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Greetings from the President

Welcome to Otterbein. We believe the best educational program is one that provides frequent and substantive interaction between students and teachers. Getting to know your hall directors, fellow students, staff, faculty—all the members of the Otterbein community who will become your friends and counselors—will be an enriching and rewarding experience for you.



I look forward to welcoming each of you to Otterbein and getting to know you in the coming years.

*Welcome to Otterbein,
Kathy Krendl*

* * * * *

A Message from the Board of Trustees

Otterbein University is proud of its efforts to encourage all members of the Community — trustees, administrators, faculty and students — to participate in the formulation of campus policies.

Since 1970 care has been taken to ensure such participation and concomitant responsibility for constructive debate and resolution of challenges. We particularly urge students to use the governance system to resolve matters of student concern.

Because the Trustees are legally responsible for the University, they have reserved the right to review the actions of the governance system and, in most cases, have delegated that authority to the President of the University.

We hope this Campus Life Handbook will make you more aware of your opportunities and responsibilities to make your University career a happy and rewarding one.

*Board of Trustees
Otterbein University*

Otterbein Love Song

In a quiet peaceful village there is one we love so true,
She ever gives a welcome to her friends both old and new.
She stands serene mid tree tops green, she's our dear Otterbein

(Chorus)

Old Otterbein our college, we sing of thee today;
Our memories round thee linger, in a sweet and mystic way.
O Otterbein, we love thee; our hearts are only thine.
We pledge anew, we will be true, dear Otterbein.

Her halls have their own message of truth and hope and love;
She guides her youths and maidens to the life that looks above.
Her stately tower speaks naught but power, For our dear Otterbein.

(Celia Ihrig Grabill and Glen Grant Grabill)

Otterbein Battle Song

We're here to fight for dear old Otterbein
We'll never let her colors trail,
We'll play the game to win for Otterbein,
Hang up the score, we cannot fail.

Fight!-Fight! Fight! Fight to win!
Fight!-Fight! Fight! Fight to win!
Fight!-Fight! Fight to win the game for Otterbein!

Come lads remember now we've got to win,
Our colors shall not touch the ground.
For Alma Mater we will do or die,
In vict'ry let our cheers resound.

(G.G. Grabill)

GENERAL INFORMATION

Introduction - The *Campus Life Handbook* is the official guide for all students of Otterbein University. It is updated annually by the Student Affairs Office. The handbook provides information you need now and throughout the academic year. All students are encouraged to use this online handbook at: www.otterbein.edu/clh

University Mission - The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University is a private, church-related, coeducational University that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate and Master's levels. Our commitment is to the liberal arts as the broad base of all learning.

Philosophy of the University - Otterbein University, affiliated with the United Methodist Church, is grounded in a Christian heritage that fosters concern for purpose and meaning in life, the dignity of persons, and the significance of community. The Otterbein tradition offers dialogue with other faiths and philosophies, intellectual stimulation, openness to the day's issues, and incentive to new understanding. Thus, Otterbein University seeks students, faculty and staff who represent societal diversity. The University maintains openness to all qualified persons and does not discriminate with regard to race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status or marital status.

Annual Campus Security and Fire Safety Report – Otterbein University's annual Campus Security and Fire Safety Report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assault/violence, missing person notification, fire safety and other important campus policies. These policies can be viewed on the Campus Police website at www.otterbein.edu/public/CampusLife/HealthandSafety/Police/CleryActCrimeReporting.aspx

If you wish to have a copy of this report you can access the above website and print a copy for yourself or you can contact Otterbein's Police Department in person at 194 W. Main Street, by phone at 614.823.1222, or by email at: police@otterbein.edu

Statement of Liability - Otterbein University is not responsible for the loss of money or valuables of any person or for the loss of damage of any resident's property by fire, water, or theft. Residents are encouraged to carry personal property insurance.

Privacy of Rights under FERPA - The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights in connection with educational records maintained at Otterbein University.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Otterbein University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the records(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Otterbein University in an administrative, supervisory, academic, research, or support staff position (including law

enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Otterbein University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Otterbein University.

The University reserves the right to notify parents or guardians of “dependent” students, regardless of the student’s age or status, of conduct in health and safety emergencies, hospitalization, or where in the University’s judgment the health or well-being of the student, or others, is, or may be at risk.

4. Students, parents, and foreign government agencies supporting dependent students have access rights to the educational records maintained about them during their enrollment.
 - a. “Dependent” means being listed as such on the parents’ annual federal income tax statement, 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 must file an annual statement by September 30 to this effect on a form available in the Student Affairs office.
 - c. Non-immigrant foreign students have agreed to give the U.S. Citizenship and Immigration Services (USCIS) access to certain information, as outlined on the non-immigrant’s form I-20 (page 2) or DS-2019 (page2). Records pertaining to these students and documents are maintained in the Center for International Education and Global Engagement Office.
5. Certain educational records exempt from this access are as follows:
 - a. Records in the sole possession of a professor, physician, counselor, psychologist or the law enforcement unit of Otterbein University.
 - b. Parental financial statements, and
 - c. Recommendations for which the student has waived rights of access.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, with Otterbein University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of 99.34. (99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the University’s State-supported educational programs. Disclosures under this provision may be made, subject to the requirements of 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 99.36. (99.31(a)(10))
- Information the school has designated as “directory information” under 99.37. (99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31(a)(13))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31(a)(15))

5. “Directory Information” as listed below, can be furnished without the students’ permission.

- a. Name
- b. Address – campus and home
- c. Telephone numbers – campus, home, and/or cell phone
- d. E-mail address – campus
- e. Campus SMC number
- f. Enrollment type
- g. Date and place of birth
- h. Field of study
- i. Participation in officially recognized activities and sports
- j. Dates of attendance at Otterbein University
- k. Degrees and awards received while attending Otterbein University
- l. Most recent educational agency or institution attended by students
- m. Weight and height of members of athletic teams
- n. Photograph
- o. High school of student
- p. Greek affiliation
- q. Class rank of student
- r. SID can be displayed on Student ID Card

Students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by Otterbein University to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

GENERAL UNIVERSITY POLICIES

All members of Otterbein’s community including, but not limited to, students, faculty (including adjunct faculty), staff, volunteers and independent contractors, are subject to these policies.

