators may choose not to call a student's mobile phone number if it is a long distance call.

### **Check In-Check Out**

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing, and returning to the Residential Life staff a Room Condition Report within the first week of their occupancy. At check out, damages identified in your assigned room and noted on your Room Condition Report may be billed to you. Residential units open at 9:00 a.m. on the Saturday before classes begin in August. They close at 12:00 noon on the morning following the last class day before vacation, and open at 9:00 a.m. on the day preceding resumption of classes. A student is required to leave the residential unit within twenty-four hours after completion of his/her classes or examinations, or by the closing of the residential facilities, whichever comes first. The student must check out in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge. In addition, the student will be assessed charges for failure to turn in a key, for failure to clean and for damages incurred. Improper Check Out: Failure on the part of the student to properly vacate (i.e. be checked out by a staff member and turn in key.) No credit will be given on any keys returned following checkout. Students leaving the University must remove all of their belongings unless the Director of Residential Life gives written permission. After two weeks, the University will confiscate abandoned items. A student who is dismissed or who voluntarily withdraws from the University has 24 hours in which to vacate the residential unit.

### **Vacation Housing**

The University will advertise for vacation housing at a cost above and beyond this contract. The University reserves the right to use any of the residential unit rooms to house a student during vacations. It should be noted that during some of the break periods, University facilities and services are available on a limited basis. There are no food services available during vacation periods. Students who plan to remain on campus after the closing and during the break MUST register at the Residential Life Office, Room 225, Hamilton-Williams Campus Center. Those registering should be prepared to pay any applicable fees at the time of registration. If there are fewer than 4 residents requesting vacation housing in a Small Living Unit (SLU), the Residential Life Office may require consolidation of those students to one SLU. For winter break, the University may close all residential facilities completely; if not, students may be required to consolidate to one building. For break periods, students who are not registered to stay are required to vacate their residential unit by 12:00 p.m. on the day following classes (i.e. 12:00 p.m. on Saturday before Thanksgiving, 12:00 p.m. on Friday after Fall semester final exams, and 12:00 p.m. on Saturday of Spring Break.) Residential Units will then reopen at 9:00 a.m. on the Sunday before classes resume after a vacation period.

### **Visitors & Guests (24 Hour Visitation)**

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

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

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

- A. Students are responsible for the actions of their visitors and must accompany them for the duration of the visit. Students are also responsible for informing their visitors of University regulations and appropriate parking areas.
- B. All overnight guests and visitors must be registered with a Residential Life staff member. Registration forms are available through the Residential Life Office, Residential Life Coordinator, RA, Moderator, or House Advisor. The hosting student must have permission from his/her roommate(s) in order for an overnight guest and/or visitor to be registered.
- C. Students are required to report the presence of a visitor with a car on campus to the Public Safety Office. A visitor parking pass can be obtained (free of charge) and can be issued for up to three days. Students are responsible for any traffic citation(s) that their visitor may receive on campus. Unregistered vehicles, vehicles parked in fire lanes or blocking trash dumpsters may be towed from University parking at the expense of the owner.

- D. No overnight guest or visitor may sleep in public areas.
- E. Each student may host a maximum of two overnight guests or visitors at one time
- F. A guest or visitor's stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.
- G. Students are not permitted to register overnight guests and/or visitors of the opposite gender.
- H. Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.

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

### **Facilities & Services**

Facilities and services provided by the University include:

Bed, mattress, desk, desk chair, dresser, closet space, window blind/curtains, intra-campus mail, cable TV access, Internet accessibility, coin-operated laundry.

Residents may not remove designated University furniture from their room or place common area furniture into their room. Any unauthorized property found to be in a room, the resident(s) assigned to that room are subject to judicial action.

Students provide their own:

Blankets, pillow, rug, bedspread, towels, washcloths, iron, study lamp, mattress pad & bed linen for EXTRA LONG SIZE MATTRESS (required)

Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a \$2.00 fee charged to students locked out of their room.

### **Damage/Community Damage**

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residential unit. Residents will be charged for repair or replacement costs due to the removal of or destruction of property in their residential unit. (See Student Handbook, Policies governing Residential Life, Damage.) When two or more students occupy the same room and individual responsibility for damages to that room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred. A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair.

The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residential unit will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Damage bills will be mailed out at the end of the academic year or when the student leaves the residential unit or at other times at the discretion of the University. Any appeals to damage bills must be in writing to the Residential Life Office by July 1<sup>st</sup>. Community damage charges are not subject to appeal.

### **Behavior and Conduct**

Students are responsible for knowing and observing the OWU Code of Student Conduct. The Assistant Dean of Student Life/Director of Residential Life reserves the right to make other rules and regulations that may be necessary for the safety, care and cleanliness of the premises, and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted.

### **Personal Property**

The University is not responsible for the loss of personal property in residential units by fire, theft, or other causes. Each student is responsible for his/her own property and that of his/her guest. Students should check family homeowner's or personal insurance policies for coverage.

### **Room Inspections and Searches**

Ohio Wesleyan respects a student's right to privacy in his or her living unit. Accordingly, University officials will enter rooms only to inspect for standards of maintenance, preservation of existing structure, and identification of damage, and to search to enforce University rules and for protecting the safety and security of members of the University community and their and University property.

Students will be given advance notice of routine inspections, such as those that are conducted during breaks and after semesters. Inspections do not involve searches for rule violations. However, under the "plain view" rule when inspections by University staff reveal evidence of rule violation students will be cited and any evidence removed from the room.

Room searches to enforce University rules follow strict procedures to protect the privacy rights of students. Searches can only be conducted based on probable cause that a rule violation has been committed and that the evidence for it may be found in a particular room or suite. The search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Dean of Students, the Director of Public Safety, or the Assistant Dean/Director of Residential Life, and one of these officials has granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The University reserves the right to remove illegal items or unauthorized University property that is found during authorized searches.

### **Fire & Safety Considerations**

All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. The following are strictly prohibited – open coil units, halogen lamps, toasters/toaster ovens, coffee makers, hot plates, sandwich makers, woks, as well as other items listed in the Student Handbook, Policies Governing Residential Life, Electrical Appliances. **Candles and incense are strictly prohibited from all residential units.**

Students may use the following approved appliances in common kitchenettes: coffeepots, corn poppers and toasters. Corn poppers and coffeepots must have enclosed heating units that are thermostatically controlled.

### **Room Decorations**

Pictures and other decorations may be placed upon the walls. A metal hanger strip, which is permanently installed on the walls of student rooms for this purpose may be used. Nails, thumbtacks, tape of any kind, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors are also prohibited. Signs for which proof of ownership cannot be established (i.e., traffic, realty, or business signs) are not permitted. Painting walls with University supplied paint, building lofts, and paneling are also permitted only with prior written authorization from the Residential Life Coordinator and Buildings and Grounds. Students may not alter permanent fixtures or cause unusual damage to a room. Nothing (i.e. wires, banners, clothes etc.) may hang out of Residence Hall/Small Living Unit windows or cover light fixtures in a residential unit room.

### **Communication**

The Residential Life Office utilizes Ohio Wesleyan University (owu.edu) email and mail distributed to a student's Hamilton-Williams Campus Center mailbox as its primary source for communicating relevant and important information to its residents. It is the responsibility of the student to set up an OWU e-mail account and check it on a regular basis. Residents will be held accountable for all information communicated via email and HWCC mailbox. *Please note: failure to properly set up and check OWU.EDU email account and/or retrieve mail from the HWCC mailbox does not absolve the resident from adhering to the information that is communicated through this method.*

### **Pets**

Delaware City-County Board of Health animal control regulation supersedes Ohio Wesleyan University's pet policy, questions or concerns should be referred to Delaware General Health District. According to animal control regulation, no person shall be permitted to harbor, feed or market wild animals native to the State of Ohio or other type of wild, feral, or dangerous animals, including exotic animals not native to the State of Ohio. Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted to be kept, fed, or harbored in the common areas of the residence halls. These issues may interfere with a student's right to a clean environment conducive to study.

The only pets permitted are fish and one of the following animals per student: gerbils, hamsters, guinea pigs, mice, and rats. These small, caged, nonpoisonous animals and fish are permitted in the student's room if:

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

Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish, snails, and crustaceans (turtles, amphibians, other reptiles, and other aquarium dwelling animals are not permitted.) All animals, including fish, will be taken home over semester breaks. The University will not be held responsible for the safety of fish or any animal in the event of electrical power failures. The housing of cats, dogs, rabbits, ferrets, snakes, and other illegal animals in the residence halls are prohibited.

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

### **Residential Unit Opening and Closing Dates**

Residence halls will be open to new students on Thursday, August 20, 2009 beginning at 9:00 a.m. Residence Halls and Small Living Units will be open to returning students on Saturday, August 22, 2009 beginning at 9:00 a.m. Any student who wishes to gain access to his/her residential unit prior to these dates/times must receive prior permission from his/her Residential Life Coordinator.

Residential units will close for freshmen, sophomores, and juniors on Friday, May 7, 2010 at 12:00 p.m. Residential units will close for graduating seniors on Monday, May 10, 2010 at 12:00 p.m. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall within twenty-four hours after completion of his/her classes or examinations, or by hall closing, whichever comes first.

### **Cancellation**

At the discretion of the Assistant Dean of Student Affairs/Director of Residential Life or his/her designee, housing rates and fines may be adjusted and/or a housing contract may be administratively cancelled for the purpose of safety, orderliness and/or maximum utilization of facilities.

## **RESIDENTIAL LIFE CALENDAR: 2009-2010**

August 20	New Students Arrive
August 23	Halls open for upperclassmen students
October 14-18	Mid-Semester Break (Halls are open)
November 21	Halls close at noon – Thanksgiving Break
November 29	Halls open at 9:00 a.m.
December 18	Halls close at noon – Winter Break
January 10	Halls open at 9:00 a.m.
March 6	Halls close at noon – Mid-Semester Break
March 14	Halls open at 9:00 a.m.
May 7	Halls close at noon

## Policies Governing Residential Life

1. **Alcohol Use**—When alcohol is taken from a residential unit and there is probable cause to believe that this is in breach of student code, the alcohol will be confiscated and destroyed regardless of the outcome of the judicial process. See the Alcohol Policy in the “University Policies” chapter of the *Student Handbook*.
2. **Bicycles**—Bicycles should be stored in the bicycle racks located near each hall. Bikes should not be kept in the public areas of any building.
3. **Controlled Substances**—Possession of, use of, providing, or selling illegal drugs (i.e., drug abuse), including the misuse of prescription drugs, is prohibited. Students who violate the illegal drug policy are subject to local, state, and federal Law in addition to sanctions by the University. See the Illegal Drug Policy in the “University Policies” chapter of the *Student Handbook*.
4. **Damage (Common Area)**—The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration will be expected to assume the cost of repair or replacement. **If the responsible individual or individuals are unknown, then the occupants of the corridor, hall, or fraternity house will be expected to assume the cost of repair or replacement.**
5. **Damage (Accidental)**—A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of repair.
6. **Damage (Student Room)**—Occupants of a room will be held responsible for damage in their room.
7. **Door Propping** – All outside doors to residential facilities are locked 24 hours a day. Students found propping doors may be referred for judicial action.
8. **Electrical Appliances**— All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. Appliances that do not have a Fire Underwriter’s Seal attached must be inspected by a University electrician. Students may contact the Residential Life Office for additional information.

Approved appliances for rooms are: blankets, lamps (300 watt limit), stereos, TVs, VCR/DVD players, computers, fans, microwaves, refrigerators (see #21, “Refrigerators,” later in this section), hair dryers and electric hair curlers. Appliances approved for common kitchenettes: coffeepots, corn poppers and toasters. Corn poppers and coffeepots must have enclosed heating units that are thermostatically controlled. Bulb size in permanently mounted fixtures should not be increased. Air conditioners, hot plates, George Forman Grills, woks, electric skillets, immersion hot water heaters, space heaters, sun lamps and halogen products (see #9, “Fire Safety Policy,” later in this section) are prohibited. All appliances should be plugged directly into a socket and not an extension cord.

9. **Facility Usage** – The facilities of the residence halls have been designed for specific activities or functions and should not be used otherwise. Examples of misuses are provided below. The list is not intended to be exhaustive.
  1. Playing “sport games” in the hallways.
  2. Disorderly activity, including breaking bottles, throwing items out of windows, water fights or shaving cream fights, etc.
  3. Being in restricted areas such as the storage rooms.
  4. Using designated study areas for social activities.
10. **Fire Safety Policy**—Ohio Wesleyan University has suffered great loss due to fire, including the loss of human life. We take fire safety very seriously. Our fire safety policy is reviewed annually and upgraded as necessary with concern for the safety of the entire Ohio Wesleyan community.

### The following are Fire Safety policy violations:

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

**Tampering with Life Safety Equipment** - Tampering with life safety equipment is strictly prohibited. Life safety equipment includes fire alarm systems in the residential living units, fire alarm pull stations, fire extinguishers, and smoke detectors. Misuse of this equipment endangers lives, at worst, such as when repeated false alarms lull the community into a false sense of security; and inconveniences significant numbers of members of the community, at best, such as when mass evacuations are required by a false alarm. False alarms also endanger the larger Delaware community by diverting the city's fire fighting resources when they might be needed for an actual fire emergency elsewhere in the community.

The University views arson and tampering with fire safety equipment as some of the most serious violations in the Student Code. Students who commit arson or misuse fire safety equipment will be sanctioned with expulsion, suspension, a Class V penalty, which includes a fine in the range of \$300 - \$350 and disciplinary probation, loss of on-campus living privileges, and/or liability for costs associated with responding to arson or the misuse of fire safety equipment.

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

**Possessing and/or Using Flammable Materials** - This includes, but is not limited to candles (lit and unlit), incense, electric skillets, hot plates, fireworks, gasoline, paint thinners, and lamp oils.

**Possessing Halogen Products** - Halogen products (e.g., lights, etc.) are not permitted due to the fire hazard they pose.

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

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

Violations of these rules will be forwarded to Judicial Affairs, which will impose appropriate sanctions for those who are found to have violated these rules.

All fires, no matter how small, must be immediately reported to a member of the residential life staff and the Public Safety Office, x2222.

11. **Furniture**—University property (i.e., furniture and mattresses) may not be removed from a building. Furniture may not be moved from room to room or from lounges and other public areas.
12. **Gambling**—A student is prohibited from:
  - a. Bookmaking
  - b. Engaging in betting or playing a scheme/game of chance
  - c. Establishing, promoting, or operating a scheme or game of chance for profit.
13. **Guests & Visitors** – All residential facilities have an open visitation policy. In no instance shall a guest or visitor become a long-term resident of a University owned facility, as it would interfere with the rights of roommates and others in the living unit.

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

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

- a. Students are responsible for the actions of their visitors and must accompany them for the duration of the visit. Students are also responsible for informing their visitors of University regulations and appropriate parking areas.
- b. All overnight guests and visitors must be registered with a Residential Life staff member. Registration forms are available through the Residential Life Office, Residential Life Coordinator, RA, Moderator, or House Advisor. The hosting student must have permission from his/her roommate(s) in order for an overnight guest and/or visitor to be registered.
- c. Students are required to report the presence of a visitor with a car on campus to the Public Safety Office. A visitor parking pass can be obtained (free of charge) and can be issued for up to three days. Students are responsible for any traffic citation(s) that their visitor may receive on campus. Unregistered vehicles, vehicles parked in fire lanes or blocking trash dumpsters may be towed from University parking at the expense of the owner.
- d. No overnight guest or visitor may sleep in public areas.
- e. Each student may host a maximum of two overnight guests or visitors at one time
- f. A guest or visitor’s stay may not exceed three overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.
- g. Students are not permitted to register overnight guests and/or visitors of the opposite gender.
- h. Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.

Non-OWU overnight visitors who are on campus for a recruiting event will be registered by the hosting department.

Ohio Wesleyan University reserves the right to immediately remove a non-OWU student visitor from campus for disruptive behavior or any violation of a University policy.

14. **Lofts**—The following rules and regulations will be adhered to concerning construction, use, and disassembly of lofts in residence halls and Small Living Units.
  - 14.1 A loft is defined as a freestanding platform intended to provide a sleeping surface only. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed.
  - 14.2 Before constructing a loft a resident must read and sign a "**Waiver of Liability.**"
  - 14.3 While the loft is being constructed or dismantled, hallways, doors, or window areas must not be blocked with lumber, furniture, fixtures, etc. Doors and windows must never be obstructed. Construction & inspection of the loft will be completed and all debris removed within 14 days of the day of this permit.
  - 14.4 **Construction Guidelines:**
    - Lofts must be freestanding. Bolts, nails, chains, etc. cannot be sunken, attached, or adhered in anyway to the walls, floors, and/or ceilings to support the loft.
    - Desks, dressers, wardrobes, etc., must not be used to support the loft.
    - All wood should be treated with a fire retardant substance. This includes pressure treated lumber as well as any fire retardant coating available at any hardware store.
    - Lofts must not be larger than 90”x 45”. Lofts must also be constructed in such a way as to allow 36" clearance between the top of the mattress and an 8' or 9' ceiling. In rooms with ceilings over 9', bunk beds or lofts may not exceed 7' in height.
    - In a room with more than one loft, no more than two lofts may be attached to each other to increase structural integrity. **Lofts may NOT be attached for the purpose of adding a second room level.**
    - Lofts must be located and constructed in such a way that they do not interfere with access to windows, air conditioning, heating or plumbing units, smoke detectors or other items requiring periodic maintenance; and that they do not interfere with or obstruct egress from the room in case of emergency.
    - Attached room fixtures (ceiling tiles, lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, shades, etc.) must not be removed or relocated as a result of loft construction, use or disassembly.
    - A ladder must be permanently attached to the loft and should be used for mounting and dismounting the loft.
  - 14.5 Residents of the room assume responsibility for any damages resulting from any cutting, sawing, painting or staining done in the residence halls or small living units.