Missing Person Policy - The Higher Education Act (HEA) Title IV, Section 485(j), requires higher education institutions that provide any on-campus housing facility to establish a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities. On-campus housing is clarified as “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus”.

This includes all Otterbein owned or controlled residential halls, sororities and fraternities. As such Otterbein has established the following policy and procedure to address students residing on-campus that are reported as missing:

- 1) The *Campus Life Handbook* shall inform each student in accordance with HEA Title IV, section 485(J), that students who reside in on-campus housing have the option to identify an individual to be contacted by Otterbein no later than 24 hours after the student is determined missing. Additionally, Otterbein will notify the appropriate law enforcement agency no later than 24 hours after a student residing in on-campus housing is determined missing. If the student is under 18 years old and not emancipated, Otterbein will notify a parent/guardian no more than 24 hours after the student has been determined missing.
- 2) Otterbein shall provide each student residing in on-campus housing the means to register confidential contact information, to be utilized in the event the student is determined to be missing for more than 24-hours, by completing the Otterbein Office of Residence Life “*Entering Student Housing & Board Information Form*” or the “*Returning Student Housing & Board Information Form*.” Any confidential contact information provided for missing person notification purposes will only be used for this purpose.
- 3) Otterbein shall initiate the “Missing Student Notification Procedures” if the Otterbein Police Department, or a law enforcement agency, determines through their investigation of a missing person report that an Otterbein student residing in on-campus housing has been missing for more than 24 hours and has not returned to campus.
- 4) Otterbein’s “Missing Student Notification Procedures” are as follows for students that reside in on-campus housing:
 - A) Any official report made to Otterbein students, faculty or staff of a missing student who resides in on-campus housing is to be immediately referred to the Otterbein Police Department.
 - B) Upon investigation by Otterbein Police Department, if the student is determined to have been missing for more than 24 hours, the following notification procedures will be followed:
 - i) Otterbein personnel to be notified when an Otterbein student residing in on-campus housing has been determined as missing for more than 24 hours includes the Vice President for Student Affairs, Chief of Police, and Executive Director of Marketing and Communications
 - ii) If the missing student has provided Otterbein with an individual to contact if determined missing for more than 24 hours, Otterbein Police Department will notify this individual the student has been determined missing for over 24 hours.
 - iii) If the student is under 18 years of age and not an emancipated individual, the Otterbein Police Department will immediately contact the student’s parent/legal guardian.
 - iv) If neither ii nor iii applies, the Otterbein Police Department will notify the appropriate law enforcement agency that the student has been missing for more than 24 hours.

Nondiscriminatory Policy - Otterbein University does not discriminate on the basis of race, color, gender, national origin, religion, gender identity, sexual orientation, age, disability, genetic information, military status or veteran status in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chairperson of the Affirmative Action committee; the Vice President for Academic Affairs; or the Director of Human Resources.

Sexual Assault - For Sexual Assault involving student-to-student, please refer to the Sexual Assault Policy under the Student Code of Conduct on Page 34.

Sexual Harassment Policy - Consistent with its heritage as a religiously affiliated Liberal Arts College, Otterbein University strives to maintain an academic and working environment based on the principle of the dignity and worth of every human being. The intimidation, harassment, or abuse of any person based on gender or on sexual orientation is a violation of this fundamental principle of the University community. The issue in sexual harassment is not sexual practices in themselves, but the coercion and inappropriate use of power. The University prohibits and will not tolerate any acts of sexual intimidation, harassment, or abuse. Such behaviors violate the privacy and dignity of individuals, and are a violation of federal and state laws.

Definition of Sexual Harassment

A. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment of an individual when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in any program or activity, or status in an academic course;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive environment for working, learning or living on campus, and has no legitimate relationship to the subject matter of a course.

B. Sexual harassment can occur between any individuals associated with the University, i.e., between an employee and a supervisor, between coworkers, faculty members or between a faculty, staff or a student and a customer, vendor or contractor; or between a student and a faculty member or another student.

Examples of Sexual Harassment - Sexual harassment encompasses any sexual attention that is unwanted. Verbal, visual and physical conduct prohibited by the University's Sexual Harassment Policy includes, but is not limited to:

A. Physical assault;

B. Direct or implied threats that submission to or rejection of sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;

C. A pattern of conduct (not legitimately related to the subject matter of a course) that causes discomfort or embarrassment including:

1. Inappropriate comments of a sexual nature;
2. Sexually explicit questions, jokes or anecdotes;
3. Touching, patting, hugging, brushing against a person's body, or repeated or unwanted staring;
4. Inappropriate remarks about sexual activity, experience or orientation; and/or
5. Display of inappropriate sexually oriented materials in a location where others can see it; when such conduct, comments, actions or materials unreasonably interfere with a person's working, living or academic environment.

Jurisdiction and Responsibilities - All faculty, staff, students and guests are subject to and responsible for complying with Otterbein University's Sexual Harassment Policy. The Affirmative Action Committee and the Office of Human Resources are responsible for the administration of this policy and the associated procedures. The President, vice presidents, department chairs, administrative officials and supervisors shall be responsible for assuring compliance with this policy.

Retaliation, Confidentiality and False Allegations - Reprisals against any individual covered by this policy for reporting sexual harassment are prohibited by University policy, as well as by state and federal law. The University will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Of primary concern is the protection of human rights, especially personal safety, dignity, and self-respect. Every reasonable attempt will be made to protect any victim from further harassment or injury. It is a violation of this policy for anyone to knowingly make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not necessarily equivalent to a false allegation. Sanctions may be imposed for making false accusations of sexual harassment.

Consensual Sexual Relationships - The University recognizes the possibility of consenting relationships between faculty or administrators and students, or between supervisors and employees. While acknowledging the possibility, the faculty and administrators are cautioned about the potential ramifications. Given the respect and trust accorded a professor or administrator by a student, as well as the power exercised by the professor or administrator in giving praise, blame, grades, recommendations, etc., the student's freedom of choice and clarity in decision making may be diminished. The same is true for all superior/subordinate relationships on campus, be they between administrators and faculty or staff, faculty and staff, staff and students, or faculty and students. Any University employee who enters into a consenting sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, the fundamentally asymmetrical nature of the relationship will make it exceedingly difficult to prove mutual consent, and may expose the University to legal liability.

Sexual Harassment Investigation Officer – Student-to-student Sexual Harassment will be referred to the Student Affairs Office to be adjudicated through the Student Code of Conduct. The Director of Human Resources will serve as the University's Sexual Harassment Investigation Officer when employees, visitors, or vendors are involved.

The Sexual Harassment Investigation Officer is responsible for ensuring that all complaints alleging sexual harassment are documented and investigated. The Sexual Harassment Investigation Officer is also responsible for maintaining the records of all such reports. Individuals who feel that they have been sexually harassed are strongly encouraged to contact the Sexual Harassment Investigation Officer to deal with their concern informally, or formally file a sexual harassment grievance. Charges of sexual harassment brought against the Sexual Harassment Investigation Officer shall be submitted to the Chair of the Affirmative Action Committee.

- A. If a grievance is formally filed, the grievance procedures outlined in section VIII will be followed.
- B. If the complainant does not prefer to file a formal grievance, the Sexual Harassment Investigation Officer shall determine whether University action is warranted in response to complaints of sexual harassment received by means other than a formal sexual harassment complaint. The determination shall be made on a case-by-case basis considering the totality of the circumstances.
- C. Multiple reports of sexual harassment brought against any University employee by one or more persons shall warrant University action, regardless of whether such reports are formally filed pursuant to the University's Sexual Harassment Policy; and
- D. Reasonable action may include, but not necessarily be limited to, informational meetings with the respondent to discuss the allegations, discussions with the respondent's manager or supervisor, full investigation of the allegations and issuance of findings pursuant to the University's Sexual Harassment Policy, and appropriate sanctions where warranted.

These procedures are designed to allow for sufficient flexibility in order to deal with the possible wide range of incidents which fall under the term "sexual harassment." While reasonable efforts will be made to resolve grievances in an expeditious manner, due to the seriousness of sexual harassment, there may be occasions where expediency may need to play a subservient role to conducting a thorough investigation through the grievance process. Most grievances should be resolved through informal discussion. Individuals are encouraged to engage in direct discussion with faculty, staff or students in an attempt to resolve the problem. If such discussions or other informal attempts at resolution fail, the individual may follow the formal procedures. **Student-to-student sexual harassment complaints will be addressed through the student judicial process.**

- A. Faculty, administrators, staff and students who receive formal or informal sexual harassment complaints are to immediately notify the Sexual Harassment Investigation Officer or members of the Affirmative Action Committee. Any individual who feels he/she has been sexually harassed should be encouraged to discuss the incident(s) with the Sexual Harassment Investigation Officer or members of the Affirmative Action Committee who are available to provide support and counsel. This discussion should assist in determining the validity of the charge and the scope of the problem.
- B. If there seems to be a basis for such a charge, the complainant should write out a complete complaint of the incident(s) in as much detail as possible and submit it to the University's Sexual Harassment Investigation Officer. Any faculty or staff person may assist the complainant in preparing the initial complaint. The report shall be submitted to the Sexual Harassment Investigation Officer within three (3) weeks of the incident(s). Students filing complaints against other students should submit the complaint to the VP for Student Affairs.
- C. The Sexual Harassment Investigation Officer shall review the information to determine if there is a case. If the Officer determines that there is a case, with full knowledge of the complainant, the Officer will contact the respondent and request a written report of the alleged incident. The respondent's report must be received within five (5) working days. A copy of the complainant's report will be given to the respondent.
- D. The Sexual Harassment Investigation Officer will meet separately with the individuals in an effort to clarify and understand the written descriptions of the alleged event and determine if there is a reasonable basis for referring the complaint to the Grievance Committee.
- E. Following a review of both reports, the Sexual Harassment Investigation Officer may:

1. Determine that the information available does not constitute reasonable grounds for a case of sexual harassment.
2. Determine from the information available that grounds for a possible sexual harassment case do exist and refer the case with written reports to the President with the recommendation that a Grievance Committee be convened. If the President is charged with sexual harassment, the written reports will be submitted to the President of the Board of Trustees. The written statements will be referred to the Chairperson of the Grievance Committee. Both the complainant and the respondent will be given written notice by the Sexual Harassment Investigation Officer that the Grievance Committee will hear the case.
3. Either party may appeal the decision of the Sexual Harassment Investigation Officer to the President within five (5) working days. Following a review of the information, the President may confirm the action of the Sexual Harassment Investigation Office that there is not reasonable grounds for a case of sexual harassment, or he/she may proceed with convening a Grievance Committee if he/she feels sufficient grounds for a sexual harassment case do exist.

Grievance Committee - The Grievance Committee is charged with conducting hearings to determine the validity of sexual harassment charges. Members of the Grievance Committee will receive training to assist them in carrying out their responsibilities.

- A. The President shall appoint the members of the Grievance Committee. The President should attempt to ensure that the Grievance Committee's composition be representative of the campus community.
- B. The membership of the Grievance Committee shall include two faculty members (1 female, 1 male), two students (1 female, 1 male), and one staff member, all of whom are members of the Otterbein University Community, and not members of any other judicial or appellate body.
- C. A chairperson shall be elected by the Grievance Committee from its membership. The Sexual Harassment Investigation Officer shall be responsible for convening the Grievance Committee and shall serve as a non-voting ex-officio member.