14.6 As stated in the Housing Contract, University beds, mattresses, desks, dressers, chairs, etc., must not be removed from the room. Lofts must be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year, or upon final check-out at the end of the fall or spring semester. At that time, the room should conform to the original room condition with all furniture assembled as it was upon check-in. Failure to dismantle and remove all materials or re-assemble university furnishings will result in assessment of labor and replacement costs to residents of the room.

14.7 In the case of a mid-semester or mid-year check-out or room change, lofts belonging to the resident leaving the room may be left standing only if the new occupant of the room agrees to accept the loft and provides the Residential Life Office with a signed "Waiver of Liability" form.

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

14.9 **The following tips can assist in the safe use of lofts:**

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

15. **Motorcycles**—Motorcycles are to be parked only in designated spaces in the parking lots. Motorcycles should not be kept inside any building or adjacent to exits due to the fire hazard.

16. **Musical Instruments**—Piano and muted guitars may be played in residence halls, except during quiet hours. Other musical instruments are prohibited. Contact the Residential Life Coordinator with special requests.

17. **Parties (Registration)** —Please refer to the Alcohol Policy in the "University Policies" section of the Student Handbook.

18. **Pets (Residence Halls)**

Delaware City-County Board of Health animal control regulation supersedes Ohio Wesleyan University's pet policy, questions or concerns should be referred to Delaware General Health District. According to animal control regulation, no person shall be permitted to harbor, feed or market wild animals native to the State of Ohio or other type of wild, feral, or dangerous animals, including exotic animals not native to the State of Ohio.

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

The only pets permitted are fish and one of the following animals per student: gerbils, hamsters, guinea pigs, mice, and rats. These small, caged, nonpoisonous animals and fish are permitted in the student's room if:

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

Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish, snails, and crustaceans (turtles, amphibians, other reptiles, and other aquarium dwelling animals are not permitted.) All animals, including fish, will be taken home over semester breaks. The University will not be held responsible for the safety of fish or any animal in the event of electrical power failures.

The housing of cats, dogs, rabbits, ferrets, snakes, and other illegal animals in the residence halls are prohibited.

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

19. **Pets (Small Living Units and Fraternity Houses)**

The newborn of any animal must be removed from the living unit or fraternity house within a relatively short period. When outside of the building, dogs must be on a leash and accompanied by the owner at all times. No dogs or cats will be permitted in any academic building or residence hall.

#### **Small Living Units**

A student of a small living unit may harbor small, caged animals and fish if the student gains advance approval from all other students who live in the small living unit. **A roommate's request to live in a pet free environment supersedes the right of the student to have a pet in his/her room.** If necessary, the Moderator of the small living unit will have the authority to reverse the decision the house makes. Advance approval for all pets must be gained from the Residential Life office. The types of pets permitted in residence halls are also permitted in small living units. In addition, a total of two rabbits or birds and a total of two cats or dogs will be allowed providing a maximum of four animals per living unit.

#### **Fraternity Houses**

The types of pets permitted in residence halls are also permitted in fraternity houses. Advance approval for pets can be gained from the Residential Life Office. In addition, a total of two cats or dogs will be allowed providing a maximum of two animals per fraternity house.

#### **Animal Bite Reporting Procedure**

If an animal that is housed in a residential facility becomes disruptive, bites or displays intimidating behavior (i.e. lunges, growls or barks uncontrollably) the University reserves the right to remove the animal from university property. The Residential Life office and/or Public Safety can enforce immediate removal of the animal from the residential facility. Any costs incurred for removal of the animal or kenneling will be the responsibility of the pet's registered owner.

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

20. **Quiet Hours**—Every residence hall has quiet hours from 11:00 p.m. to 7:00 a.m. Sunday night through Friday morning, and from 1:00 a.m. to 7:00 a.m. Saturday and Sunday mornings. Each residence hall may set additional quiet hours through its governing units. Courtesy hours exist 24 hours a day.
21. **Refrigerators**—The refrigerator must not exceed six cubic feet in capacity or draw more than two amps at 100 watts. It must not be older than seven years. Refrigerators must not be placed in a closet or closed area, and must be plugged directly into a socket.
22. **Roofs**—Students are not permitted on the roofs of buildings or to allow others to access the roof through their rooms.
23. **Room Decorations**—Pictures and other decorations may be placed upon the walls. A metal hanger strip, which is permanently installed on the walls of student rooms for this purpose may be used. Nails, thumbtacks, tape of any kind, and other devices which may damage painted or wood surfaces are not permitted. Decals on mirrors are also prohibited.

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

Painting walls with University supplied paint, building lofts, and paneling are also permitted only with prior written authorization from the Residential Life Coordinator and Buildings and Grounds. Students may not alter permanent fixtures or cause unusual damage to a room.

24. **Room Inspections and Searches**—Ohio Wesleyan respects a student's right to privacy in his or her living unit. Accordingly, University officials will enter rooms only to inspect for standards of maintenance, preservation of existing structure, and identification of damage, and to search to enforce University rules and for protecting the safety and security of members of the University community and their and University property.

Students will be given advance notice of routine inspections, such as those that are conducted during breaks and after semesters. Inspections do not involve searches for rule violations. However, under the "plain view" rule when inspections by University staff reveal evidence of rule violation students will be cited and any evidence removed from the room. For instance, during safety inspections between semesters, if the residents of a room fail to unplug appliances, as instructed, before they leave, University personnel will do so during the inspection. When unplugging a refrigerator, staff members will open it to remove any perishables left behind. However, if beer is found incident to the inspection for perishables in the room of underage students, it will be seized and the students charged with illegal possession of alcohol. The plain view rule also applies when University personnel see evidence of wrongdoing in plain view when they are visiting a student's room for legitimate reasons not related to a search for rule violations.

Room searches to enforce University rules follow strict procedures to protect the privacy rights of students. Searches can only be conducted based on probable cause that a rule violation has been committed and that the evidence for it may be found in a particular room or suite. The search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Dean of Students, the Director of Public Safety, or the Director of Residential Life, and one of these officials has granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The University reserves the right to remove illegal items or unauthorized University property that is found during authorized searches.

25. **Smoking**—Smoking is not permitted in the residential facilities (halls, SLUs, fraternity houses). (Ohio Revised Code Chapter 3794 – Smoking Ban.) Students may legally possess tobacco smoking paraphernalia, including but not limited to hookah pipes.
26. **Stereos/Audio Equipment**—During designated quiet hours, audio equipment, (i.e., radios, CD/tape players, and TVs) must be used with headphones or earplugs or played so softly that they are not heard outside the room or outside the living unit itself. During other times, this equipment should be used at moderate volume so as not to disturb others, and room doors should be kept closed. Television sets are permitted with self-contained or rabbit-ear antennas. Antennas may not be installed on the building or in the room. The University reserves the right to remove for storage any of the above items which are repeatedly used in a manner disturbing to other residents.
27. **Syringes**—Students who have a condition which requires the use of syringes/needles must dispose of these materials properly. Needles must be placed in puncture-proof containers prior to disposal. This is required for the protection of our entire community, especially the cleaning staff. If a student's used needle does break the skin of another individual he/she may be required to undergo a series of tests in order to best protect the future health of the other individual.
28. **Theft**—No person shall remove or use the property of another without permission.
29. **Waterbeds**—Waterbeds are not permitted in any University living facility (residence hall, Greek house, or small living unit).
30. **Weapons**— Weapons, including all martial arts weapons, brass knuckles, knives, slingshots, explosives (including fireworks of any kind), and firearms (which include BB guns, paintball guns, pellet guns, stun guns, and air guns) are prohibited at Ohio Wesleyan University. Any student found to possess a weapon will have the weapon confiscated and will be referred to the University Judicial System.
31. **Window Screens**—Window screens may not be removed.

## Meal Plan Information

Students living on campus are required to participate in a University meal plan.

Currently enrolled students may select a meal plan for the next academic year at the end of the current year. New students may select a meal plan prior to arrival on campus or during the first week of the semester. Three plan options are offered. No changes to the selected meal plan are permitted after the first week of each semester.

For students living off campus, commuting or in a fraternity, voluntary meal points may be purchased from the Card Office.

Meal plan credits may be used in the Food Court, Bakery and Bishop Cafe in Hamilton-Williams Campus Center, Smith Hall Dining Room, Thomson Corner Store, Welch Hall Dining Room, and Pizza Delivery, as well as the Coffee Shops at the Library Café, University Hall and Science Center.

Charges for board may be refunded if the student leaves during the semester for any reason except suspension. The refund will be based on the University's refund policy as described in the *Catalog*. In the case of students joining a fraternity board plan in mid-semester, the refund of the old meal plan balance will be a pro-rated share of the fixed cost of the plan plus the unused portion of the points. The student will then be charged for a pro-rated portion of the fraternity meal plan.

Additional food points may be purchased at any time from the food service OWU-Card Office, which is located in the Hamilton-Williams Campus Center. The student's photo identification card is also the meal plan card. Loss of this card should be reported immediately to the food service OWU-Card Office – 740-368-3451.

Unused meal plan credits from fall semester may be carried over to spring semester. Unused credits at the end of spring semester are forfeited. No refund is issued if the student completes fall semester but does not return for spring semester.

The University's food service contractor has considerable experience in meeting special dietary needs. Please call the food services director (x-3461) with any questions about special diet needs.

## Meal Plan Exemption Request

The process for seeking an exemption from the University meal plan begins with a meeting with the Director of Residential Life, whose office is located in Hamilton-Williams Campus Center room 225 at x-3175 or x-3176.

All students who live in the residence halls and small-living units at OWU will participate in the University Meal Plan. Rare exceptions will only be considered for those students with medical conditions or membership in religious organizations with strict dietary guidelines that cannot be accommodated by the University's food service vendor. In such instances, a waiver from the meal plan may be sought. In the event of a medical exemption, the student's doctor must submit appropriate documentation and approval must come from a team of three people: the Director of Student Health Services, the Director of Residential Life, and the Food Service Director. In an instance of religious exemption, appropriate documentation must be submitted by the student's religious authority and approval must come from a team of three people: the University Chaplain, The Director of Residential Life, and the Food Service Director. **NOTE:** Meal plan exemption is only granted on a semester basis, and students must reapply for an exemption each semester.

## The OWU Card

Your OWU card is your official University ID and should be carried with you at all times. Many departments use the OWU Card as a means to grant access to their services. Your card is also your official library card.

The OWU Card is used to gain access to all residence halls and various academic buildings on campus. Residence halls are locked 24 hours per day.

Your OWU Card is also your access to your University meal plan. Your card is scanned each time you eat at any one of our ten on-campus dining facilities and your available food points are reduced by the amount of the purchase. The card can now be used at several local dining establishments in Delaware. For students on a meal plan, 100 food points are transferred into an off-campus dining account each semester (see Off-Campus Dining Points Program). A list of participating restaurants is available in the OWU Card Office.

In addition, a debit account is associated with the OWU Card and can be used at many locations on campus. Deposited funds can be used for the following:

- Bookstore Purchases
- Library Copy Machines
- Laundry Facilities
- Vending Machines: laundry, copiers, coke/water/snack
- Duplicating Services
- Strand Theatre

### Deposits:

In order to use the debit card feature of the OWU Card, a deposit must be made to your account. Deposits can be made in cash or by check through the Cashier's Office, Monday through Friday, 8:30 a.m.—12:00 p.m. and 1:15 p.m.—3:00 p.m. or via check or money order through the mail.

Deposits made using a credit/debit card can be made on-line at [www.owu.edu](http://www.owu.edu). Just follow the "OWU Online Payment" link. All deposits will be available for use the next business day. Unspent deposits at the end of the year will automatically carry over to the next year. Remaining balances for graduating seniors and non-returning students will first be applied to the student's accounts (tuition, telephone, and cable TV), if applicable, and any remaining balance will be refunded via check within 60 days.

A deposit of \$500 is suggested, to cover textbooks and miscellaneous needs for one semester; however, any amount may be deposited into the account, at any time during the year

### Questions:

For account balances or questions concerning the OWU Card, please call the Card Office at 740-368-3451. If you would like to make a deposit via credit/debit card, please visit [www.owu.edu](http://www.owu.edu) and follow the "OWU Online Payments" link. For deposits via check or money order, mail to:

- Ohio Wesleyan University
- Cashier's Office
- 61 S. Sandusky St.
- Delaware, OH 43015

**Terms:**

The OWU Card/ID Card is the property of Ohio Wesleyan University, and has been issued for the student's use only. It is non-transferable. The University is not responsible for any loss, theft, or misuse of the card. It is the student's responsibility and should be safeguarded at all times. Balances on the OWU Card will carry over to the next year. Remaining balances for graduating seniors and non-returning students will first be applied to the student's accounts (tuition, telephone, and cable TV), if applicable, and any remaining balance will be refunded via check within 60 days. Balances in the Off-Campus Dining Points account transfer from first semester to second semester. Balances at the end of second semester transfer back to the on-campus meal plan. If a student does not wish to use off-campus dining points, they should request points be transferred back to the on-campus meal plan. Funds in one's debit account are **not** available for any type of withdrawal or refund, for any reason (until departure from the University). A lost or stolen card should be reported immediately by phone or in person to one of the following:

Monday—Friday	OWU Card Office	8:30 a.m.—4:30 p.m.	368-3451
Other Times	Public Safety	Any Hour	368-2222

**Off-Campus Dining Points Program**

Your OWU Card can now be used at several local dining establishments in Delaware. 100 food points are transferred into an off-campus dining account each semester. A list of participating restaurants can be obtained from the OWU Card Office.

- Only students on the Knight, Bishop or Squire plans will have 100 meal points deducted from their meal plan and deposited into an Off-Campus Dining Points account at the beginning of each semester.
- All points remaining in the Off-Campus Dining Points account at the end of first semester will transfer to the second semester.
- Points remaining at the end of the second semester will be forfeited unless the student requests the points to be transferred back into their on-campus plan. This transfer may be done at any time by going to the OWU Card Office.
- Students may not transfer off-campus points to other students.
- Additional deposits or transfers of meal plan points may not be made into this account.
- Merchants must verify that the person using the OWU Card is the person pictured on that card.
- There are no cash refunds from this account.
- Alcoholic beverages or other intoxicating beverages or food are not eligible for the OWU Off-Campus Dining Points Program.

## Public Safety Policies and Services

Public Safety policies and services are intended to protect the Ohio Wesleyan campus and assure the safety and well being of its community members. Public Safety also strives to uphold University policies and State and federal laws. Whenever you are in need of a Public Safety Officer, please call x- 2222.

**Bicycle Storage and Registration**

During the academic year, the Public Safety Office stores bicycles for students wishing to do so. These items are stored in a secured area with limited accessibility. This service is free. It is suggested that bicycle owners retrieve their property when leaving campus for summer break.

**Fire Safety**

Fires are very dangerous occurrences on college campuses. Fires, especially in small living units, fraternities, and residence halls can be tragic. **If a fire alarm is activated, evacuate the building immediately and call x- 2222.** Be sure to lock your door on your way out. Please refer to the University Fire Safety Policy in the chapter on University Policies for additional information.

**Motor Vehicle Information**

All motor vehicles parked on campus must be registered through the Public Safety Office. Public Safety enforces on-campus parking, under the regulations established by the University.

In order to be eligible for a full residential parking permit, a student must meet one of the following criteria: (1) married; (2) 21 years of age; or (3) junior or senior status. Since parking facilities on campus are limited, first-year students and sophomores have limited designated parking on campus. Proof of family vehicle ownership (registration/title) must be provided before parking permits will be issued. Documents listed in the name of a company or corporation will not be accepted without secondary proof of ownership. Students commuting from home or those approved for living off campus may only purchase a Commuter Permit.

All Ohio Wesleyan students who have a motor vehicle on campus must purchase and display a University parking permit. The permit must be displayed on the motor vehicle by 5:00 p.m. on the tenth day of classes at the beginning of fall semester.

Requests for temporary health/handicap parking permits must be approved through Student Health Services.

All persons are responsible for understanding and complying with all parking regulations.

***Parking enforcement for all areas except student parking spaced (B,C,D,E,F) will commence on the first day of class. Enforcement for all student parking spaces (B,C,D,E,F), will commence at 5:00 p.m. on the end of the second week of classes.***

**Parking permits are non-transferable. Vehicles found with fictitious or altered permits, or permits not specifically registered to the vehicle will be immobilized, towed and impounded at the owner's expense.**

**Guest Parking Permits are available in the Public Safety Office; valid for a three (3) day period. Your guest must be with you at the time you request a guest parking pass.**

### **Parking Fines**

Motor vehicles found in violation of campus parking regulations will be issued parking citations. Fines will be assessed at \$20.00 for each violation. Unauthorized vehicles found parked in handicap spaces or fire lanes and unsafe/improper operation of a motor vehicle violators, will be assessed a fine of \$40.00 for each violation. Vehicles that are parked illegally in Handicap, No Parking, Fire Lane, RLC, Public Safety, or Health Services Staff parking areas may be towed without warning.

Vehicles that have received four or more violations (with or without a valid OWU permit), will be subject to vehicle immobilization on any subsequent parking infraction, through the use of a vehicle wheel immobilizer device called a boot. The vehicle in violation will be booted by Public Safety Department for up to 72 hours during which the boot may be removed by paying a \$50.00 fine. After the 72 hour period, the vehicle will be towed at the owner's expense and any ticket fees or fines for the booting of the vehicle will be added to the violator's account.

**After your vehicle is initially booted, Public Safety will continue to immobilize your vehicle when found in violation of published rules and regulations, regardless of payment of prior violations.**

Forms are available in the Public Safety Office for students wishing to appeal a traffic citation through Judicial Affairs.

### **Safewalk**

Safewalk is an escort service staffed by student employees. Community members, who are alone on campus during non-daylight hours, may call the Public Safety Office, x-2222, and request the Safewalk service. Safewalk operates on both the academic and residential sides of campus. Safewalk escorts will also be provided to and from Austin Manor, the Haycock 3D Art Building, and the off-campus sorority houses.

### **Emergency Safety Phones**

There are seven emergency safety phones strategically located around campus:

- (1) between Slocum and Elliot Halls on the academic (east) side of campus,
- (2) between Hayes Hall and Oak Hill Drive on the residential (west) side of campus,
- (3) on Williams Drive (Fraternity section of campus) across from 20 Williams Drive (Delta Tau Delta),
- (4) between Bashford Hall and the Alpha Sigma Phi Fraternity House on the residential (west) side of campus,
- (5) on the north side of University Hall, academic (east) side of campus,
- (6) on the west side of Beeghly Library off the JAYwalk, and
- (7) on the west side of the Science Center on the academic (east) side of campus.

These phones provide convenient access and quick Public Safety response in the event of an emergency. To use these phones, press the button on the outside of the box which automatically rings Public Safety. Begin speaking when answered. It is not necessary to hold the call button down when speaking.

A blue light will pulsate on top on the phone pole when the phone is in use, indicating that there is possibly a person in need of assistance at that location.

### **Weapons and Explosives**

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

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

Because of the potential dangers, students are encouraged to report to Public Safety the presence of any weapons on campus.

## **Delaware City Police Department Information**

The Delaware City Police Department is a proactive, professional law enforcement agency dedicated to protecting the public. Through education, the department strives for voluntary compliance with the City Ordinances and State Statutes. The following is a list of those ordinances and laws that students most commonly need to know.

### **Alcohol and Drugs**

The Delaware Police Department will strictly enforce underage drinking, drug abuse, and alcohol violations. A person must be twenty-one years of age to knowingly purchase, attempt to purchase, order, pay for, share the cost of or consume any intoxicating liquor or beer" per 529.02 of the Delaware City Code(DCC) and the Ohio Revised Code (ORC) 4301.63.

Additionally, No person under the age of twenty-one years, shall recklessly consume or possess any beer or intoxicating liquor" per 529.021 DCC and 4301.632 ORC.

Regardless of age, no person shall have in their possession an opened container of beer or intoxicating liquor" while being in a public place (other than a liquor control permit premises) or while being in a stationary or moving motor vehicle on the street, highway or other public or private property open to the public for the purposes of vehicular travel or parking." Using false or fake identification to purchase beer or other alcoholic beverage can result in a fine of \$1,000 and/or up to 6 months in prison.

Both the Delaware City code (DCC) and the Ohio Revised Code (ORC) prohibit drug abuse. The penalties vary depending on the substance and whether the person sold, possessed, manufactured, etc., the substance. The more severe penalties can result in the offender being sentenced to

prison. Students should be aware that in addition to any other sanctions imposed, under 2925.14 ORC ~~the~~ court shall suspend for not less than six months or more than five years the driver's or commercial driver's license or permit of any person who is convicted of or has pleaded guilty" to a violation of possession of drug paraphernalia.

### **Parking**

The Delaware Police Department Parking Control Officers frequently patrol the streets around downtown and campus. Most violations involve parking in a space in violation of a posted sign or not feeding the parking meters during the posted times on the meters. Other common violations are as follows:

- you must have a handicap placard to park in spaces designated for such parking
- you cannot park on a public street for over 72 hours without moving your vehicle (unless you have parked in a space with a sign that indicates otherwise, i.e., 2 hr. parking)
- parking in a private lot that is posted as a tow-away zone may result in your vehicle being ticketed and towed
- **Parking is prohibited in the following locations:** Fire Hydrant-within 10 feet; Intersection-within 30 feet; Crosswalk- within 20 feet; Stop Sign-within 30 feet; Blocking drive- in front or blocking any part of driveway, Yellow Painted Areas- any place where the curb or street is painted yellow (e.g., yellow triangle area on Oak Hill Ave.)
- You must park within the lines of any parking space

### **Parties**

The Delaware Police Department sometimes receives complaints of loud parties in the campus area. Persons in control of any property hosting a party are responsible under 509.10 DCC for: ~~any~~ loud noise or disturbance therein, drunkenness, drunken or rowdy behavior, or any immoral or indecent acts or any noise offensive to good morals or tending to disturb the peace and quiet."

Criminal charges shall be filed upon a return to such property where the police Department has previously warned the residents.

Additionally, 529.02 DCC imposes strict liability to the person being in control of any property where they have allowed ~~any~~ person under the age of twenty-one years to enter or remain upon such property knowing that such other person is in possession with purpose to consuming any intoxicating liquor or beer, or the offender is reckless in that regard." State laws also prohibits furnishing minors with alcoholic beverages can result in fines up to \$1,000 and 6 months in prison.

## **University Policies**

### **Code of Conduct**

Violations of the Student Code of Conduct include those activities that interfere with the University's (1) primary educational responsibility of ensuring the opportunity of all members of the University community to attain their educational objectives, or (2) responsibility for protecting the health and safety of persons in the University community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

If a student or campus organization is found to have violated a University rule, regulation, or policy the student or campus organization is subject to sanctions as described in Section V (Sanctions) of the University Judicial System chapter of the Student Handbook.

## **University Academic Policies**

### **Academic Grievance Policy**

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

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

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

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

### **Grievance Procedure**

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

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

1. The student should make an appointment to discuss the grievance with the professor involved. The student must provide appropriate documentation of the grievance. If the grievance is not resolved, the student may proceed to step 2.
2. The student should now make an appointment with the chairperson of the department involved. Again, the student should provide appropriate documentation of the grievance. The chairperson should ask the professor to provide rebuttal material, if appropriate. In cases where the chairperson is the instructor involved in the grievance, another full-time faculty member in the department, the student's academic advisor, or another faculty member may serve in this mediating capacity. If the grievance is not resolved to the satisfaction of the student and the faculty member involved, the student may proceed to step 3.
3. The student should make an appointment to discuss the grievance with the Dean of Academic Affairs. This step must be initiated by the end of the fifth week of the semester immediately following the one in which the grievance arose. The student should provide appropriate written documentation of the grievance, including the results of steps 1 and 2. The written documentation should be provided to the Dean at least one day in advance of the appointment to discuss the grievance. The Dean will investigate the complaint by obtaining data and statements from all parties involved and will attempt to resolve the grievance by mutual consent of the student and faculty member.

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

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

## **Academic Honesty Policy** (Revised April 2003) (Revised January 2008)

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

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

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

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

#### **Definitions:**

There are many forms of academic dishonesty, including:

**CHEATING**, the use of unauthorized, prohibited, or unacknowledged materials in any academic exercise;

**FABRICATING**, the falsification or invention of information, interpretation, or source materials;

**FACILITATING ACADEMIC DISHONESTY**, the conscious participation, in any manner, in another student's commission of any academically dishonest act;

**PLAGIARIZING**, the representation of words, ideas, figures, or materials from other sources (print, audio, visual or digital, including the internet) as one's own.

#### **Elaboration and Examples:**

##### **CHEATING**

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

##### **FABRICATING**

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

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

## FACILITATING ACADEMIC DISHONESTY

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

## PLAGIARIZING

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

Plagiarism most commonly occurs in academic assignments when source materials are quoted, paraphrased, summarized, borrowed, or referenced **WITHOUT PROPER DOCUMENTATION PROVIDED**. The following are rules for citing source materials:

- Provide a source for every direct quotation...
- Document all ideas, opinions, facts, and information in your paper that you acquire from sources and that cannot be considered common knowledge...
- Document all ideas, opinions, facts, and information in your paper that your readers might want to know more about or might question...
- Provide content notes as needed, but sparingly...
- Provide dates, identifications, and other information to assist the reader.  
(Hairston and Ruskiewicz, *The Scott, Foresman Handbook for Writers*, 4<sup>th</sup> ed. [New York: HarperCollins 1996], 567-570.)

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

## II. Penalties for Violations of Academic Honesty Policy

- a. The penalty for a first violation can range from a zero for the assignment to failing grade in the course. Students who commit only one act of academic dishonesty during their tenure at Ohio Wesleyan will have the record of that offense kept by the Dean of Academic Affairs expunged at the time of graduation.
- b. The penalty for a second offense is a failing grade in the course with a special notation on the student's official transcript denoting "failure for reasons of academic dishonesty" and suspension from the University for a period of not less than one semester. For students found guilty of a second offense, the notation of "failure for academic dishonesty" will remain on their official transcripts for one year following their graduation or separation from the University and will be automatically expunged by the Registrar at that time.
- c. The penalty for a third offense is expulsion. For students found guilty of a third offense, the notation of "failure for academic dishonesty" will remain on their official transcripts for three years following their expulsion and will be automatically expunged by the Registrar at that time.
- d. A student found guilty of a first act of academic dishonesty is required to receive instruction as to what constitutes academic dishonesty and must sign a statement verifying that instruction was given (see III. c. below). A student who fails to seek and receive such instruction within fifteen class days of notification by the Dean will have his/her transcript amended to note that the student has been charged with academic dishonesty in the particular course in which he/she was charged. This notation shall remain on the student's transcript for three years after graduation or withdrawal from the university.

## III. Procedures

- a. When the instructor determines that academic dishonesty has occurred, he or she either assigns a penalty or refers the case to the Academic Conduct Review Board (ACRB). The instructor must also send a report to the Dean of Academic Affairs identifying the student and summarizing the case and the penalty assessed; the Dean will send a copy of this report to the student.
- b. The Dean is responsible for the following: (1) keeping records of all cases of academic dishonesty; (2) communicating to the student the report filed by the instructor in III. a. above; (3) ensuring that any student convicted of academic dishonesty receive instruction in the concepts of academic honesty and the procedures for its enforcement at Ohio Wesleyan, including the penalties for second and third violations; and (4) convening the ACRB as required and as necessary.
- c. Instruction in academic honesty may be given by the instructor of record or by a faculty member (normally the Dean of Academic Affairs); in either case the student must sign a statement verifying that the instruction was given. This statement will be kept on file by the Dean.
- d. When a penalty has been assigned by the instructor, the student may appeal the charge of academic dishonesty or the penalty within fifteen (15) class days of receiving a copy of the report sent to the Dean. Appeals are to be presented by the student him/herself and heard by the ACRB. If the ACRB upholds the instructor's decision, the student may then appeal to the Provost. The appeal must be made to the Provost by the student. Once the Provost has ruled, no further appeal is permitted.
- e. If the ACRB hears a case referred to it by the instructor, the ACRB determines whether the student did or did not violate the Academic Honesty Policy. If it decides that the student violated the policy, the ACRB assigns a penalty and sends a full report to the Dean, who distributes copies to the student and to the instructor of record. The student may appeal the ACRB's decision to the Provost. Once the Provost has ruled, no further appeal is permitted.
- f. The ACRB consists of three faculty chosen by faculty vote, two students chosen through WCSA, and the Dean (who chairs the ACRB but has no vote). In instances involving a possible conflict of interest (e.g., the instructor of record is a member of ACRB), the faculty alternate, elected by the faculty, shall serve as a substitute with voting power. If the conflict of interest involves one of the two student members, the Dean of Academic Affairs shall ask WCSA to select an alternate who shall serve as a substitute with voting power.
- g. In determining the penalty for a second offense, "one semester" is taken to mean a semester during the regular academic year. Thus a penalty of suspension of one semester, incurred during a summer session, would be enforced during the following fall semester.

## Final Examination Policy

1. In any particular course, the course instructor determines whether or not a final examination is appropriate and to be given. In staff-taught courses, the department(s) makes such determinations. Such determination shall be announced in class early in the semester.
2.
  - a. It is the intent of the college that its students receive a full fifteen weeks of instruction per semester and that any in-class final examinations will be given only on the day and time officially scheduled by the Registrar during the period set aside for this purpose.
  - b. Any assignment(s) that may substitute in a course for an in-class final examination shall be submitted at the time of the officially scheduled final examination for that course.
  - c. Final examinations in class shall be no more than three hours in duration.
  - d. Exceptions to (a) and (b) above may be necessary because of the early grade deadline for spring semester seniors expecting to graduate. Under this circumstance, a final examination may be given at a time outside of the official schedule at the mutual convenience of the instructor and the seniors involved. In no case shall such an examination conflict with or overlap other regularly scheduled class or laboratory hours of the seniors.
  - e. No course examination given during the fifteen-week semester shall overlap or conflict with regularly scheduled classes or laboratories.
3. Although special examinations are to be avoided, unforeseen circumstances may make them unavoidable. In such a case, a special final examination may be given after approval by the Academic Status Committee and the course instructor and after payment of a special charge for final examination service (see Fees in the [Ohio Wesleyan Catalog](#)).

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

## Community Standards and Policies

The policies that are discussed below apply to individual student and organizations' responsibilities as members of the University community. This discussion of rules and policies is therefore not exhaustive. Students and organizations are also subject to policies that are discussed in the chapters titled "Residential Life Policies" and "Public Safety Policies and Services," as well as elsewhere in the Student Handbook.

Furthermore, students and organizations are subject to applicable local, state, and federal law. Criminal violations are also violations of University policy and are subject to action by Judicial Affairs.

## General Policies

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

1. Forgery, destruction, removal, concealment, alteration, defacing, mutilation, or misuse of Ohio Wesleyan University documents, books, records, or identification cards.
2. Furnishing false information to Ohio Wesleyan University, or to individuals acting on its behalf in matters relating to admission, registration, student status, housing, grades, academics, financial aid, or investigation, or prosecution of other alleged violations of University policies.
3. Destruction, damage, or defacement of Ohio Wesleyan University property or the property of a member of the University community.
4. Theft: No person shall remove or use the property of another without permission.
5. Unauthorized, illegal, or fraudulent use of any building or facility (or any part thereof), motor vehicle or other property of Ohio Wesleyan University, including but not limited to the telephone system, mail system, or computer system, or any part thereof.
6. Conduct which injures or endangers the safety or health of any member of the University community.
7. Disruption or prevention of any University activity.
8. Possessing, duplicating or using Ohio Wesleyan University keys without proper authorization by an appropriate University authority.
9. Refusal on campus to identify oneself, failure to display upon request the Ohio Wesleyan University identification card or other appropriate identification to authorized personnel.
10. Unauthorized parking, improper registration, or improper operation of motor vehicles on campus.
11. Bookmaking or establishing or promoting a game of chance for personal profit.
12. Failure to comply with the directives of a faculty or staff member in the performance of his or her official duties.
13. Failure to comply with orders of individuals acting on behalf of the University or with sanctions imposed by the University Judicial System.
14. Students who host visitors (i.e., non-students who are visiting an OWU student) are responsible for the behavior of their visitors. A University rule violation by a visitor will result in a charge of "Visitor Policy Violation" filed against the student host in Judicial Affairs. Students who are hosting visitors who are on campus for a recruiting event sponsored by the Admissions Office, the Athletics Department, or other campus organizations are exempt from this policy.

See chapters titled "Residential Living" and "Public Safety Policies and Services" for policies governing other prohibited behavior that is subject to judicial action.

## Alcohol Policy

### Introduction

Ohio Wesleyan discourages the use of alcohol, especially "binge drinking," or the consumption of significant amounts of alcohol in a concentrated period of time. Research and our own experience demonstrate that students who abuse alcohol are more likely to experience significant problems with their academic work, personal safety, health, and interpersonal relationships than those who do not. However, the University recognizes that some students choose to drink. Those who do must do so legally and responsibly. All members of the University are required to observe federal and state laws, local ordinances, and University rules that pertain to alcohol. A card will be signed by all Ohio Wesleyan students indicating that they have read, understood, and agreed to abide by the Alcohol Policy.

## Individuals

Students and guests who are under the age of 21 are prohibited from possessing alcoholic beverages. For the purposes of this policy,

“Possessing” includes:

1. Situations in which underage students or guests are observed consuming alcohol.
2. Situations in which underage students or guests are in physical contact with any container that holds an alcoholic beverage.
3. Situations in which an underage student or guest is seen neither consuming alcohol nor in physical contact with alcohol containers, but a preponderance of evidence supports the conclusion that the underage student or guest has been drinking alcohol. Such evidence may include, but is not limited to, situations in which a container of alcohol is within reach of an underage student or guest, and/or when the alcohol container to student/guest ratio at a party approaches one, and/or behavioral indicators such as the odor of alcohol about a student or guest’s person, slurred speech, and/or difficulty in walking.
4. Having alcohol or empty alcohol containers in rooms or suites (if all the residents are underage).

Students and Guests 21 years of age or older may possess open containers of alcohol in the following places:

1. Student rooms and suites
2. Registered Large Social Gatherings
3. Common areas of small living units and fraternities. However, alcohol cannot be consumed in common areas of fraternities during Large Social Gatherings
4. Sanctioned social events such as department or college receptions and other events in which alcohol is served

Open containers of alcohol are prohibited outdoors, except at registered Group Social Gatherings and other sanctioned events. Loitering with an open container of alcohol is prohibited. However, a student or guest 21 years of age and older may be in transit from one room, suite, or common area to another within a single residential unit while in possession of an open container of alcohol.

Students and guests are prohibited from serving or otherwise supplying alcohol to any person under the age of 21.

Ohio Wesleyan strongly discourages the mass consumption of alcohol, particularly in and through drinking games. Regardless of their age, students and guests are subject to charges of “endangering safety” when their abuse of alcohol leads to the violation of the rights of others or disorderly or dangerous behavior that threatens the safety of others.

Immediate medical attention should be sought for students whose safety is endangered by the over-consumption of alcohol. Students who seek medical attention because of the over-consumption of alcohol, as well as members of the University community who assist them in seeking medical attention, will not be charged with any violations that relate to alcohol use or misuse.

Kegs or tap systems, other common sources of alcohol (e.g. party balls, punchbowls, pre-stocked areas), beer bong, or other delivery systems designed to facilitate mass consumption of alcohol are prohibited, unless authorized by the Appropriate University Staff Member (AUSM).