Grievance Committee Procedures - The first meeting of the Grievance Committee will be convened by the Sexual Harassment Investigation Officer who will present the written reports from both parties. The Officer does not provide any personal opinion nor render any judgment on the merits of the charges.

1. The Chair is responsible for all meetings thereafter including adequate notice of meetings, adequate notification of agendas, closed proceedings and confidentiality of all statements. Procedures should seek to assure the right of reply, examination of witnesses and evidence, procedures to obtain witnesses on behalf of both parties, a clear and complete recording of the events and procedures employed during the committee meetings. The Chair will attempt to ensure the fair and equitable treatment of all parties during discrimination hearings regarding the general treatment of all parties by the Grievance Committee, and provide the opportunity for all parties to present evidence, including witness testimony.
2. The individuals involved shall have the option of having a counselor or advisor of personal choice from the University Community attend the hearings. The advisor may not be a legal counselor or anyone from outside the Otterbein University community.
3. Individuals involved will be present at all sessions of the Committee except when decisions are being made. Witnesses may be present only when their testimony is being given. The hearing shall be closed to the public.
4. The entire hearing shall be recorded on equipment supplied by the University.
5. The decision of the Committee will be determined by secret ballot and majority vote and reported in writing within five (5) working days of the conclusion of deliberations. There are no abstentions. The burden of proof that must be met in order to issue a guilty verdict is a "preponderance of evidence".
6. The Sexual Harassment Investigation Officer will be present at the hearing, but will not be present when the decision of the Grievance Committee is being made.
7. If the Committee has voted that sexual harassment has occurred, the appropriate Vice President will be notified of the decision in writing by the Chair within five (5) working days. Copies of the decision shall also be given to both parties, to the President of the University, and to the Sexual Harassment Investigation Officer. The Vice President shall initiate the appropriate University procedure for any sanctions that will be imposed. (See appropriate sections of the *Campus Life Handbook, Faculty Manual, Policies and Procedures Manual for Salaried and Hourly Staff and the Union contract*.)
8. If the Committee has voted that sexual harassment has not occurred, the Chair notifies the persons involved, the appropriate Vice President, the President and the Sexual Harassment Investigation Officer. Further proceedings are terminated. Copies of the decision shall be given to both parties, the President and the Sexual Harassment Investigation Officer.

9. The individual bringing the charges may petition to terminate or withdraw from the proceedings at any stage by so notifying the Sexual Harassment Investigation Officer. Following an evaluation of such a petition, the Officer will determine within five (5) working days whether or not the proceedings will continue.
10. The time elapsed during the entire grievance procedure from receipt of the formal written complaint to the final disposition of the matter, shall normally not exceed sixty (60) calendar days.

Sanctions - When it has been determined that sexual harassment has occurred, appropriate steps will be taken to ensure the harassment is stopped immediately. Based on the severity of the offense, sanctions may be imposed that range from a verbal reprimand, up to and including dismissal from the University, and with prior notice to the respondent, a record of such sanctions will become a permanent part of the respondent's personnel records. The complainant will be informed of the corrective measures taken.

Appeals - Either party may appeal the Grievance Committee's decision or any sanctions imposed to the appropriate appellate body within five (5) working days after receiving notification of the Committee's decision or the disciplinary sanction.

1. Faculty may appeal to the Personnel Appeals Hearing Committee.
2. Administrative Staff may file a grievance in accordance with the provisions of the Policies and Procedures Manual for Salaried and Hourly Staff's grievance procedure.
3. Non-exempt staff may file a grievance in accordance with the provisions of the Policies and Procedures Manual for Salaried and Hourly Staff.
4. Union non-exempt staff may appeal through the grievance procedure outlined in the Union contract.
5. Students may appeal through the Appeals Council.

After all internal administrative appeals have been exhausted, either party may file a written appeal to the President of the University within five (5) working days after receiving notification regarding their appeal. The President will respond to the appellant within (5) working days after receiving the written appeal.

Silent Witness Program - We live and work in a small community, and we all like to think of it as "home." And, while we would wish otherwise, it is often true that members of our extended family here on campus may cause problems for others or have experienced problems themselves. When crimes occur that affect our community, several things can be said with absolute certainty of fact:

- Because our campus is small, it is almost certain that someone has either seen the event take place or knows of someone who did.
- There is a greater likelihood that someone has heard or seen something or someone which leads them to believe that they were either involved or know the persons who were.
- Someone wishes to provide Otterbein Police with information, but does not wish to be identified as the party providing the information.

To this end, we have provided a completely anonymous method of contacting the Otterbein Police Department to provide timely information. Whether you saw it, heard it, or heard about it, you may be able to assist us in resolving campus crime issues by providing us with information.

If you see a crime or incident that you want to report to us, use the Silent Witness form on the Otterbein Police website at www.otterbein.edu/police.

Whistleblower Policy - To help ensure that Otterbein University complies with the highest standards of lawful and ethical behavior and financial reporting, the Board of Trustees establishes the following procedure for the reporting of alleged illegal or unethical conduct in connection with all aspects of the University's operations, and the retention and treatment of such complaints, including confidential, anonymous submissions received from employees and students.

Should any person know or have a reasonable belief that persons associated with the University plan to engage in or have engaged in alleged illegal or unethical conduct in connection with any aspect of the University's operations, that person should immediately file a complaint with the Campus Conduct Hotline, a toll-free number 866.943.5787.

The Campus Conduct Hotline is a confidential, independent risk-management service that gives employees and students a simple, anonymous way to alert administrators of illegal or unethical behavior before it spirals out of control. Employees and students of the University may submit complaints on a confidential, anonymous basis.

The entire Whistleblower Policy is posted on the Human Resources intranet website at:

<http://www.otterbein.edu/intranet/HR/policies/whistleblower-policy.aspx>

Title IX.