## Organizations

In accordance with national Greek organization risk management policies, alcohol is prohibited at all Greek recruitment and new member events. In accordance with these same policies, alcohol is prohibited in sorority houses.

*Funding:*

1. No allocations from Wesleyan Council on Student Affairs (WCSA), Interfraternity Council (IFC), or the Panhellenic Council can be used for the purchase of alcohol.
2. Money collected by the University and given to the living units and chartered organizations for social programs or other purposes cannot be used for the purchase of alcohol.
3. Sponsorship of events by companies involved in the production and/or distribution of alcohol is prohibited.

## Social Gatherings

### Small Social Gatherings

Small social gatherings with alcohol are permitted in residential units. The maximum number of people permitted at these gatherings in the residence halls is 6 in an individual room, 12 in a suite; in the small living units and in fraternity house common areas the number of nonmembers may not exceed 15. Small social gatherings do not have to be registered.

### Large Social Gatherings

Large Social Gatherings are events that exceed the number of people allowed for a small social gathering. Large Social Gatherings with or without alcohol must be registered with the AUSM.

## Rules and Procedures for Large Social Gatherings

### Registration Guidelines:

1. Forms for registering Large Social Gatherings are available in the Student Involvement office.
2. A guest list must be included with the registration form.
3. In order to ensure the success of these events, please plan three weeks in advance.
4. Individuals and organizations should register with the following AUSM’s:
  - Fraternities and sororities: The Assistant Director of Student Involvement for Greek Life.
  - Residents of residence halls and small living units: The Residential Life Coordinator for the hall or unit, or the Director of Residential Life
  - Other student organizations: The Director of Student Involvement

5. For locations that are overseen by another staff member, that staff member must also approve the registration for the event
6. If the AUSM designated for you is unavailable then another AUSM may serve as a substitute.
7. Social events will be registered only on Wednesday, Friday and Saturday evenings, unless an exception is made by the AUSM. All social events must have a designated ending time, determined by the AUSM, but not to exceed 2 a.m. on a Friday or Saturday or 12 a.m. on weeknights.
8. All events must be registered with the AUSM at least seven days in advance.
9. Registration forms, approved by the AUSM and other relevant staff members, must be presented by the host(s) of the event to Public Safety at least seven days in advance.

**Attendance Policies:**

1. Large Social Gatherings with alcohol are for invited members of the OWU community and escorted guests only.
2. The number of people at any social gathering may not exceed the fire safety limits of the room, or 150 people, whichever is lower. Under special circumstances and with the approval of the AUSM, the 150 person limit may be exceeded.

**Beverage/Food Policy:**

1. Normally, the only alcohol that can be served and consumed at large social gatherings is canned beer.
2. Non-alcoholic beverages and food must be on hand, in appropriate amounts as determined by the AUSM. These alternative beverages and food must be clearly visible and easily accessible.
3. At beer only events, guests of legal drinking age are permitted to bring beer. They may consume two twelve ounce containers of beer per hour of the function, not to exceed a total of a six pack. Once a guest of legal drinking age has brought in the allotted amount, he or she is not permitted to bring in more.
4. There is to be a single distribution area with designated servers who are of legal drinking age and who are not consuming alcohol. The purpose of this serving area is to distribute the alcohol brought by the guests of legal drinking age. No alcohol is to be behind the serving area before the official start of the gathering or distributed from any other area.
5. Once a person of legal drinking age with beer has entered the event, he or she will immediately take the alcohol to the serving area and exchange it for a card. To retrieve a beer, the individual will present the card to be punched by the server. A person may retrieve only one beverage at a time.
6. Thirty minutes before the designated ending time, an announcement will be made that the serving area will be closing and persons must start removing their beverages from the serving area and begin dispersing. During this time, all cards must be collected and drinking will cease by the designated ending time.
7. If anyone wishes to leave the event prior to the designated ending time, that person may exchange his or her card for the rest of his or her beer, and must immediately leave the event.
8. At the end of the event, alcohol not consumed must be returned to the rightful owner or poured out. There is to be no alcohol remaining in common areas.

**Entrance:**

1. The entrance to the event is designed to serve two purposes: a) to ensure that all persons entering the event are either members of the sponsoring organization or are on the guest list; and b) to check the identification of individuals entering the event, with the purpose of verifying age.
2. Each sponsoring organization must provide a list of active members and their birthdays for reference at the entrance of the event.
3. At least one member of the host organization (one from each organization if jointly sponsored) must be at the entrance at all times. No drinking is permitted while monitoring the entrance.
4. All persons must have their IDs checked at the entrance of the event. Either a state driver's license or two other picture IDs, one which shows date of birth, will be considered sufficient identification.
5. Wristbands will be presented to those of legal drinking age at the entrance of the event. Individuals without wristbands will not be permitted to consume alcohol at the gathering.

**Host Responsibility:**

1. For any large social event with alcohol that is co-hosted, responsibility for following the Alcohol Policy will be shared by the hosts. Hosts include individuals and/or organizations.
2. If there are three or more large social events with alcohol on the same night, the organizations hosting the social events will share the expense associated with hiring extra security personnel, who will help monitor compliance with the Alcohol Policy and promote public safety. Public Safety will hire the additional security personnel.
3. It is the responsibility of the event host(s) to monitor the consumption of alcohol and to assure that no one who is underage and/or visibly intoxicated is served. The hosting organization(s) will be responsible for monitoring the event to make sure that no one is drinking without a wristband.
4. If more than three individuals are charged with violating the underage drinking policy at a Large Social Gathering, the individuals or organizations sponsoring the event will be charged with serving underage students.
5. Sponsoring organization members must follow the same rules and procedures as invited guests.
6. The following procedures must be followed at the end of the event:
  - a. Guests must be cleared from the common areas.
  - b. Music must be turned off in the common areas.
  - c. Remaining guests must relocate to resident rooms with the number of people not to exceed room capacity limits.

**Large Social Gatherings with Alcohol in Residence Halls**

Large Social Gatherings in the Residence Halls are subject to the same rules and procedures that apply to Large Social Gatherings at other locations. The open possession and consumption of alcohol by those of legal age must be confined to student rooms and suites except as noted below:

1. A group of students may sponsor a large social event with alcohol if held in one of the designated areas for such events. These designated areas are:
  - Bashford: Lounge (or main lounge with RLC approval)
  - Hayes: Recreation Room (or lobby with RLC approval)
  - Smith: Date Study (or Recreation Room with RLC approval)
  - Stuyvesant: Smoker (or mail lounge with RLC approval)
  - Thomson: Recreation Room (or main lounge with RLC approval)
2. A group of students can sponsor a large social event with alcohol in non-designated areas if 2/3 of the residents of the affected area sign a petition agreeing to have the event at that location. These events can be held on Friday and Saturday evenings only.

### Large Social Gatherings with Alcohol Outdoors

Large Social Gatherings outdoors are subject to the same rules and procedures as other Large Social Gatherings with alcohol. Additionally, outdoor large social events are subject to restrictions pertaining to law enforcement, safety, clean-up and noise control. These restrictions include, but are not limited to:

1. Large Social Gatherings outdoors may be held between 4:00 p.m. and 12:00 a.m. Friday, and between 12:00 p.m. and 12:00 a.m. Saturday.
2. Small living units and fraternities that sponsor outdoor events must enclose the event area with a fence.
3. Outdoor events at residence halls may be held on the front porches of Bashford, Welch, Hayes, and Thomson Halls, and in the courtyard of Stuyvesant Hall. On special occasions, Large Social Gatherings may be held outdoors in non-designated places and at non-designated times. A petition must be submitted to and authorized by the AUSM and the Dean of Students or the Dean's designee.

## Sanctions

### Individuals

The following schedule of sanctions applies to all individual student violations of the alcohol policy (i.e., possessing, serving, or supplying illegal beverages; open containers; no or illegal party registration; lack of food or non-alcoholic beverages; presence of tap systems, kegs, and other common sources of alcohol in student rooms; presence of beer bongs or other delivery systems designed to facilitate mass consumption of alcohol; etc.). Note that this schedule of sanctions also applies to the possession for use of marijuana (see the discussion of the policy on illegal drugs in this chapter).

### Schedule of Sanctions for Individual Alcohol Violations and Marijuana Possession for Use Violations

The sanctions for alcohol violations and marijuana possession for use violations apply over the course of a student's career at OWU. These sanctions include both punitive and educative elements.

- First Offense** » \$50 fine **or** substance abuse prevention program.
- Second Offense** » \$100 fine **and** a mandatory substance abuse prevention class.
- Third Offense** » \$150 fine **and** a mandatory assessment for alcohol and/or drug problems.
- Fourth Offense** » \$200 fine, evidence of remediation action (e.g., counseling, treatment, etc.), and disciplinary probation. The student must also furnish evidence that he or she has communicated the offense to his or her legal guardians, informing them that a subsequent alcohol or drug offense will result in suspension (a student recognized as financially independent from his or her guardians by the University will be exempted from this requirement by the Dean of Students).
- Fifth Offense** » Suspension from Ohio Wesleyan, typically for the remainder of the current and next full semesters. Reinstatement is conditional upon a showing of a good-faith effort toward resolving the problem(s) that led to the suspension. Evidence must be furnished to the Dean of Students that remediation action has been taken (e.g., counseling, treatment, etc.).
- Sixth Offense** » \$250 fine **and** continued counseling.
- Seventh Offense** » \$300 fine **and** continued counseling.
- Eighth Offense** » Expulsion from Ohio Wesleyan.

### Organizations

The following schedule of sanctions applies to all organizations that violate the alcohol policy. These sanctions apply over the course of each academic year.

### Schedule of Sanctions for Violations of the Alcohol Policy by Organizations

1. "No party registration, illegal party registration, or the presence of unauthorized kegs (which may be used as de facto evidence of a party)"
  - 1st Offense » \$150
  - 2nd Offense » \$225
  - 3rd Offense » \$300
  - 4th Offense » \$375 & Social Probation (SP)
  - 5th Offense » \$450 & SP
  - 6th Offense » \$525 & SP
  - 7th Offense » \$600 & SP
2. "Serving, receiving, or possessing illegal beverages"
  - 1st Offense » \$150
  - 2nd Offense » \$350
  - 3rd Offense » \$600 & Community Service (CS) that requires two hours of social service per member of that organization. Community service performed as a sanction may not include service already performed or service that has been planned but not yet performed as part of the organization's normal activities.
  - 4th Offense » \$900 & SP
  - 5th Offense » \$1,200 & SP
  - 6th Offense » \$1,500 & SP
  - 7th Offense » \$1,800 & SP
3. "Presence of kegs or other evidence of a common source of alcohol at a large social event," or "presence of beer bongs or other delivery systems designed to facilitate mass consumption of alcohol"
  - 1st Offense » \$300
  - 2nd Offense » \$375
  - 3rd Offense » \$450
  - 4th Offense » \$525 & SP
  - 5th Offense » \$600 & SP
  - 6th Offense » \$675 & SP
  - 7th Offense » \$750 & SP

- |  |                          |
|--|--------------------------|
| 4. "Not serving food or non-alcoholic beverages" |                          |
| 1st Offense » \$150                              | 2nd Offense » \$225      |
| 3rd Offense » \$300                              | 4th Offense » \$375 & SP |
| 5th Offense » \$450 & SP                         | 6th Offense » \$525 & SP |
| 7th Offense » \$600 & SP                         |                          |

#### Notes on Sanctions

1. Social probation involves the suspension of an organization's social privileges. Repeated violations while an organization is on social probation may result in derecognition.
2. Hearings for alleged violations that occur late in a semester may be held during the following semester.
3. Fraternity/Sorority General Headquarters will be notified of all violations.
4. As provided by Federal Law, the University reserves the right to contact the parents/guardians of any student if alcohol use has created a safety or welfare concern, and the student is under 21 and a dependent.
5. Multiple violations committed by an individual or organization in a single incident (i.e., at the same time and place) will be considered a single violation for the purpose of defining the first through seventh violations.
6. All revenue generated from fines will be placed in the Non-Alcoholic Fund to be used for alcohol-free events and/or alcohol education.

## Illegal Drugs

### Introduction

Possession of, use of, providing, or selling illegal drugs (i.e., drug abuse), including the misuse of prescription drugs, is prohibited. Drug paraphernalia is also prohibited. The presence of scales or other tools of selling and supplying illegal drugs may be used as evidence of selling or supplying illegal substances. Students who violate the illegal drug policy are subject to local, state, and federal law in addition to sanctions by the University Judicial System.

### University Rules

University sanctions for possession for personal use of marijuana include both punitive and remedial action. See the *Schedule of Sanctions for Alcohol and Marijuana Possession for Use* for the specific sanctions that apply. Sanctions for the possession of, use of, selling or supply of other illegal drugs, including the misuse of prescription drugs, are governed by the *General Schedule of Sanctions*. The severity of these sanctions depends on the type and amount of the drugs involved. Sanctions for providing or selling illegal drugs, including marijuana and prescription drugs, are subject to the most serious sanctions for illegal drugs, including suspension and expulsion. Specific sanctions depend on the type and amount of drugs being provided or sold.

### Local and State Law

Both the Delaware City Code and Ohio Revised Code prohibit drug abuse. Penalties vary depending on the drug, quantity of the drug, and whether the drug was used, possessed, provided, or sold. Drug violations can result in the offender being sentenced to prison. In addition to any other sanction that may be imposed, 2925.14 of the Ohio Revised Code mandates that "the court shall suspend for not less than six months or more than five years the driver's or commercial driver's license or permit of any person who is convicted of or has pleaded guilty" to a violation of possession of drug paraphernalia.

By law, Ohio Wesleyan University is required to notify local police whenever evidence of drug abuse is discovered on campus. The Delaware Police Department will file a report and make an arrest, which typically results in criminal prosecution.

### Federal Law

Students who abuse drugs are also subject to applicable federal drug laws, such as receiving illegal drugs through interstate mail, in addition to prosecution under state and local law.

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

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

Eligibility for federal financial aid may be resumed prior to these stated periods if:

1. the conviction is legally stricken from the student's record by a court of law, OR
2. if the student completes a federally approved drug rehabilitation program. Contact the Judicial Affairs Office for details on eligible programs.

## Assault Policy

Assault, or the willful use of illegal force to inflict injury upon another, violates the purpose of the university life, generally, and affronts the values and goals of Ohio Wesleyan, specifically. Accordingly, the University does not tolerate assault or attempted assault. The University will bring charges whenever it has probable cause to believe that a student(s) has violated the policy, regardless of whether any of the parties to the alleged assault or attempted assault choose to press charges.

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

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

Sanctions for assault will vary according to the seriousness of the violation and will range from a Class III violation to a Class X violation.

## Menacing Policy

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

Sanctions for any student found to be in violation of the menacing policy will range from a minimum of a Class III to a Class X sanction.

## Sexual Assault Policy

### I. Introduction

Ohio Wesleyan University (the University) reaffirms the principle that its students have a right to be free from sexual assault (as well as sexual harassment, see "Sexual Harassment Policy"). Thus it is the policy of the University that sexual assault (as well as sexual harassment) shall not be tolerated. The following policy contains explicit definitions and procedures that apply not just to individuals but also to groups, and it ensures that educational programming on these issues will be conducted each academic year. Sexual assault (as well as sexual harassment) can occur due to a lack of communication and awareness; thus a special emphasis has been placed on these areas.

**A student who believes he or she has been sexually assaulted should first refer to Appendix 1: What to Do in Case of Sexual Assault, at the end of this policy.**

### **II. Definitions**

- A. **Consent:** For the purposes of this policy, consent shall be defined as the act of knowingly and willingly agreeing verbally or non-verbally to engage in sexual activity. An individual who is obviously impaired by any drug or intoxicant; or who has been purposely compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to resist is obviously impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority cannot consent.
- B. **Sexual Assault**
  1. **First Degree Sexual Assault:** No person shall perpetrate without the consent of the victim any of the following: vaginal intercourse between a male and a female; anal intercourse, fellatio, or cunnilingus between persons regardless of sex; or the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
  2. **Second Degree Sexual Assault:** No person shall do any of the following without the consent of victim:
    - a. Inappropriately touch intimate parts of another's body (including without limitation the thigh, genitals, buttocks, pubic region, or breast).
    - b. Surreptitiously invade the privacy of another by spying or eavesdropping upon another with the purpose of sexually gratifying himself or herself.
    - c. Publicly expose his or her private parts, publicly engage in masturbation, or publicly engage in other sexual conduct, with the purpose of sexually gratifying himself or herself or affronting others.

### **III. Additional Standards in Cases of Sexual Assault**

- A. **Alcohol and Drug Use:** While alcohol and other drug use may play a role in sexual assault incidents, intoxication is never recognized as a defense.
- B. **Retaliation:** Retaliation against a student who makes a complaint or who was the subject of any sexual offense, a person who filed a complaint on behalf of another, or against those who provided information as witnesses, will not be tolerated and strong responsive actions will be taken by the University Judicial System if retaliation occurs. Sanctions for retaliation will be imposed in accordance with the University "Harassment Policy" contained in the Student Handbook. Retaliation includes intimidation, threats, coercion, or discrimination against any individual.
- C. The accused shall be afforded all procedural rights listed in sections III and IV of "The University Judicial System," as printed in the Student Handbook.

### **IV. Formal University Procedures for Sexual Assault**

- A. The first step for a person who feels that he or she has been subjected to sexual assault and who wishes to immediately initiate formal procedures is to discuss the incident with one of the University Advisors listed in Appendix 2 of this policy. Alternatively, the person may report the incident without meeting with an Advisor to the Residential Life Office, a Residential Life Coordinator (RLC), a Resident Assistant (RA), a small living unit Moderator, or a Public Safety Officer, all of whom will forward a copy of the report to the Coordinator of Judicial Affairs.

After the complainant requests that formal charges be made, no effort to dissuade the complainant from the decision shall be attempted. If such an effort is made that effort should be reported to an Advisor.