1. What is Title IX?

Title IX of the Education Amendments of 1972 is federal legislation that bans sex discrimination in education programs and activities that receive Federal financial assistance (like the university).

2. Are sexual harassment and sexual violence included as prohibited sex discrimination?

Yes.

3. Who is the university's designated Title IX coordinator?

Susan Eiselstein, Interim Director
Office of Human Resources
1 S Grove St
Westerville, OH 43081
Phone: (614-823-1130)

4. What are the Title IX coordinator's responsibilities?

The Title IX Coordinator is charged with carrying out the university's Title IX responsibilities, including overseeing all Title IX complaints.

Reporting Allegations of Discrimination or Harassment

Otterbein University students, faculty and staff are encouraged to promptly report complaints of discrimination based on race, color, gender, national origin, religion, gender identity, sexual orientation, age, disability, generic information, military status or veteran status; or harassment of any kind, so that the university can investigate such allegations and respond accordingly.

1. Where can I complain about discrimination or harassment?

For complaints against university employees, contact Susan Eiselstein in the Office of Human Resources at 614-823-1130 or seiselstein@otterbein.edu.

For complaints against university students, contact Julie Saker in the Office of Student Conduct and Wellness at 614-823-1250 or jsaker@otterbein.edu.

Any complaints can also be made to the University Police by calling 614-823-1222 or going to one of the help-phones located in campus.

Note: If you contact the individuals identified above, the university cannot guarantee your confidentiality. However, the university strictly prohibits and will not tolerate retaliation against individuals who report such allegations.

2. Can I make an anonymous complaint?

Yes. Contact Campus Conduct Hotline, a toll-free number, at 866-943-5787 OR via the Silent Witness online form at <http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/silent-witness-form.aspx>.

Please note, an anonymous report may limit the ability of the University to investigate and respond.

3. Who can I speak with to help me assess my options?

The Office of Human Resources at 614-823-1130
The Office of Student Conduct and Wellness at 614-823-1250

GOVERNANCE

Campus Governance - Students at Otterbein have a unique opportunity to take part in campus governance. Through informal student groups, residence hall councils, membership in the University Senate and its standing committees, the Student Forum, and representation on the Board of Trustees, you are encouraged to take part in developing the decisions that govern and guide the entire University community. In addition to valuable experience in the workings of legislative bodies, you will come to know faculty and staff members who are working with those same groups for the betterment of Otterbein.

The Otterbein University governance system is designed so that all segments of the University community are represented on legislative bodies, but not all are selected by the same process. This information is intended to help clarify and guide you through the election process.

If you have any questions about committees, the Senate, or the Board of Trustees, please call the Office of Student Affairs at 614.823.1250 or the Office of the President at 614.823.1420.

On September 1, 1970, Otterbein became one of the first institutions in the nation to form a University Senate with a combined membership of administrators, faculty and students. Most academic institutions have separate student and faculty senates with students having a minimal voice in decision making. At Otterbein the University Senate provides for the student voice to be equal to the faculty voice. In order for this system to be successful there must be active participation by all members of the campus community.

The University Senate acts as a legislative body in matters delegated to it by the Board of Trustees. These matters, subject to approval by the Board of Trustees, include among others: establishing academic standards and policies for admission, retention, curriculum and graduation of students; policies affecting student welfare; and educational aims and purposes of the University. Copies of the Bylaws are available on the Senate website which is available on My O-Zone.

Student senators-at-large will be elected in autumn semester. All enrolled students are eligible to run for election. If the eligible number of students is not elected, those interested in serving may submit their names to the Administrative Council prior to the first Senate meeting of each semester. Departmental representatives may be elected in either spring or autumn but must be elected no later than the end of the second week of classes. Please check the election calendar at the end of this document for deadlines for all positions. The petition for committees can be found on the Senate website.

SENATE MEMBERSHIP - As specified in Article I of the Otterbein University Bylaws, the University Senate is composed of representatives of administrators, faculty, and students.

Requirements for membership

- **Students:** Any full- or part-time student enrolled at Otterbein University is eligible to be elected to serve on Senate. Students may serve in three different ways: they may be a Departmental Student Senator, a Student Senator-at-Large, or a Student Trustee as specified in Article II, Section 1 of the Senate Bylaws. A student need not be a Senator to serve as a student member of Senate committees.

- **Faculty:** Every faculty member under a full-time teaching contract as specified in Article II, Section 1 of the Senate Bylaws, and every full-time librarian with faculty status, is a member of University Senate. Only faculty who are members of Senate may serve as faculty members of Senate committees.

- **Administrators:** The total administrative membership of Senate consists of 30% to 40% of the faculty membership. The President and the Vice Presidents are members, with the balance appointed by the President in consultation with the Vice Presidents. Only those administrators who are members of Senate may serve as administrative members of Senate committees.

- **Staff:** Two representatives from Staff Council.

- **Trustees:** Upon taking office, student trustees and faculty trustees shall become members of University Senate for the duration of the term as trustee.

Membership in the University Senate shall extend from July 1 to June 30. The Senate meets the fourth, eighth, and twelfth week of each semester.

ELECTION PROCEDURES

STUDENT TRUSTEE - Students will be notified when there is an opening for a student trustee on the Board of Trustees. Students who are interested in serving as a student trustee will complete the form and return it to the President's Office by the deadline indicated. A committee comprised of two current students and faculty trustees along with the Vice President and Dean for Student Affairs will review applications and prospective candidates to be interviewed by the Governance Committee of the Board of Trustees. The Governance Committee of the Board of Trustees will nominate a candidate to be selected by the full Board. Two Student Trustees will serve on the Board.

The Student Trustees will hold membership on various committees of the Board, vote on University issues and express student needs and concerns. The term of office is for four years or until the student graduates or leaves the University, whichever occurs first.

Procedure for Endorsement

- Acquire a Student Trustee petition form from the Campus Center, President's Office or other locations as announced.
- Attach two letters of recommendation.
- Have the petition signed by a current Trustee.
- Return the petition to the **President's Office** by the deadline indicated on the application form.

FACULTY TRUSTEE - One faculty member is elected in the spring of alternating years by the Board of Trustees from a slate of nominees to represent the Otterbein faculty on the Board of Trustees for a four-year term. Two faculty members serve on the board and hold membership on various committees of the board, vote on University issues and express faculty needs and concerns.

Procedure for Endorsement

- You must be a full-time faculty member and be able to serve one four-year term.
- Acquire a Faculty Trustee petition form as distributed by Faculty Council.
- Have the petition signed by three full-time faculty members, who may sign only one petition.
- Return the petition to the **President's Office** by the designated date and time.
- You may campaign from the time you submit your petition until Election Day.
- Winners of this election are then presented to the Board of Trustees as the endorsed candidates for the trustee positions.

Voting - Full-time faculty members (including full-time librarians with faculty status) may vote for one candidate for faculty trustee by 3:30 p.m. on the indicated election day. The candidate is endorsed with 51% of the vote. If no candidate receives a majority, a runoff election will be held between the top two candidates.

DEPARTMENTAL STUDENT SENATOR - Departmental Senators are students elected from each academic department to represent their area at Senate meetings. You cannot be both a Senator-at-Large and a Departmental Senator.

Procedure for Election

- Express interest in the position to the department chair.
- Attend the departmental meeting at which elections will be held (spring or early autumn).

Voting

All department members present shall cast a secret ballot for the candidate of their choice. The candidate with the majority of votes wins the election. If a majority is not obtained on the first ballot, then a second balloting shall be conducted between the top two candidates.

STUDENT SENATOR-AT-LARGE - A Student Senator-at-Large represents the Otterbein student body at the University Senate meetings. Senators vote on issues presented by the Senate committees and/or individual senators. Student senators-at-large are elected in autumn semester.

Procedure for Election

- Download the "Intent to Run" form posted on the senate website, which is linked on My O-Zone
- Return the form to the **President's Office** or **Campus Center Office** by the designated date and time.

Voting - Each student shall cast a ballot for a maximum of fifteen candidates, and the candidates shall be ranked according to the number of votes received. In the case of a tie, a runoff election will be held until the number of vacancies shall be filled. If the required number of students is not elected, those positions on the University Senate shall remain unfilled.

COMMITTEE ELECTIONS

Procedure for Election to Committees

- Faculty and administrators who are members of Senate at the time of the elections and all students are eligible to run for committee membership.
- Acquire a petition online.
- You may run for two committees but only one judicial body (see Bylaws).

- The petition indicates the various committees, when they meet and the number of positions available.
- Submit the petition online by the designated date and time.
- A list of all candidates will be posted online.

Voting - The members of the University Senate will elect the membership of each committee on March 27, 2013. Results will be posted and all terms of office will begin July 1.

STANDING COMMITTEES

Fourteen permanent or standing committees, whose task it is to examine specific issues of the university, report to the Senate but function independently. The duties and requirements for membership on each committee are outlined in detail in the University Bylaws, Articles VI through XVIII. For example, the Bylaws limit service on committees to a maximum of four consecutive years and all faculty and student positions are for one year except as noted (Curriculum Committee, 2 years for faculty; Judicial Council, 2 years; Personnel Committee, 3 years for faculty). *Be sure to study the Bylaws carefully before running for committee membership.* The elections booklet presents a visual representation of the committees, which are:

Academic Council - Decides cases concerning academic discipline and status. Among its duties are to guide the honors and distinction programs, nominate award recipients and evaluate examination and transfer credits. Membership: The Vice President for Academic Affairs (presiding) or a representative; the Vice President for Student Affairs or representative; the principal officer responsible for study skills; representative from Adult and Transfer Admissions; the Registrar; three faculty and three students.

Administrative Council - Assumes a variety of responsibilities in providing general campus leadership. The council acts as a forum for campus problems, nominates members to other committees, approves the calendar framework and advises the President and Board of Trustees concerning the budget. Membership: The President as chair, the Vice Presidents, six faculty and six students.

Appeals Council - Hears appeals brought from other councils and committees and has final authority in many cases involving violation of University rules. However, in cases of suspension or dismissal a student may file an appeal to the President. This must be done in writing within 48 hours of the notification of the sanction, either verbally or written. Appeals Council members may not serve on another judicial body. Membership: three faculty and three students for two-year terms, with a limit of four consecutive years.

Curriculum Committee - Recommends appropriate changes in academic offerings to the Senate; evaluates instruction; appoints subcommittees with responsibilities for areas related to the curriculum including the Library Subcommittee, Continuing Studies Advisory Subcommittee, and the Intercultural Relations Subcommittee; and initiates major changes in the academic calendar. Schools shall elect members of the committee. Membership: The Vice President for Academic Affairs; Dean of the School of Arts and Sciences; Dean of the School of Professional Studies; seven faculty members from different departments from the School of Professional Studies elected by each School on a rotating basis for a two-year term; three students elected by the School of Arts and Sciences and two students elected by the School of Professional Studies for a one-year term; the Dean of University Programs or designee; the Registrar; the Director of the Library; a faculty member selected as a curricular representative of Continuing Studies; the Director of the Center for Community Engagement; and a representative from Student Affairs appointed by the Vice President for Student Affairs. No elected member shall serve more than four consecutive years.

Faculty Scholar Development Committee - Formulates and facilitates a program to encourage members of the faculty to participate in self-improvement in areas of teaching effectiveness and professional development. Membership: nine voting full-time faculty members elected for three-year terms on a rotating cycle; four members elected by faculty of the School of Arts and Sciences; two members elected by the faculty of the School of Professional Studies; three at-large members elected by the Senate as a whole; three voting student members elected by the Senate to terms of one or two years, depending on the class standing of the student. The VPAA or her/his designated representative, the Director of Sponsored Programs, and the Director of the Center for Teaching and Learning are non-voting members *ex officio*.