- B. **Calling a Hearing**
  1. Within 24 hours of receipt of the incident report, the Coordinator of Judicial Affairs shall notify the accused person in writing of the charge(s); the complainant(s); the date(s) of alleged occurrences, the section(s) of this and/or the Code of Conduct which is/are alleged to have been violated; the maximum possible sanction which may be imposed; the date, time, and place of the hearing; and the right of appeal.

This notice shall afford the accused an opportunity to meet with the Coordinator of Judicial Affairs at a designated time and place for an informational hearing on the Formal University Procedures for Sexual Assault. The Coordinator of Judicial Affairs shall also

request from the accused a detailed written report about the alleged incident. If a response is not submitted, a hearing will proceed without it. The hearing date will be set no sooner than 9 calendar days and no later than 30 calendar days from the day the accused is contacted by the Coordinator of Judicial Affairs. If the accused or complainant requests a closed hearing, the hearing shall be conducted as such.

2. This notice shall also provide the accused with the option to elect either a Hearing Officer (provided the Hearing Officer has not been privy to information regarding the case prior to the hearing and there is no apparent conflict of interest) or the Sexual Assault Hearing Panel, to hear the alleged violation(s).
3. If, after consultation with the President, the Dean of Students determines that the presence of the accused at the University results in a clear and present danger of physical harm to person(s) or property of the University, the Dean of Students may immediately suspend the student until a hearing can be arranged. The maximum period of suspension shall be 14 days. An interim suspension shall be operative immediately upon receipt of notice by the accused.

C. Conduct of the Hearing

1. In order to avoid, as fully as possible, on-campus contact between a complainant, accused and members of a hearing board, and to help insure, insofar as the law allows, that sexual assault proceedings remain confidential, sexual assault cases will be heard by a standing, non-student Hearing Panel of five members of the faculty, salaried employees, and non-salaried employees. The Panel will consist of three members of the faculty, one salaried employee, and one non-salaried employee. The members of the Panel shall be appointed by the Provost, confirmed by vote of the full faculty, and trained in the procedures for adjudicating cases of sexual assault.
2. In order to preserve the procedural guidelines established by the Wesleyan Council on Student Affairs for the University Judicial System, no party present in a hearing of student-to-student sexual assault may have outside legal counsel present. Legal advice may be sought at any time, however. The accused and the complainant may be accompanied by one or more advocates of their choice who must be a member or members of the University community, excluding members of the Board of Trustees.
3. The hearing shall be conducted in a manner consistent with the procedures outlined under section IV.B. in *“The University Judicial System,”* as printed in the Student Handbook, except that the phrase *“Sexual Assault Hearing Panel”* or *“Hearing Officer”* shall replace *“Judicial Board”* throughout.

D. During the pendency of the complainant, all efforts will be made to protect both the accused and the complainant from reprisal, harassment, and injury. If necessary, protective measures will be taken: (1) protective orders shall be issued to keep the accused and complainant and their agents away from each other, and/or (2) all efforts will be made to change living arrangements within Residential Life Policy, and/or (3) upon notification from the Division of Student Life, appropriate faculty and the Registrar’s Office will be asked to take into account the class scheduling and the course work of the accused and the complainant. However, these measures will be designed to minimize, as much as possible, the burden of the student who was allegedly assaulted.

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

F. The Verdict and Appeals

1. The Hearing Panel or Hearing Officer will deliberate immediately following the hearing until arriving at a simple majority decision, and, if the accused is found to have violated the sexual assault policy, determine the sanction to be imposed. Both the accused and the complainant will have the right to appeal the verdict. The appeal must be in written form and must be submitted within 7 days after the announcement of the Hearing Panel or Hearing Officer’s decision.
2. The initial appeal of the Hearing Panel or Hearing Officer’s decision will be submitted to the Provost. The written appeal will state all reasons why the accused or the complainant believes the verdict to be incorrect. The admissible grounds for appeal are as follows: (1) procedural error, (2) appropriateness of the sanction, and/or (3) submission of new evidence. The complainant and accused and/or their advocate (s) will be given the opportunity to present oral argument on such review.
3. Should either party disagree with the Provost’s verdict, a second, and final, appeal can be taken to the University President. Such a request for review must be made within seven days of notification of the Provost decision. The appeal shall only be in writing and limited to: (1) review of the procedure, and/or (2) appropriateness of the sanction. There will be no oral hearing or submission of new evidence in the review by the President.

V. Informal Procedures for Sexual Assault

If an individual feels that he or she has been a victim of any sexual assault but does not want to press formal charges, the following informal procedures are available as an attempt at resolution and to protect the complainant from reprisal, harassment, or injury while keeping confidentiality and dignity as the highest priorities. A student who chooses to pursue such informal procedures to resolve a complaint should begin by contacting a University Advisor listed in Appendix 2 of this policy.

- A. A process of informal resolution shall consist of mediation with a third party as facilitator who will be chosen by the Provost from the pool of the members of the Hearing Panel. Procedures for mediation shall consist of, but not be limited to:
  1. Notification in writing within 48 hours of the filing of the complaint to the accused that mediation has been requested.
  2. Notification in writing to both the complainant and the accused of the date of the mediation agreed upon by all parties, to be set within 2 weeks of the receipt of notification of the complaint by the accused.
- B. If mediation does not successfully or satisfactorily resolve the incident within three weeks of its occurrence, the complainant and the Advisor have one week to prepare a detailed written report of the mediation process. This report shall be submitted to the Provost.
- C. Upon conclusion of the mediation process, all records pertaining to the mediation shall be sealed and placed in the Provost’s Office, accessible only to the Provost under specific legal conditions, as per the Educational Rights and Privacy Act of 1974.
- D. If at any time during the mediation process the complainant and the Advisor believe that formal University charges would be preferable, the complainant and the Advisor have two weeks to prepare an incident report. This report shall be submitted to the manager of Judicial Affairs.
- E. The same protective measures outlined in section IV.E of this policy shall be employed during the pendency of informal procedures.

## **VI. When Sexual Assault is Involved in a Case of Sexual Harassment**

When sexual assault is involved in a case of sexual harassment, the University Procedures for Sexual Assault will apply and be followed. However, both criminal and civil charges in this case can be filed at any time during a formal or informal process, if, in consultation with an advisor, counselor, or legal advocate, the victim determines that this is the appropriate route to follow based upon his or her circumstances. Such charges should then be filed immediately by contacting the appropriate person or agency (e.g., law enforcement, prosecutor, attorney).

## **VII. Sanctions for Sexual Assault**

- A. First Degree Sexual Assault: The presumptive sanction for any student found to be in violation of first degree sexual assault is expulsion. A less severe sanction is permitted only upon the finding of at least one mitigating circumstance by the Sexual Assault Hearing Panel (e.g., if a perpetrator commits first degree sexual assault by an act of penetration without consent, but mistakenly believes that consent was granted, and withdraws immediately at the protest of the victim.) First degree sexual assault with a mitigating circumstance constitutes at least a Class V violation. An acquittal of any charge of sexual assault in a criminal court does not mean that sanctions imposed by the University in an on-campus hearing cannot be imposed on the basis of evidence used in the criminal proceeding.
- B. Second Degree Sexual Assault
  1. If a person is found to have violated the Sexual Assault Policy, the sanction will range from a minimum of disciplinary probation to expulsion. Additional sanctions may be imposed as deemed appropriate by the Hearing Panel. Examples of additional sanctions include, but are not limited to community service and mandatory psychological assessment. Multiple offenses under this category may result in expulsion.
  4. Upon return of a student suspended for sexual assault, the student suspended shall be subject to certain class scheduling and residential arrangements (within Residential Life Policy) so that the offender and complainant avoid, to the greatest extent possible, all contact, unless the complainant agrees otherwise.

## **VIII. Sealed Records**

Upon resolution of a complaint, all records pertaining to the complaint shall be sealed and placed in the Provost's Office, accessible only to the Provost under specific legal conditions, as per the Educational Rights and Privacy Act of 1974.

## **IX. Education, Training and Awareness**

- A. In order to be in compliance with the Federal Ramstad Amendment to the Higher Education Act, campus educational programming in the area of sexual offenses must be specified at the beginning of each school year, and the University must be responsible for insuring that the programming occurs at least once each semester.
- B. Training will be provided for all employed personnel (e.g., administrators, faculty, clerical staff, residential life coordinators, resident assistants, small living unit moderators, public safety officers, and buildings and grounds employees). Training will also be required for food service workers in coordination with the food service provider.
- C. This policy as well as the "Sexual Harassment Policy" will be discussed with all new students during orientation and at the beginning of each semester with transfer students. This discussion will be the responsibility of the person(s) in charge of orientation. An additional discussion, organized by the Director of International Student Services, will be provided for international students.
- D. Until such time as the training of personnel becomes a major part of a staff person's job description, the Provost will hire outside consultants to provide all necessary training.

## **X. Administration of the Policies**

The Provost has been designated by the President as the University Officer responsible for the effective implementation of the Sexual Assault and Sexual Harassment Policies. As the principle administrator of the program, the Provost will:

- A. Ensure that the Sexual Assault and Sexual Harassment Policies are widely disseminated and available on the campus; that they are summarized and noted in major University publications, including the catalog, and that they are posted at appropriate locations on the campus such as residence halls.
- B. Recommend to the President the appointment of designated sexual assault/sexual harassment Advisors. The number of Advisors should be large enough to provide a variety of alternatives to members of the University community wishing to obtain assistance and advice pertaining to sexual assault and sexual harassment.
- C. Appoint members of the Sexual Assault Hearing Panel.
- D. Ensure that the Advisors and members of the Hearing Panel receive all training necessary for them to serve as knowledgeable and effective Advisors and Panel members.
- E. Serve as the administrative supervisor for the Advisors in their activities and functions as Advisors.
- F. Solicit a review of this policy at the end of each academic year from the Judicial Affairs Committee of WCSA, Women's Task Force, the Committee on the Status of Women, and the University Advisors and Counselors.

## **XI. Reporting Procedures**

- A. To better represent the true number of offenses occurring on the Ohio Wesleyan campus, a reporting system will count the number of various reported offenses at the end of each academic year. The Director of Public Safety will be in charge of this task and the number of reported offenses will be collected from Residential Life staff and the Sexual Assault/Sexual Harassment Advisors.

Incident Reports shall also be requested from University Counseling Services; however, the Director of Counseling Services shall have full discretion as to the information released by the Division of Counseling Services, in order to insure that confidentiality is maintained.

- B. Each will be provided forms to be filled out for each reported incident. The forms should provide sufficient information to avoid duplicate complaints, and also give an accurate picture of the number, type and severity of the offenses.

## **Appendix 1: What To Do in Case of Sexual Assault**

1. Know your LEGAL RIGHTS. Sexual assault is a CRIME.
2. Get to a safe place.

3. Contact someone who can help (any or all of the following):
  - Delaware Police Department (9-911)
  - HelpLine: Local 24-hour rape crisis and assistance (369-3316)
  - RAINN (Rape, Abuse, and Incest National Network): 24-hour crisis help line and assistance (1-800-656-HOPE)
  - Sexual Assault Response Network of Central Ohio: 24-hour rape crisis help line and assistance (614-267-7020)
  - Public Safety (x-2222)
  - University Counseling Services (x-3145)
  - University Chaplain (x-3082)
  - One of the sexual offense advisors listed in Appendix 2 of this policy
  - Central Ohio Mental Health Center (369-7688)
  - Your RA/RLC
  - A trusted friend
  - Legal counsel, if desired
4. Do not shower, drink, eat, wash hands, douche, or change your clothes. These activities destroy important evidence if and when you decide to take legal action. Also, do not disturb anything in the area where the assault occurred. Physical evidence can be collected up to 72 hours after the assault.
5. Do not apply medication to any injuries you may have sustained unless absolutely necessary.
6. Be sure to obtain immediate medical attention, even if you need time before deciding to report the assault to police or University officials. The emergency rooms at Grady Memorial Hospital in Delaware, Grant Medical Center in Columbus, and Riverside Methodist Hospital in Columbus all provide medical treatment for rape and include follow-up referrals. You may also choose to have a collection of evidence exam conducted to preserve your legal options.
  - Grady Memorial Hospital (369-8711)
  - Grant Medical Center (614-461-3232)
  - Riverside Methodist Hospital (614-566-5000)
7. Call someone to be with you:
  - A friend
  - A family member
  - Someone with whom you are close
8. Consider your options for reporting the incident. Ohio Wesleyan University strongly encourages the reporting of sexual assault to the Delaware Police (9-911) so that the victim can receive assistance and support and discuss the option to seek criminal prosecution of the assailant. Public Safety (x-2222) or the police can offer assistance by taking you to the hospital. Support also includes seeking legal advice at any time.
9. Take some time soon after to write down, or dictate to a friend, everything that you can recall about the incident, with as much detail as possible. This documentation will be helpful if and when you decide to take legal action.
10. Most importantly, remember that the assault was NOT your fault; AND
11. If you do not receive the support you believe you are entitled to, KEEP TRYING until you do.

## Appendix 2: University Advisors and Counselors

After contacting the appropriate law enforcement officials and getting medical treatment, a person who feels that he or she has been subjected to a sexual assault should discuss the incident with one of the University Advisors.

Following these steps does not mean the victim must pursue criminal charges, but it does insure that the victim receives appropriate medical care, including testing for sexually transmitted diseases and collection of medical evidence which can be used in a court case. Criminal charges can be filed at any time during the process.

The current advisors are listed below and will listen, answer questions, explain alternatives, and suggest helpful courses of action. Advisors can also help describe sexual assault procedures. Seeking assistance from an advisor does not initiate the process of filing campus or criminal charges, unless the student chooses to do so. It is strongly recommended that a student seeking the assistance of an advisor also contact a counselor.

### Limits of Confidentiality:

While University Advisors will endeavor to keep all conversations confidential, students should be aware that the only legal expectation of confidentiality exists between a student and a physician, attorney, psychological counselor, and/or minister/priest. Students with concerns regarding confidentiality should contact Counseling Services for detailed information.

### Current Advisors

Dr. David Johnson  
Office: x-3505  
Home: (740) 363-0422  
Professor of Botany-Microbiology  
Science Center 239

Dr. Edward Kahn  
Office: x-3844  
Home: (740) 362-2494  
Asst. Professor of Theatre and Dance  
Chappellear Drama Center 111A

Advisor to be Announced

Dr. Vicki DiLillo  
Office: x-3816  
Home: (740) 369-1617  
Asst. Professor of Psychology  
Phillips Hall 052K

Ms. Suzanne Stork  
Office: x-3390  
Mail Supervisor  
University Hall Mailroom

The professional counselors listed below will listen in strict confidence, provide emotional, psychological, and pastoral support, answer questions, explain alternatives, and suggest possible courses of action, with a special focus on helping the student resume normal functioning and regain control over his or her lifestyle. Seeking the assistance of a counselor does not initiate the process of filing criminal charges. In order to protect the student's right to privacy and confidentiality in counseling, counselors do not serve as advocates for students during criminal justice system proceedings.

On-Campus Psychological Counselors:

Dr. Colleen Cook (x-3145)  
Assistant Dean of Student Life/Coordinator  
Counseling, Career, and Health Services  
Hamilton-Williams Campus Center 324

Dr. Eric Johnson (x-3145)  
Assistant Director of Counseling Services  
Hamilton-Williams Campus Center 324

Ms. Emily Mowry Dobran (x-3145)  
Counselor/Substance Prevention Programmer  
Hamilton-Williams Campus Center 324

On-Campus Chaplain/Pastoral Counselor:  
Rev. Jon Powers, Chaplain (x-3082)  
Hamilton-Williams Campus Center 308

### **Appendix 3: Know Your Legal Rights**

Criminal charges for felonious sexual assault can be filed at any time during a formal or informal process, if, in consultation with an advisor, counselor, or legal advocate, the victim determines that this is the appropriate route to follow based upon his or her circumstances. Such charges should then be filed immediately by contacting the appropriate person or agency (e.g., law enforcement, prosecutor's office, attorney).

The following definitions are paraphrased from the Ohio Revised Code. The information here is intended for the general education of the student body only. For complete information on law governing sexual assault, please refer to the Ohio Revised Code, chapter 2907, available in the library. Always be sure to consult a proper legal authority regarding your legal rights.

#### **Definition of Terms**

Felony: Any crime that may result in incarceration for more than one year. Offenses deemed felonies include, but are not limited to, rape, sexual battery, and gross sexual imposition. [Adapted from Ohio Revised Code 2901.02]

Misdemeanor (non-felony): Any crime that may result in incarceration for not more than a year. Offenses include, but are not limited to, sexual imposition, voyeurism, and public indecency. [ORC 2901.02]

Sexual Conduct means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and the insertion, however slight, of any part of the body, of any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse. [ORC 2907.01(A)]

Sexual Contact means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttocks, pubic region, or breast for the purpose of sexually arousing or gratifying either person. [ORC 2907.01(B)]

Sexual Activity means sexual conduct, sexual contact, or both.  
[ORC 2907.01 (C)]

#### **Types of Felonious Sexual Assault**

Rape is a felony of the first degree. No person shall engage in sexual conduct with another when any of the following applies: (1) for the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug or intoxicant to the other person, surreptitiously or by force, threat of force, or deception, or (2) the other person's ability to resist or consent is substantially impaired because of a mental or physical condition and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition. [ORC 2907.02]

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force. A victim need not prove physical resistance to the offender.

Sexual Battery is a felony. No person shall engage in sexual conduct with another when any of the following applies: (1) the offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution, or (2) the offender knows that the other person's ability to appraise the nature of, or control, his or her own conduct is substantially impaired, or (3) the offender knows that the other person submits because he or she is unaware that the act is being committed, or (4) the offender has supervisory or disciplinary authority over such person. A victim need not prove physical resistance to the offender.

Gross Sexual Imposition is a felony. No person shall have sexual contact with another or cause another to have sexual contact with the offender, or cause two or more other persons to have sexual contact when any of the following applies: (1) the offender purposely compels the other person, or one of the other persons, to submit by force or threat of force, or (2) for the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug or intoxicant to the other person surreptitiously or by force, threat of force, or deception, or (3) the ability of the other person to resist or consent is substantially impaired because of mental or physical condition, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition. A victim need not prove physical resistance to the offender.  
[ORC 2907.05]

### **Types of Misdemeanor Sexual Assault**

**Sexual Imposition:** No person shall have sexual contact with another, cause another to have sexual contact with the offender or cause two or more other persons to have sexual contact when any of the following applies: (1) the offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard, or (2) the offender knows the other person's or one of the other persons', ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired, or (3) the offender knows the other person, or one of the other persons submits because of being unaware of the sexual contact. [ORC 2907.06]

**Voyeurism:** No person, for the purpose of sexually arousing or gratifying himself or herself, shall commit trespass or otherwise surreptitiously invade the privacy of another, to spy or eavesdrop upon another. [ORC 2907.08]

**Public Indecency:** No person shall recklessly do any of the following, under circumstances in which his or her conduct is likely to be viewed by and affront others: (1) expose his or her private parts, or engage in masturbation, or (2) engage in sexual conduct, or (3) engage in conduct that to an ordinary observer would appear to be sexual conduct or masturbation. [ORC 2907.091]

### **Statutes of Limitations**

The Statute of Limitations for felonious assault in Ohio is six years. The Statute of Limitations for non-felonious sexual assault in Ohio is two years. There are extenuating circumstances under which the time to file charges is extended. Be sure to consult a proper legal authority, such as an attorney, to determine these circumstances and possible changes in the Statute (See ORC 2901.13).

## **Harassment Policy**

Ohio Wesleyan University prides itself on being a diverse community of scholars that seeks to provide a learning and living environment conducive to the free pursuit of truth by all its members. Consistent with these aims, the University prohibits harassment of community members in any university setting.

Harassment is defined as words or nonverbal symbols or actions directed toward another individual(s) which, by creating a hostile and intimidating environment, seriously and directly impede that individual(s)'s learning and living experience at OWU. Harassment occurs when the perpetrator knows, or reasonably should know, that the effect of his or her actions creates such an impediment, and when the victim cannot reasonably escape these actions. A preponderance of evidence is required to find that the harassment policy has been violated.

Both prejudicial and non-prejudicial harassment are covered by this policy. Harassment on the basis of race, sex, disability, religion, sexual orientation, or national or ethnic origin is considered prejudicial. Sexual harassment is covered specifically by the University Sexual Harassment Policy. The procedures here apply when the individual accused of harassment is a student.

For charges of harassment to be considered, the behavior in question must be repeated and/or egregious. Given the gravity of the judicial process, it is urged that informal means of resolution be attempted before harassment charges are filed. Informal means might range from requesting the intervention of a third person, such as a residential life staff member or a faculty advisor, to conducting campus-wide educational efforts on harassment-related issues.

As a mission of the University, unlimited free inquiry in the instructional setting is guaranteed. Accordingly, if the accused can show, by a preponderance of evidence, that an alleged act of harassment was committed in the pursuit of free inquiry in the instructional setting, the case will be dismissed.

Cases of harassment will be filed and heard according to the procedures outlined in the University Judicial System and Student Code (see Student Handbook). Harassment is considered to be at minimum a Class III offense. If a perpetrator convicted of violating another section of the Student Code is found to have committed that violation in response to the race, sex, disability, religion, sexual orientation, or national or ethnic origin of the victim(s), then the offense will be raised to the next highest classification and a finding of harassment will be noted in the perpetrator's judicial file.

## **Sexual Harassment Policy and Procedures**

### **I. Policy**

Ohio Wesleyan University reaffirms the principle that its employees and students have a right to be free from sexual harassment by any member of the academic community. It is the policy of this University that sexual harassment shall not be tolerated.

### **II. Definitions and Examples of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual or gender-based nature when:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities; OR
- 2) Such conduct is directed against another individual(s) and is either abusive or severely humiliating, or persists despite the objection of the person(s) subjected to it, whether such conduct is sexual or based on the person(s) gender or sexual orientation; OR
- 3) Such conduct, by creating what a reasonable person would regard as a hostile and intimidating environment, seriously and directly impedes the living and learning experience, and/or work opportunities of employees or students.

Sexual harassment constitutes the abuse of social and/or institutional power, whether it takes place between persons of differing or equivalent status, as, for example, between a student and professor, a subordinate and supervisor, or one student and another. Examples of sexual harassment may include (but are not limited to): undesired physical contact; repeated and unwanted invitations to engage in sexual activity; stalking; persistent letters, e-mail, notes, gifts, or telephone calls that have a sexually denigrating purpose or effect; as well as sexually demeaning references to an individual's physical attributes, gender, or sexual orientation. Subjecting a person to frequent derogatory remarks on the basis of his or her gender or sexual orientation, whether or not such remarks are themselves sexual in nature, is also an example of sexual harassment.

In the educational setting within the University, as distinct from other work places within the University, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that can reasonably be regarded as serving a legitimate educational purpose does not constitute sexual harassment. In order to constitute sexual harassment in the educational context, the conduct in question must be grievous or persistent, and not germane to the instructional setting.

In accordance with the requirements of Title VII of the Civil Rights Act of 1964 as amended, and of Title IX of the Education Amendments of 1972 as amended, and of the Ohio Revised Code, this University policy recognizes that sexual harassment is a form of sexual discrimination and, as such, is a violation of the law. Thus the procedures set forth below seek to perform a function vital to the mission of the University as a whole; safeguarding the working conditions, educational experience, and well-being of its employees and students.

### III. What To Do If You Believe You Have Been Sexually Harassed

If you have been the victim of sexual harassment, or believe you may have been sexually harassed, the first step is to discuss the incident with one of the Sexual Harassment Advisors on campus. The University encourages you to discuss your concerns with a Sexual Harassment Advisor as early as possible, even if you are uncertain that what you're experiencing constitutes sexual harassment. The advisor can help you decide whether to pursue informal (see Section V) or formal (see Section VI) procedures in addressing the situation. If you pursue informal procedures without success, you may choose to pursue formal procedures. If you prefer not to consult with one of the Advisors, you may pursue informal procedures on your own. There is a limited time-frame for pursuing formal procedures, so it is in your interest to take action promptly.

The current Sexual Harassment Advisors are:

#### Current Advisors

Dr. David Johnson Office: x-3505 Home: (740) 363-0422 Professor of Botany-Microbiology Science Center 239	Dr. Edward Kahn Office: x-3844 Home: (740) 362-2494 Asst. Professor of Theatre and Dance Chappelear Drama Center 111A	Advisor to be Announced
Dr. Vicki DiLillo Office: x-3816 Home: (740) 369-1617 Asst. Professor of Psychology Phillips Hall 052K	Ms. Suzanne Stork Office: x-3390 Mail Supervisor University Hall Mailroom	

The five Sexual Harassment Advisors are familiar with this University policy and have undergone training to assist them in resolving specific concerns and problems. They are available to provide support and counsel for anyone who feels that she or he has been subjected to, or accused of, sexual harassment by any faculty member, other employee, or student at the University. They will listen in confidence, answer questions, explain alternatives, and suggest helpful courses of action. It is important to remember, however, that while the Sexual Harassment Advisors are responsible to the individuals they advise, they are accountable to the University as well.

Counseling Services may be consulted for further support and/or referral to counselors outside of the University;

Dr. Colleen Cook (x-3145) Assistant Dean of Student Life/Coordinating Director of Counseling, Career and Health Services Hamilton-Williams Campus Center 324	Dr. Eric Johnson (x-3145) Assistant Director of Counseling Services Hamilton-Williams Campus Center 324	Ms. Emily Mowry Dobran (x-3145) Counselor/Substance Prevention Programmer Ham-Will Campus Center 324
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### IV. General Statement on Procedures

Whether informal or formal, procedures for the resolution of sexual harassment complaints are designed to protect confidentiality and the personal safety, dignity, and self-respect of all parties involved in the complaint.

Any individual accused of sexual harassment shall be afforded full due process protections as provided under these procedures. It is a violation of this policy for anyone knowingly to make false or malicious accusations of sexual harassment.

The University affirms that all employees and students have the right to make a sexual harassment complaint if they believe that harassment has occurred. Throughout all procedures for the resolution of sexual harassment complaints, the University will protect the complainant and all witnesses from retaliation, harassment, or injury. Retaliation constitutes a separate charge of harassment and can be pursued in the same manner as any other complaint under this policy.

In the case of a charge of sexual harassment where the accused cannot be immediately identified (such as anonymous email), standard investigative procedures will be used to identify the perpetrator. The results of that investigation will be made available to all parties involved in the charges, including the complainant, the accused, the Provost, the Sexual Harassment Advisors, and the determining body in any resulting formal hearing.

All deadlines and time-frames in the Procedures below exclude periods when Ohio Wesleyan University is out of session. A minor deviation from the Procedures or timelines specified in this Policy and Procedures will not invalidate the procedures or a decision rendered according to them, unless there has been significant prejudice to any party by the deviation.

Anyone who might wish to file a grievance outside the University should be aware that the Ohio Civil Rights Commission, the Office for Civil Rights of the U.S. Department of Education, and the U.S. Equal Employment Opportunity Commission specify their own procedures and deadlines. Whether or not the complainant has elected to pursue formal or informal procedures within the University, deadlines for both the O.C.R.C. (6

months) and the E.E.O.C. (300 days) run from the last date of unlawful harassment. Deadlines at the Office for Civil Rights depend on whether you choose to pursue internal procedures (60 days from the end of University grievance process) or you do not (180 days after the last alleged act of discrimination). Information on contacting these agencies is printed at the end of this policy (see Section VIII). (Note the deadlines stated here were in effect when this policy was ratified; as such deadlines are subject to change, anyone wishing to file a grievance outside the University should check with the relevant agencies for current deadlines.)

At the end of each academic semester, the Advisors will provide the Provost with a written report of the number and nature of complaints of sexual harassment. To ensure confidentiality, this report will not contain names of the individuals involved or details that would enable identification of individuals. Any written records related to these complaints shall be sealed and placed in the Provost's Office accessible only to the Provost as necessary to comply with state and federal laws. Annually, the Provost shall issue a statement to be approved by the Sexual Harassment Advisors, disclosing to the University community the number and nature of the reported complaints of sexual harassment (see Section VII).

#### **V. Informal Procedures**

For a variety of reasons, including confidentiality, speed of resolution, and the desire to return to normal relations, it may be in the interest of both the complainant and the accused to resolve the complaint informally. The purposes of the informal procedures are to resolve the issue, to prevent any recurrence, and, where necessary, to restore the complainant to her or his prior (to the sexual harassment) employment or educational status.

Informal procedures generally take one of three forms:

- A. **Intervention:** The Advisor, or another individual chosen by the complainant and the Advisor (for instance a Residential Life Coordinator, a Department Chair, or a supervisor) can inform the accused of the nature of the complaint, preserving, as much as possible, the anonymity of the complainant. The complainant will then be informed of the accused's response.
- B. **Letter Writing:** The complainant may decide to communicate the nature of the complaint to the accused.
- C. **Discussion:** The complainant can request a meeting with the accused to discuss the complaint, generally in the presence of a mediator who may be the Advisor, or another individual chosen by the complainant and the Advisor.

If one of these procedures does not successfully resolve the problem, the complainant should pursue another. At any point, should he or she wish, the complainant may initiate formal procedures.

#### **VI. Formal Procedures**

Formal procedures should be initiated if circumstances make them preferable, OR if informal procedures fail to resolve the problem. Formal procedure must initiate within six months of the alleged incident, unless compelling extenuating circumstances dictate otherwise. If there are multiple incidents or the alleged harassment took place over a prolonged period of time, formal procedures must be initiated within six months of the last instance of harassment, unless compelling extenuating circumstances dictate otherwise.

##### **A. Written Reports**

As the first step in initiating formal procedures, the complainant and the Advisor shall prepare a written report of the alleged incident(s) (~~the incident report~~). The report should be as detailed as possible, and must include the names of the complainant and accused, as well as dates, times, and descriptions of specific incidents involved. This report shall be submitted to the Provost. (If the Provost is involved in the charges, the President shall designate an appropriate substitute.) It is permissible, but not recommended, for the complainant to prepare such a report without the assistance of an Advisor.

Upon receipt of the incident report, the Provost shall contact the accused person, provide details of the accusation in writing, suggest that the accused contact a Sexual Harassment Advisor, and request a written response on the alleged incident(s) (~~the response~~). The response must be submitted within ten working days of the request. If a response is not submitted, the preliminary evaluation will proceed without it.

##### **B. Preliminary Evaluation**

When the Provost receives the incident report and the response (if one is submitted), he or she will meet with the five Sexual Harassment Advisors to evaluate whether there is a reasonable likelihood that sexual harassment occurred. Advisors who have any personal involvement in the proceedings shall be disqualified. In cases where the accused is a student, the Advisors shall be joined by two Justices from the student Judicial Board (to be selected in advance by W.C.S.A.), trained in the procedures for identifying cases of sexual harassment.

The Provost and Advisors shall decide, within ten working days of the deadline for the response, that:

1. There is not a reasonable likelihood that sexual harassment occurred; or
2. There is a reasonable likelihood that sexual harassment occurred.

If the decision of the Provost and Advisors is (1), the complaint shall be dismissed, and all records pertaining to the complaint shall be sealed and placed in the Provost's Office, accessible only to the Provost as necessary to comply with state and federal laws. In cases where the accused's behavior is found not to constitute sexual harassment but is nevertheless clearly inappropriate, the Provost and Sexual Harassment Advisors may exercise the option of recommending that the accused undergo appropriate training or counseling.

##### **C. Hearing**

If the finding of the Provost and Advisors is (2), the complaint shall be formally heard by the determining body appropriate to the position of the accused.

- If the accused is a faculty member, the complaint will be heard by the Provost and Faculty Personnel Committee (who will follow the procedures outlined in the Faculty Handbook: Chapter III, Part R, Section 5, from ~~It shall be the duty...~~ Sections 6, 9, 10). Members of the Committee who have any personal involvement in the proceedings shall be disqualified.
- If the accused is an administrator, the complaint will be heard by an ad hoc committee of three administrators and two faculty members appointed by the President, none of whom shall have any personal involvement in the proceedings. If the President is accused, the Provost shall appoint the committee. The committee will follow the procedures outlined in the Faculty Handbook (substituting ~~ad hoc committee~~ for ~~Faculty Hearing Panel~~): Chapter III, Part R, Section 5, from ~~It shall be the duty...~~; Sections 6, 9, 10.

- If the accused is an employee who is not an administrator, the complaint will be heard in accordance with the “Grievance Procedure” in the Clerical Staff Handbook or the Hourly Employees Handbook. If official participants in the grievance procedure have any personal involvement in the proceedings, they shall disqualify themselves.
- If the accused is a student, the complaint will be heard in accordance with “The University Judicial System and Student Code” as stated in the Student Handbook. In cases where the accused selects a hearing by a student Judicial Board, neither of the two student Justices who served in the preliminary evaluation may serve as members of the determining body. The determining body shall consist of five student Justices selected in advance by W.C.S.A.

In all cases, the determining body shall receive training in adjudicating cases of sexual harassment. A preponderance of evidence is required to find that sexual harassment has occurred. Both the complainant and the accused may be assisted and accompanied at the hearing by support persons and an advocate of their choosing. Those persons must be members of the University community (excluding members of the Board of Trustees) and may not include legal counselors (although legal counselors may be consulted at other points in the proceedings). The complainant, accused and advocate may call, question, and cross-examine witnesses. Every effort will be made to keep all aspects of the proceeding strictly confidential.

The final decision and disposition of the case by the determining body must be completed no later than twenty working days after the receipt from the Provost of the finding filed under Section VI.B above. If the determining body finds that sexual harassment has not occurred, the complaint shall be dismissed, and all records pertaining to the complaint shall be sealed and placed in the Provost’s Office, accessible only to the Provost as necessary to comply with state and federal laws. The determining body may recommend that if the accused has suffered lost income or incurred medical expenses, he or she be reimbursed. After concluding its deliberations, the determining body may exercise the option of recommending that the accused undergo appropriate training or counseling, even if a formal charge of sexual harassment remains unproven.

#### **D. University Sanctions**

If the determining body finds that sexual harassment has occurred, appropriate steps will be taken to ensure that the harassment is stopped immediately. Based on the nature and severity of the offense, sanctions may be imposed, including, but not limited to: an oral reprimand, a written reprimand, or warning added to the accused’s file; suspension or expulsion of a student; transfer, demotion, suspension, or dismissal of a non-faculty employee; or termination for cause of a faculty member. (A faculty member receiving a major sanction or dismissal for cause may request a hearing according to procedures in the Faculty Handbook.)

The determining body also may act to redress the specific violation the complainant has suffered. For example, it may recommend to the Academic Dean that a student’s grade be changed. It may also recommend that if the complainant has suffered lost income or incurred medical expenses, he or she be reimbursed. The complainant will be informed of any sanctions or redress.

#### **E. Appeals**

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

Such an appeal shall be in writing and shall be submitted in writing to the President within ten working days after the finding of the determining body is received. Appeals shall be limited to: (A) Review of the procedures; (B) Appropriateness of the sanction; (C) Submission of new evidence. The written appeal shall state the reason(s) why the complainant or accused believes the finding to be incorrect. Such a review shall be based upon the record originally presented to the determining body and shall not constitute a rehearing of the evidence. The complainant and/or the accused shall be given the opportunity to present oral argument to the reviewing committee. The written response of the Board of Trustees or its Executive Committee or the specially designated committee to such appeals shall constitute the final determination of the complaint. The appeal process must be completed not later than twenty working days after its initiation.