Governance, Bylaws and Communication Committee - Serves as a clearinghouse that considers governance system rules, reviews and updates the Bylaws, and coordinates the campus elections. Membership: Two faculty, two students, two administrators, one staff member selected by Staff Council, and the Senate Parliamentarian. No elected member shall serve more than four consecutive years.

Graduate Committee - Monitors all policies relating to graduate programs, including admission, retention and graduation; reviews resources and makes recommendations for future needs to the graduate programs. Membership: (A) The Dean of the Graduate School as chair; (B) the Program Director of Graduate Studies from each department with a graduate program; (C) one faculty member, teaching at the graduate level, elected for a two-year term, from each department with a graduate program; (D) two faculty elected for two-year terms by the Senate from departments not offering graduate programs; (E) liaison faculty from the University Curriculum Committee; (F) one graduate student from each department with a graduate program; the Registrar; a faculty library representative. Faculty members shall possess a doctorate or other terminal degree.

Institutional Effectiveness Committee - Works with departments and programs of the University to ensure and document that the University is adequately meeting the Higher Learning Commissions criteria dealing with institutional effectiveness practices. The Higher Learning Commissions focus on effective assessment, effective teaching, and effective learning environments indicates the importance of being able to demonstrate the Otterbein students and graduates are meeting the goals of the institution and their chosen programs and that there is "value added."

Judicial Council - Hears and settles complaints concerning rule violations filed by any member of the community. Judicial Council members may not be members of any other judicial body. Complaints are filed with the Student Affairs Office which refers them to Judicial Council. Membership: Three faculty and four students for two-year terms. No one shall be elected for more than four consecutive years.

Personnel Committee - Studies all aspects of personnel problems and makes recommendations to the President about promotions and tenure, salary, leaves of absence, and the establishment of new positions. This committee does not report directly to Senate. Membership: Seven tenured members of the full-time teaching faculty, two from the School of Professional Studies, three from the School of Arts and Sciences, and two at large members at least one of whom must be a tenured full professor, nominated and elected by the full-time teaching faculty for three-year terms in accordance with the procedure of Article VI; and two students, being of at least junior status, for a one year term, named by the University Senate. The committee members by a majority vote of the quorum present at its first meeting will elect one of the faculty members to serve as chair. Members, excluding students, may not succeed themselves. Faculty terms shall be staggered so that no more than three members will be new in any given year.

Personnel Appeals Hearing Committee - Hears complaints and recommends further action on University decisions affecting the rights of University employees. No members may be trustees, department chairs, members of personnel or sabbatical leave subcommittees or administrative officers. The committee reports directly to the President. Membership: Five tenured faculty members, subject to the limitations outlined above.

Student Life Committee - Recommends and supervises policies governing co-curricular activities and promotes interest in on-campus and off-campus social, cultural and education events and activities consistent with the educational aims of the University.

Membership: The President and/or representative; Vice President for Student Affairs; a faculty representative elected from the School of Arts & Sciences; a faculty member to represent the Athletic and Intramural Programs; the Chaplain; a representative from the Center for Student Involvement; a representative from the Office of Institutional Advancement; a representative from the Office of Diversity; a representative from Residence Life; a representative from the Business Office; a staff member selected by Staff Council, four faculty at-large; and nine students chosen in accordance with Article IV, Section 5. The Vice President for Students Affairs of his/her designee shall serve as chair.

Teacher Education Committee - Recommends curriculum policies for the Teacher Education program and assists students in meeting certification requirements. Membership: The chair of the Education Department as chair; two faculty members from the Department of Education, one secondary and one elementary; three faculty members from departments other than Education; the Director of Graduate Studies; one student enrolled in the Master of Arts in Teaching program and one student in the Master of Arts in Education program; one junior student already admitted to teacher education; and one other student. No elected member other than members of the Department of Education shall serve more than four consecutive years.

Traffic Council - Hears all major cases involving violation of the University motor vehicle rules and is the final authority for decisions regarding minor violations. The council may suggest changes in traffic regulations. Members of Traffic Council may not be members of any other judicial body. Membership: One faculty, one student, one administrator.

2013-2014 Election Process Calendar

- Monday,
August 26, 2013:** Notice of Intent to Run forms available on the Senate website at:
<http://www.otterbein.edu/intranet/senate/policies.aspx>
- Monday,
September 9, 2013:** Deadline to submit Notice of “Intent to Run” forms for Senator-at-Large positions at the Campus Center Office or the President’s Office until 4 p.m.
- Tuesday,
September 10, 2013:** Academic department meetings to elect student Departmental Senators and Representatives.
- Friday,
September 13, 2013:** Student elections (if needed) for Senator-at-Large online until 5:00 p.m.
- Wednesday,
September 18, 2013:** First **University Senate** meeting.
- Monday,
February 24, 2014:** Senate Committee Elections: A link to the nomination form will be sent via email.
- Friday,
March 7, 2014:** Deadline for completion of the nomination forms – 4p.m.
- Wednesday,
March 26, 2014:** **Election Day** - Elections for committee positions during Senate meeting at 4 p.m.

STUDENT ORGANIZATIONS

A number of opportunities are provided by the variety of organizations found on the Otterbein University campus. These organizations include Academic & Professional Groups, Cultural & Diversity Groups, Greek Organizations, Honor Societies & Honorary Groups, Media Groups, Performance Groups, Religious & Spiritual Groups, Service & Community Groups, Sport & Recreational Groups and there is a section for “Special Interest” Groups. Only full-time students are eligible to hold office in campus organizations. Anyone interested in more information concerning any of these organizations may contact the president of these groups or the Center for Student Involvement.

A list of campus organizations can be viewed on the Campus Life website.

Organizational Agreements - In the eyes of the larger community, every student, faculty member and employee of Otterbein University represents the University, and should conduct themselves with that realization in mind. All student organizations must be approved by the University Senate and must have at least one advisor who should be employed by the University.