### **VII. Administration of the Policy**

The Provost has been designated by the President as the University officer responsible for the effective implementation of the Sexual Harassment Policy. The Provost may at times assign this responsibility to another University employee, in consultation with the Sexual Harassment Advisors and the Committee on the Status of Women. As the principal administrator of the program, the Provost will:

- Ensure that the Sexual Harassment Policy is widely disseminated and available on the campus; that it is summarized and noted in major college publications, including the catalog; and that it is posted at appropriate locations on the campus, such as the residence halls; and that new employees and students learn about it during their respective orientations.
- Designate and supervise the Sexual Harassment Advisors. Among other tasks, in this capacity, the Provost will:
  - Recommend to the President the appointment of five Advisors: three faculty members, one administrator, and one staff member. At all times, the group of Advisors should include both men and women.
  - Ensure that the Advisors receive all training necessary to serve knowledgeably and effectively, both in their interactions with complainants and accused persons, and in the preliminary evaluation of a formal procedure (see Section VI.B).
  - Compose and disseminate an annual statement on sexual harassment cases and complaints, based upon Advisors’ written reports and records of formal procedures. To ensure confidentiality, this statement will not contain names of individuals involved or details that would enable identification of individuals. To encourage accuracy and accountability, the Provost’s annual statement shall be approved by a majority of the Sexual Harassment Advisors.
- Oversee all sexual harassment cases in which the complainant initiates formal procedures, unless the Provost is involved in the charges. As well as the specific tasks described in Section VI, the Provost is responsible for ensuring that the determining bodies involved in a formal hearing receive appropriate training in how to adjudicate sexual harassment cases.

## VIII. Filing a Grievance Outside the University

For information, contact:

### Ohio Civil Rights Commission

Columbus Regional Office  
Beleta Ebron, Regional Director  
1111 East Broad Street Suite 301  
Columbus, Ohio 43205  
1-614-466-5928; toll free: 1-888-278-7101

### Office for Civil Rights

U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-1100  
1-800-421-3481  
<http://www.ed.gov/offices/OCR/howto.html>

### U.S. Equal Employment Opportunities Commission

Cleveland District Office  
1660 West Second Street, Suite 850  
Cleveland, OH 44113-1454  
1-216-522-2001; toll free: 1-800-669-4000  
<http://www.eeoc.gov/index.html>

## Fire Safety Policy

Ohio Wesleyan University has suffered great loss due to fire, including the loss of human life. We take fire safety very seriously. Our fire safety policy is reviewed annually and upgraded as necessary with concern for the safety of the entire Ohio Wesleyan community.

### The following are Fire Safety policy violations:

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

**Tampering with Life Safety Equipment:** Tampering with life safety equipment is strictly prohibited. Life safety equipment includes fire alarm systems in the residential living units, fire alarm pull stations, fire extinguishers, and smoke detectors. Misuse of this equipment endangers lives, at worst, such as when repeated false alarms lull the community into a false sense of security; and inconveniences significant numbers of members of the community, at best, such as when mass evacuations are required by a false alarm. False alarms also endanger the larger Delaware community by diverting the city's fire fighting resources when they might be needed for an actual fire emergency elsewhere in the community.

The University views arson and tampering with fire safety equipment as some of the most serious violations in the Student Code. Students who commit arson or misuse fire safety equipment will be sanctioned with expulsion, suspension, a Class V penalty, which includes a fine in the range of \$300 - \$350 and disciplinary probation, loss of on-campus living privileges, and/or liability for costs associated with responding to arson or the misuse of fire safety equipment.

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

**Possessing and/or Using Flammable Materials** This includes, but is not limited to candles (lit and unlit), incense, electric skillets, hot plates, fireworks, gasoline, paint thinners, and lamp oils. Please review the description on "Electrical Appliances" in the "Residential Life Policies" chapter of the Handbook.

**Possessing Halogen Products** Halogen products (e.g., lights, etc.) are not permitted due to the fire hazard they pose.

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

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

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

Violations of these rules will be forwarded to Judicial Affairs, which will impose appropriate sanctions for those who are found to have violated these rules.

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

## Hazing Policy

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

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

The Interfraternity and Panhellenic Councils of Ohio Wesleyan University support the definition and position of hazing and pre-initiation activities presented by the Fraternity Executives Association, FIPG, Inc. and the Ohio Wesleyan University policy as stated in the most recent version of the OWU Handbook.

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

#### **Ohio State Law on Hazing**

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

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

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

Section 2903.31 of the Ohio Revised Code:

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

#### **Examples of Hazing**

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

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

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

Hazing could be, but is not limited to the following:

- An activity that might reasonably bring embarrassment or emotional harm to the individual(s)
- An activity that might reasonably bring physical harm to the individual(s)

- An activity that requires an unreasonable or inordinate amount of the individual's time or any manner that impairs the individual's academic efforts
- An activity that requires consumption of any liquid or solid matter
- An activity that would degrade or otherwise compromise the dignity of the individual
- A requirement that compels an individual to participate in any activity that is illegal or contrary to an individual's genuine, moral, and/or religious beliefs or contrary to the rules and regulations of the University.

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

### **What Are Some Myths About Hazing?**

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

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

Non-Damaging. Hazing damages people and the organizations to which they belong. Hazing doesn't just hurt the people who were hazed, it hurts everyone!

### **If You or Members of Your Organization are not Sure Whether or not an Activity is Hazing, Consider These Questions:**

Is this activity an educational experience?

Does this activity promote and conform to the ideals and values of the organization?

Will this activity provide education for the new members in respect to the organization and its membership?

Is this an activity that all members participate in together?

Is this an activity or program that your national will approve?

Would you be willing to allow parents to witness this activity? A judge? Ohio Wesleyan University administrators? The media?

Does this activity have value in and of itself?

Would you be able to defend this activity in a court of law?

### **How Do You "Break the Tradition?"**

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

Be proactive. Take advantage of speakers, programs, workshops, and other resources that can help you educate your group.

Be alert. Be on the lookout for activities that could lead to hazing. Simply looking the other way will not solve the problem and could cause serious harm.

Take Action. If you do have members who are hazing, report it and discipline those members.

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

### **Who is Responsible for Reporting Hazing?**

You are! If you witness a hazing incident or were hazed, you are responsible for reporting it. The University, Interfraternity Council and/or Panhellenic Council will take judicial action upon any individual or group involved in the incident. When you report a hazing incident, **you are protected** from civil and criminal liability that could result from the report. Reporting it is the first step to stopping it.

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

Assistant Director of Student Involvement

for Greek Life (740) 368-3170 or x-3170

Dean of Students (740) 368-3135 or x-3135

Director of Student Involvement (740) 368-3198 or x-3198

OWU Public Safety (740) 368-2222 or x-2222

## **Privacy of Educational Records**

### **Family Educational Rights and Privacy Act (The "Buckley Amendment") (FERPA)**

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

1. Students have access rights to the records maintained about them during their enrollment. Records may, in certain circumstances, be released to parents and foreign government agencies supporting dependent students.
  - a. "Dependent" means being listed as such on the parents' annual federal income tax return, or (in the case of foreign students) receiving at least 50 percent or more of their support from parents or foreign government agencies.
  - b. Students who are independent of their parents may file an annual statement to this effect on a form available in the Registrar's Office.
  - c. Non-immigrant foreign students have agreed to give the Department of Homeland Security, Immigration and Customs Enforcement access to certain information. See Form I-20, page 2.
2. Certain records are exempted from this access; these include:
  - a. Records in the sole possession of a professor, physician, counseling psychologist, or administrative staff member;
  - b. Parental financial statements, and;
  - c. Recommendations for which the student has waived rights of access.

3. "Directory information" can be furnished without the student's permission and is listed below; starred items will be printed in various University publications unless the Registrar receives a *written* request **annually by July 25** to exclude them.
  - \*a. Name
  - \*b. Addresses—home and local (including residence hall room number) and e-mail
  - \*c. Telephone numbers—home and local
  - \*d. Date and place of birth
  - \*e. Academic Advisor
  - \*f. Major field
  - \*g. Participation in University activities
  - \*h. Classification (freshman, etc.) and dates of attendance
  - \*i. Degrees and awards received
  - \*j. Most recent educational agency or institution attended
  - \*k. Weight and height of members of athletic teams
  - \*l. Pictures
4. Unless the student waives access in writing to specific information, and with the exception of items described in #2 above, all materials placed in the student's file after January 1, 1975 are considered available to the student.
5. Each request to see student records will be honored promptly and, as a maximum, within 45 days following the request. Certain records may only be viewed in the issuing office. The records can be located in the following offices:
  - a. Registrar's Office—Admissions documents, transcript of academic records.
  - b. Career Services—general educational records and placement credentials.
  - c. Student's academic advisor—advisory records.
  - d. Department chairpersons—major department records.
  - e. Financial Aid Office—financial aid records.
  - f. Accounting Office—information about student accounts and debt tabulations.
  - g. International Student Services—international student records pertaining to nonimmigrant status, academic record of education before enrollment at Ohio Wesleyan, financial support, admission, financial aid and scholarships, advisory records, and other correspondence.
  - h. Residential Life—housing, meal plan records, and judicial records.
6. Students may challenge records on the grounds of inaccuracy, misleading or inappropriate information, or violations of privacy. Requests for a hearing should be made to the Dean of Students.
7. Certain individuals or groups are permitted to have access to student records without student permission. Information can also be released as described in #3 for the directory and in emergencies when necessary to protect health and safety. Permission is not needed for access by:
  - a. Members of the faculty and administration acting in the student's educational interest and within the limits of their need to know;
  - b. Clerks and secretaries responsible for maintaining the files;
  - c. Officials of other schools in which the student wishes to enroll, and;
  - d. Representatives of federal, accrediting, and research agencies (provided the materials are not personally identifiable).
8. Release of other information (including any response to a sponsoring scholarship agency outside the University) requires the student's written consent. Such "permission to release" records may be sent to Ohio Wesleyan University or may be indicated on a form available to students in the Registrar's Office and in Counseling Services. A record of persons obtaining such permitted access will be maintained, including the date of the inquiry and the organization represented.
9. The release of medical or counseling records, plus the issuance of official transcripts, requires a specific request to the office concerned.
10. In general, student records are destroyed five years after the student's withdrawal or graduation. The exceptions are:
  - a. Alumni files, teacher placement records, and transcripts of academic work—these are continuously maintained by the appropriate offices;
  - b. Disciplinary suspension and dismissal proceedings—retained until cleared by the Dean of Students;
  - c. Open account and loan records—retained by the Accounting Office for seven years (open accounts) and for one year after final payment (loans); and
  - d. Counseling Services records are confidentially maintained in accordance with the state laws of Ohio.

## Cable TV Service

Cable TV service is activated in every room when you arrive on campus. To continue cable TV service you must sign up in the Telecommunications Department by August 31<sup>st</sup>. On September 1<sup>st</sup>, service will be disconnected for those who have not signed up. A monthly bill is sent to the HWCC box of the individual whose name is on the cable service request form. Payment must be made at the Cashier's Office. If full payment is not received by the 20<sup>th</sup> of each month, your cable TV service will be disconnected. To reinstate service, a \$10 reconnection fee must be paid. Unauthorized use of the TV service will be investigated by Public Safety and prosecuted through the University Judicial System. Unauthorized cable television connection is a federal offence under the cable Communications Policy Act of 1984, which went into effect on December 29, 1984. The Federal Law clearly established a cable operator's right to legal action against thieves and monetary awards for damages and lost profits. Both Ohio and Federal Law prohibit theft of service and impose fines of up to 6 months in prison, \$1,000, or both.

## Copyright Policy

Ohio Wesleyan University is committed to following copyright law. Ohio Wesleyan University's network allows for quick and easy downloading of Internet files for your scholarly work. Each Ohio Wesleyan University student must exercise responsible behavior when using the computer network on campus. Unauthorized downloading of music and video files is a violation of copyright law. Protect yourself as a student and the University as a community from the possibility of lawsuits. You will be expected to abide by Ohio Wesleyan University's computer use policy found at <http://lis.owu.edu/policies.html>. There are inexpensive legal alternatives to download Internet music files. Some examples are Napster at <http://napster.com>, iTunes at <http://apple.com/itunes>, and MusiCmatch at <http://musicmatch.com>.

Software is a new medium of intellectual property that also falls under protection of the Copyright Act, Title 17 of the US Code. It is a violation of copyright law to make a copy of software without authorization, regardless of whether it is done for sale, for free distribution, for education or for personal use. "AntiPiracy and Other Information Sources" Software & Information Industry Association 2005 (<http://spa.org/piracy/otherinfo.asp>). Section 117 of the Copyright Act allows the purchaser of a license for a copy of software to load it onto a single computer and to make a backup copy "for archival purposes only".

## University Telephones

### CAMPUS AND LOCAL SERVICE

Calls to campus telephones, local Delaware calls and toll-free calls can be made on an unlimited basis without charge. Long distance calls must be made using a calling card.

### DORM ROOM PHONE SERVICE

There is a phone outlet in each dorm room and you may bring your own telephone to campus. Any analog telephone will work with our new system. Each outlet is assigned a 2000 series extension number. If you choose to connect a telephone in your dorm room, it will have that extension number. These numbers are local Delaware numbers and can be dialed by people outside the University to reach you. These dorm room extension numbers are access by dialing (740) 368 plus the 4-digit extension number.

### UNIVERSITY OPERATOR SERVICE

University operators are on duty 8:00 a.m. - 5:00 p.m. Monday thru Friday only. Dorm room extension numbers and Voicemail numbers are direct dial telephone numbers. Callers may dial 740-368 plus your dorm room extension or 740-203 plus your voicemail number to reach you without going through a University operator.

### FRAUDULENT TELEPHONE CALLS

For your protection, the Telecommunications Department is able to detect and investigate fraudulent calls. If you are receiving obscene or harassing telephone calls, notify your RLC or the Public Safety Office. The University's Harassment Policy is contained on page 39 of the STUDENT HANDBOOK. Students who use the telephone and its voice mail capacity to harass or otherwise abuse others will be prosecuted through the University Judicial System.

Additionally, misuse of the telephone may result in prosecution through the local criminal court. Section 2917.21 of the Penal Code of the State of Ohio makes it unlawful for any person to (1) fail to identify themselves to the recipient and make the telephone call with purpose to harass, abuse, or annoy any person, (2) describe, suggest, request, or propose any sexual activity, or (3) knowingly state to the recipient of the telephone call that he intends to cause damage to or destroy public or private property.

## Voluntary Sexual Relationships Between Faculty/Staff and Students Policy

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

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

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

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

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

### **A. Preliminary Evaluation**

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

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

### **B. Hearing**

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

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

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

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

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

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

### **C. University Sanctions**

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

Faculty members:

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

Non-faculty members:

- Receipt of a written reprimand or warning which will added to the violator’s file
- Reassignment (where appropriate)
- Suspension without pay
- Dismissal

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

### **D. Appeals**

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

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

The written appeal shall state the reason(s) why the accused believes that there are sufficient grounds for appeal. Such a review shall be based upon the record originally presented to the determining body and shall not constitute a rehearing of the evidence. The accused and the University shall be given the opportunity to present oral argument to the reviewing committee. The written determination of the Board of Trustees or its Executive Committee or the specially designated committee to such appeals shall constitute the final determination of the policy violation. The appeal process should be completed not later than twenty working days after its initiation.

## Weapons and Explosives Policy

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

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

Because of the potential dangers, students are encouraged to report to Public Safety the presence of any weapons on campus.

## The University Judicial System

### Introduction

The purposes of the judicial system of Ohio Wesleyan are to:

1. Assure fair treatment of all members of the University community;
2. Resolve disputes between students and other members of the campus community;
3. Educate students about responsibility and appropriate behavior; and
4. Investigate alleged violations of and enforce University rules, regulations, and policies

### I. General Principles

- A. **Reserved Authority.** The University reserves the right to take necessary appropriate action to protect the members of the University community and to maintain an environment conducive to learning and inquiry.
- B. **Violations of University Rules, Regulations, and Policies, and Local, State, and Federal Laws.** Students of the University are governed by local, state, and federal laws, University rules, regulations, policies, and the Student Code of Conduct. Students who violate local, state, and/or federal law(s) are subject to prosecution by appropriate civil authorities, *regardless of whether the alleged conduct occurs on or off campus* and whether the alleged violation is a misdemeanor or a felony. Disciplinary proceedings in the University Judicial System may proceed before, during, or after the pendency of criminal or civil proceedings in any court of law or any investigation by law-enforcement agencies.

University disciplinary proceedings are not subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced or that such proceedings constitute double jeopardy.

- C. **Interpretation.** Disciplinary rules, regulations, and policies of the University are set forth in writing in order to give students general notice of inappropriate conduct. These rules, regulations, and policies are not designed to define misconduct in exhaustive terms.
- D. **Student Participation.** Students assume positions of responsibility in the University Judicial System in order that they might contribute their skills and insights to the resolution of disciplinary cases.

### II. Organization

Principal participants and their roles in the University Judicial System include:

1. The Coordinator of Judicial Affairs is responsible for assuring fairness in the system; investigates and charges alleged rule violations, and determines sanctions for students who violate University rules, with assistance from Student Advisors; and is responsible for general management of the system, which includes training other participants, maintaining records, and overseeing the day to day operation of the system.
2. The Hearing Officer, one or more professional members of the Student Services staff, designated by or being the Dean of Students, determines whether students who have been accused of rule violations are in violation.
3. The Judicial Boards, which consist of five students, each, selected by WCSA, determine whether students who have been accused of rule violations are in violation.
4. The University Appeals Board hears appeals in cases decided by a Hearing Officer or Judicial Board (excluding cases of sexual harassment in which the accused is a student). It consists of one faculty member appointed by the faculty, one administrator appointed by the University President, and three students selected by WCSA; provided, however, that no member of the University Appeals Board is also a member of a Judicial Board.
5. The Provost of Ohio Wesleyan University hears final appeals in which students have been suspended or expelled and hears the initial appeal in cases of sexual assault.
6. Student Advisors, appointed by WCSA after consultation with the Coordinator of Judicial Affairs, assist the Coordinator of Judicial Affairs in investigating and charging alleged rule violations, determining sanctions for students who violate University rules, presenting cases to Judicial Boards, and supervising the University Judicial System.
7. Judicial Advocates advise, assist and/or represent the accused and complainant in judicial proceedings.
8. The Judicial Affairs Committee of WCSA, with the assistance of the Coordinator of Judicial Affairs, recommends students to fill the Judicial Boards and the University Appeals Board to WCSA. The Judicial Affairs Committee of WCSA assists the Coordinator of Judicial Affairs in the selection of students recommended to WCSA for the Student Advisor positions. Members of the Judicial Affairs Committee of WCSA may sit in during hearings of the Judicial Boards (including deliberations) to evaluate the system. The WCSA members may not participate in such hearings in any way.

### III. Procedural Rights

The following procedures are established for students and campus organizations involved in judicial hearings:

- A. The accused has the right to appear, at his/her/its election, before a Hearing Officer or before a Judicial Board. Students and organizations that do not make a choice will have their cases assigned to a Judicial Board.
- B. The accused and the complainant have the right to be informed in writing of the charge(s), the complaint(s), and the date(s) of the alleged occurrence(s), and the section(s) of the Code of Conduct that were alleged to have been violated, the sanction(s) that may be imposed, the date, time, place of the conduct hearing, and the accused's right of appeal.

- C. The accused has the right to review any written documents relevant to his/her/its case prior to a hearing.
- D. The accused and the complainant have the right to challenge any Hearing Officer or Judicial Board member that he/she/it feels is unable to objectively hear the case.
- E. The accused has the right to be presumed innocent until proven to have violated a rule(s).
- F. The accused has the right to a decision that is based on the preponderance of the evidence introduced at the hearing.
- G. The accused and the complainant have the right to testify and to present evidence and witnesses.
- H. During a hearing, the accused and the complainant have the right to be accompanied by an advocate who must be a member of the University community, excluding Trustees of Ohio Wesleyan University.
- I. The accused has the right to not appear at a scheduled hearing. The hearing will proceed as scheduled if the accused exercises the right. If the accused does not appear at the hearing he/she will not be presumed to have violated the rule(s) for which he/she is accused of violating.
- J. The accused has the right to refuse to answer questions.
- K. At the request of either the accused or the complainant, the hearing will be closed.
- L. The accused has the right to request an appeal of the decision and the right to have any sanction postponed until the appeal is heard.
- M. The accused and the complainant have the right to request of the Coordinator of Judicial Affairs that a hearing be rescheduled; provided, however, that the request be made in writing at least 24 hours before the scheduled hearing, and all parties approve the rescheduling of the hearing.
- N. If a case involves allegations of racial or sexual discrimination, the University Affirmative Action Council may submit written statements, documents or arguments, prior to the hearing, to the Coordinator of Judicial Affairs for consideration in the case.

#### **IV. The Process for Deciding Cases**

##### **A. Filing Complaints and the Decision to Charge**

1. Any member of the University community or of the general public may file a complaint against a student. A complaint is a formal, written accusation that a student has violated a University rule. Complaints must be filed with the Coordinator of Judicial Affairs in the Office of Judicial Affairs. Upon receiving a complaint the Coordinator of Judicial Affairs may initiate and supervise an investigation of the allegations.
2. Using the standard of probable cause the Coordinator of Judicial Affairs, with assistance from University Advisors, determines whether to charge a student who has had a complaint filed against him or her.
3. If a charge is filed the Coordinator of Judicial Affairs, with assistance from Student Advisors, shall determine the class of sanction from the General Schedule of Sanctions found in Article VI, to be imposed if the student is subsequently found to be in violation of a University rule by a Hearing Officer or Judicial Board, or if the student admits to the violation..
4. When a student is charged with a violation of a University rule, the Coordinator of Judicial Affairs notifies the accused in writing of the charge(s), the complainant(s), the date(s) of the alleged violation(s), the section(s) of the Code of Conduct that allegedly has been violated, the maximum possible sanction that may be imposed, the date, time, and place of the hearing, and the students' right to appeal.
  - a. The notice must provide the accused the options of selecting either a Hearing Officer or a Judicial Board to hear the alleged violation(s), or of waiving a hearing by admitting to the accusation.
  - b. The notice must afford the accused the opportunity to meet with the Coordinator of Judicial Affairs at a designated time and place for an informational hearing on the Judicial System.
5. If, after consultation with the President, the Dean of Students determines that the presence of the accused at the University presents a clear and present danger to persons or property at the University, the Dean of Students may immediately suspend the accused until a hearing can be arranged. The maximum period of such an interim suspension is seven days. An interim suspension is operative immediately upon receipt of notice by the accused.

##### **B. Conduct of Hearings**

1. During the hearing, participants cannot be accompanied by legal counsel. The accused and the complainant may be accompanied by an advocate of their choice, who must be a member of the University community, excluding Trustees of Ohio Wesleyan University.
2. Rules of evidence that apply in the courts of this state are not applicable to University Judicial hearings. During the hearing, the Hearing Officer or Judicial Board may consider any information that is of value in determining the outcome of the case. Efforts will be made to obtain the most reliable information available. Under special conditions a hearing may be suspended and continued at a later date if there is a reasonable likelihood that relevant evidence exists but is not available to the Hearing Officer or Judicial Board at the time of the hearing.
3. Hearings are open, except at the request of the accused or the complainant, or if the Hearing Officer or Judicial Board Chairperson believes that the interests of fairness and confidentiality are served by a closed hearing.
4. Responsibility for recognizing and calling persons to speak rests with the Hearing Officer or Judicial Board Chairperson.
5. Persons disruptive at any stage of the hearing may be removed from the hearing at the discretion of the Hearing Officer or Judicial Board Chairperson.
6. The hearing will proceed as follows:
  - a. Reading of Procedural Rights by the Hearing Officer or Judicial Board Chairperson.
  - b. Reading of the charge(s) by the Hearing Officer or Judicial Board Chairperson.
  - c. Entering of the plea of the accused (in violation or not in violation).
  - d. The complainant, complainant's Advocate, Student Advisor, and/or the Coordinator of Judicial Affairs present the case against the accused with verbal testimony and/or written evidence.
  - e. The accused and/or accused's Advocate present their defense with verbal testimony and/or written evidence.
  - f. If a representative from either the side of the complainant or the accused is not present, the Hearing Officer or Judicial Board Chairperson presents any written evidence from the record pertaining to that side.
  - g. When recognized by the Hearing Officer or the Judicial Board Chairperson, the complainant, accused, the Coordinator of Judicial Affairs, Advocates, Student Advisors, the Hearing Officer, members of the Judicial Board, witnesses, or other parties may question the complainant, accused, and/or witnesses, and/or present testimony.
  - h. Closing statement(s) presented by the side of the complainant.
  - i. Closing statement(s) presented by the side of the accused.

- j. The Hearing Officer or Judicial Board recesses to determine whether the accused has violated the University rule(s) with which he or she has been charged. A majority vote of the Judicial Board members who are present for the hearing is required to find the accused in violation of a University rule(s). If the Hearing Officer or Judicial Board determines that a violation(s) has been committed he/she/it imposes the sanction as determined by the Coordinator of Judicial Affairs and Student Advisors. Hearing Officers and judicial boards may exercise discretion in sanctioning only as allowed by the general schedule of sanctions.
- k. After reaching a decision, the Hearing Officer or Judicial Board Chairperson verbally informs the accused of the disposition of the case. Written confirmation follows. In cases involving physical violence, the complainant may also be informed of the disposition of the case. The sanctions that are imposed are effective upon receipt of the written confirmation by the accused.
- l. The written confirmation must include:
  - (1) The facts found to be true.
  - (2) The section(s) of the Code of Conduct found to have been violated (for those found to have been in violation of University rules).
  - (3) The sanction to be imposed (for those found to have been in violation of University rules).
  - (4) The right to appeal and deadline for filing the appeal (for those found to have been in violation of University rules).

**C. Appeals**

1. The accused who is found to have violated a University rule(s) may appeal to the University Appeals Board (the Appeals Board does not hear appeals in sexual assault or sexual harassment cases. For the appeals process in these types of cases see the discussion of these policies in the chapter titled, “University Rules, Regulations, and Policies.”). Appeals cannot be made by the University; that is, by the complainant when he or she is a University official who files a complaint in his or her capacity as a University rule enforcer (typically, a Public Safety Officer, Resident Assistant, or Residential Life Coordinator).
2. Appeals are limited to:
  - a. A review of the procedures;
  - b. Appropriateness of the sanction; and
  - c. Submission of new evidence
3. Appeals must be submitted in writing to the Coordinator of Judicial Affairs at the Office of Judicial Affairs. Letters of appeal must state the specific grounds for the appeal. The written appeal must be received by the Coordinator of Judicial Affairs within seven days after the appellant has received written notice of the results of the judicial hearing.
4. Upon receipt of the written appeal the Coordinator of Judicial Affairs notifies members of the University Appeals Board. The Board must hear any appeal by a student or campus organization who or that has been suspended or expelled from the University. Appeals of cases involving lesser sanctions are heard at the discretion of the Board. A majority of the members of the Board must agree to hear a case for the appeal to be heard in cases that do not involve suspension or expulsion.
5. The Coordinator of Judicial Affairs arranges a hearing for cases that have been accepted for appeal. Members of the Appeals Board, the Hearing Officer or Judicial Board Chairperson who presided over the judicial hearing, the appellant, the complainant in the judicial hearing, and other relevant parties will be contacted to establish a date, place, and time for the appeal hearing. Ideally, the hearing will be held no earlier than three nor later than seven working days after the participants are notified, although adjustments sometimes must be made to accommodate the schedules of the participants. The notice to the appellant must include the names of members of the University Appeals Board.
6. Conduct of Appeals Hearings
  - a. The same regulations, stated above, in sections IV, B, 1, 2, 3, 4, and 5 apply to the appeals hearing, except that “Hearing Officer or Judicial Board (Chairperson)” is changed to “University Appeals Board.”
  - b. The following procedures will be followed:
    - (1) The Appeals Board Chairperson reads the appeal.
    - (2) The appellant presents his/her/its appeal.
    - (3) The Hearing Officer or Judicial Board Chairperson may offer testimony about the evidence and the basis of the decision rendered during the judicial hearing.
    - (4) Questions may be asked of all parties by Appeals Board members.
    - (5) When recognized by the Appeals Board Chairperson the appellant, original complainant, Judicial Board Chairperson, Coordinator of Judicial Affairs, Advocates, Student Advisors, witnesses, or other parties may question the appellant, original complainant, Hearing Officer, Judicial Board Chairperson, or witnesses.
    - (6) Closing statement(s) by the side of appellant.
    - (7) Closing statement(s) by the side of the original complainant and/or Judicial Board Chairperson.
    - (8) The Appeals Board recesses to determine, by majority vote, whether to affirm or reverse the decision that was reached at the judicial hearing. When considering (a) claims of procedural error, if the Appeals Board determines that a procedural error has occurred, it must decide whether the error is sufficiently severe such that the finding of the Hearing Officer or Judicial Board should be reversed or whether the error is harmless to the appellant’s original case; when considering (b) claims about the appropriateness of the sanction, the Appeals Board has the authority to modify a sanction that was imposed at the judicial hearing; when considering (c) claims of new evidence, the Appeals Board may reverse the decision of a Hearing Officer or Judicial Board if it determines that new evidence, when added to the existing record, establishes a preponderance of evidence that the decision by a Hearing Officer or Judicial Board should be reversed.
    - (9) After reaching a decision, the Appeals Board Chairperson verbally informs the appellant of the disposition of the case. Written confirmation follows. Any sanctions that have been affirmed or imposed by the Appeals Board are effective upon receipt of the written confirmation by the appellant.”

**D. Appeals Beyond the University Appeals Board**

If the University Appeals Board affirms a sanction of suspension or expulsion, the appellant may request a review by the Provost of Ohio Wesleyan University. Such a request for review must be made within seven days of notification of imposition of the sanction. The appeal will only be in writing and is limited to:

1. Review of the procedures.
2. Appropriateness of the sanction.

There will be no oral hearing or submission of evidence in the review by the Provost.

#### E. **Appeals of Motor Vehicle Citations**

Students may appeal citations for motor vehicle violations that are issued by the Public Safety Office. Students who choose to appeal must fill out an appeals form at the Public Safety Office. The appeal is forwarded to the Coordinator of Judicial Affairs who, with advice from University Student Advisees, determines whether a reasonable likelihood exists for the appellant to prevail at a hearing. If so, the appeal is forwarded to a University Judicial Board, which determines whether to affirm the citation or reverse it. The appellant has the right to appear and present evidence and witnesses at the hearing. If the Coordinator of Judicial Affairs determines that there is not a reasonable likelihood that the appellant will prevail at the hearing the citation is affirmed and the appellant must fulfill the sanction for the citation. Affirmed citations must be paid by the students to whom they are issued. No further appeals are allowed.

#### V. **Sanctions**

If a student or campus organization admits to a violation of the Code of Conduct, or upon determination by the Hearing Officer or Judicial Board that the student or campus organization has committed a violation of the Code of Conduct, one or more of the following sanctions may be imposed.

- A. **Expulsion**—permanent separation from the University.
- B. **Suspension**—separation from the University for a stated period of time and/or until a stated condition(s) is met. Students or organizations under suspension are not permitted on campus or allowed to participate in any University activity.
- C. **Loss of Privileges** – Suspension of privileges that accrue to Ohio Wesleyan students for a defined period.
- D. **Probation**—the following sanctions are intended to serve as a reminder that the infraction has become a part of the student's or organization's record.
  1. **Disciplinary Probation**—a final written warning. If a student or organization commits a Class III or higher offense while on disciplinary probation the student or organization will be suspended or expelled from the University. If a student or organization commits a Class II or lower violation and subsequently commits any type of violation while on disciplinary probation the student or organization will be suspended or expelled from the University. The legal guardians of any student who is placed on disciplinary probation will be informed of their child's status.
  2. **Conduct Probation**—a written warning. Students or organizations on conduct probation will be placed on disciplinary probation for any subsequent violation of University rules, regulations, or policies.
- E. **Reprimand**—this written action is taken when an individual's or organization's conduct merits an official admonition.
- F. **Restitution**—reimbursement for defacement, damage to or inappropriate use of property.
- G. **Fines**—fines appropriate to the violation may be imposed as a sanction. Community service can be substituted for fines at the rate of \$5 per hour.
- H. Other sanctions appropriate to the violation(s) that is committed may be assessed (including, but not limited to, suspension of a campus organization's official campus recognition, community service, projects, and papers).

The Coordinator of Judicial Affairs, Student Advisors, WCSA, and the Dean of Students will develop guidelines that are binding on the sanctioning decisions of Hearing Officers and Judicial Boards.

#### VI. **General Schedule of Sanctions**

In accordance with V., the following General Schedule of Sanctions has been developed to provide guidelines for sanctioning students who have violated University rules, regulations, and policies. When appropriate, restitution, reprimands, and other sanctions may be applied in addition to sanctions mandated by the General Schedule of Sanctions. The General Schedule of Sanctions does not apply to cases involving alcohol violations, marijuana possession for use violations, or sexual assaults (see the discussion of these policies in the chapter titled University Rules, Regulations, and Policies).

The General Schedule of Sanctions is designed to promote equal treatment of students who commit similar types of violations while empowering Hearing Officers and Judicial Boards to exercise some discretion in establishing sanctions to account for particular circumstances of specific cases.

Sanctions are based on the type (or Class) of violation and by the number of previous violations committed by the individual or organization in question.

The Coordinator of Judicial Affairs and the Student Advisors determine the Class of sanction to be imposed by Hearing Officers and the Judicial Boards when charges are filed against a student. When Hearing Officers and Judicial Boards determine that a violation has been committed they are required to impose the appropriate sanction for that type of violation (e.g., a Class II, first violation offense requires the Hearing Officer or Judicial Board to impose a sanction of between \$50-75). Upon appeal, the University Appeals Board and Provost may modify sanctions that have been imposed by Hearing Officers and Judicial Boards.

**General Schedule of Sanctions**

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
<b>Class I</b>	\$20-30	\$30-40	\$40-50	\$60-80 CP	\$80-100 CP	\$100-120 DP	\$120-150 DP or Suspend
<b>Class II</b>	\$50-75	\$75-100	\$100-150	\$150-200 CP	\$200-250 CP	\$250-300 DP	\$300-350 DP or Suspend
<b>Class III</b>	\$100-150	\$150-200 CP	\$200-250 CP	\$250-300 DP	\$300-350 DP or Suspend		
<b>Class IV</b>	\$200-250 CP or DP	\$250-300 DP	\$300-350 DP or Suspend				
<b>Class V</b>	\$300-350 DP or Suspend	\$350-400 DP or Suspend	Suspend				
<b>Class X</b>	Expulsion						

Keys to abbreviations: CP = Conduct Probation      DP = Disciplinary Probation  
Does not apply to Alcohol Violation Cases, Possession of Marijuana Cases, or Sexual Assault Cases

These sanctions pertain to individuals. Organizations pay three times the amount for each sanction. Organizations will be placed on social probation for sanctions that would place individuals on disciplinary probation. Loss of privileges and other sanctions may be applied with fines and/or probation. Community Service may be performed at the rate of \$5 per hour for part of or for all fines.

Suspensions typically are for the current semester and the next full semester.

**VII. Judicial Records Reporting After Leaving the University**

Student judicial files will be held for five years after graduation (or after a student leaves the University if he or she does not graduate). Upon permission of the former student, information contained within the student's judicial file is released as requested to outside institutions, agencies, or businesses.