A group of students desiring to form a new organization of any kind on the campus must apply immediately to the Student Affairs Office for permission to organize and write a constitution. Until the University Senate approves this constitution, the organization may engage only in activities registered with and approved by the Vice President for Student Affairs. Violation of the procedure can result in dissolution of the organization.

Participation in Extracurricular Activities - To be eligible to participate in some extracurricular activities a student must be enrolled full-time, having at least 12 semester hours of courses per semester except graduating seniors. Please check with the respective organization to see if the organization requires full-time status.

Campus Rules and their Applicability to Student Organizations - As part of the Otterbein University community, campus organizations represent and are considered accountable to the University. All campus organizations, as with the individuals who compose the University community, are expected to abide by the

Otterbein University policies and regulations as they apply to them. All social events sponsored by University organizations must be scheduled on the University calendar. Campus sales and solicitations must follow the established guidelines. University Policies as they apply to alcohol and gambling should be considered and referred to as they affect decision-making within campus organizations. The responsibility for seeing that these and other University regulations are followed lies with the individual organization, and failure to comply with University regulations may result in disciplinary action.

Meetings of Religious Groups on Campus - Otterbein University provides a program of religious worship, spiritual growth, instruction and group activity for its own students. Part of the program centers on student religious organizations that are contained within and coordinated by the Religious Life Council. The Religious Life Council and the Student Life Committee must approve all such organizations. On occasion, the University Senate must give approval. These organizations must have members of the Otterbein University faculty or staff serving in an advisory capacity. The University reserves the right to invite individuals from off campus to serve as guest speakers and resource persons in our campus ministry's effort to meet the needs of our students, but may not provide full or part-time leadership for any organization. In addition to on-campus religious activities, students are encouraged to attend and affiliate with the house of worship of their own denomination.

Otterbein University is affiliated with the United Methodist Church. The University grew out of, and still is a part of, the pluralistic Protestant tradition that respects all other religious faiths and expressions while inviting the same understanding. However, because of limited facilities, it is the policy of the University not to make its facilities available for use by any outside religious organizations for religious services, religious education experiences, or social concerns activities except those held in connection with scheduled summer conferences, conventions or those associated with the United Methodist Church to enhance University-church relatedness.

Calendar Appeals - Any rejection of a calendar request may be appealed to the Calendar and Poster Policy Appeals Committee. Posting regulations may be found under Section 8 – University Judicial Policies Defined - Posters/Kiosks.

Chaperones - All University organizations are encouraged, but not required, to invite their advisors and/or members of the University faculty or staff to attend social events on/off campus.

Movies on Campus - Members of the Otterbein University community are expected to follow Federal Copyright Laws and policies that govern the screening of films on campuses. Student organizations and/or individuals who are interested in showing a movie on campus (including residence hall space) should first contact the Center for Student Involvement at 614.823.3202, located in the Campus Center. A staff member will meet with the student(s) to explain the process for purchasing public performance rights.

Suspension of any student organization is a revocation (withdrawal) of University recognition for a specified period of time. During the period of suspension, a student organization forfeits all the rights and privileges afforded to them by the University. A student organization whose recognition has been revoked must petition for re-recognition. Conditions for reinstatement of recognition will typically be outlined in the official notification sanction letter.

Disciplinary Probation indicates the behavior of a student organization is in violation of the Code of Conduct and additional violations during the probationary period may result in suspension. It is imposed for a specific period of time and may include disciplinary restrictions. A representative of the organization on probation may be required to meet periodically with a designated Student Affairs staff member.

Written Reprimand is an official first-time violation notification that the behavior of the student organization is unacceptable. Authorized Student Affairs staff members may issue a written reprimand without a hearing for minor violations of the Code of Conduct. Written reprimands will be placed in the official disciplinary file of the student organization. Formal judicial charges may be filed for repeated violations.

STUDENT CODE OF CONDUCT

Section 1 - General Statement

Students voluntarily enter into membership in the University community, and in so doing, assume obligations of performance and behavior reasonably agreed upon by that community for the purpose of furthering its missions,

objectives, processes, and functions. As a requirement necessary for carrying out its mission, the University community has the right to promulgate and enforce appropriate rules, regulations, and policies and to take action when violations occur. Students, along with the entire University community, are provided the opportunity through the University governance to discuss and propose changes in the rules and regulations.

The enforcement of the Student Code of Conduct is a part of the total educational process that not only protects the academic community but also assists the student in personal development. The function of the student conduct process is to promote the student's learning by examining how a present pattern of conduct interferes with, and is thereby a detriment to, the educational process.

Because the process is geared towards educational rather than legal goals, we do not allow off campus individuals (lawyers, parents) into the actual hearing. However, students are allowed to bring a person from the campus community into the hearing for support or as a witness.

It is impossible to write a Code of Conduct which takes into account every kind of behavior, Otterbein University reserves the right to sanction, to suspend, or to dismiss any student or to disband any organization who seriously threatens the well-being of individuals or the University. These actions may also result from student conduct that occurs away from the University's premises.

All judicial and appeals procedures will be followed before action is taken, except in rare cases when the possibility of imminent danger exists. In such rare cases, the University may suspend a student or organizational chapter pending a hearing, before notifying the chairman of the appropriate judicial body.

Should an accused student be academically dismissed or voluntarily withdraw from Otterbein University before disciplinary proceedings have concluded, the matter may proceed to a hearing and/or a disciplinary hold may be placed on the student's account. The hold will not prevent an accused student from registering, but would start the judicial process.

Students who are employees are accountable to both the Student Code of Conduct and policies pertaining to university employees.

EACH STUDENT HAS THE OBLIGATION TO BECOME FAMILIAR WITH SUCH RULES, REGULATIONS, AND POLICIES AND ACKNOWLEDGES HE/SHE SHALL BE HELD ACCOUNTABLE FOR CONDUCT IN THOSE VIOLATIONS, EVEN IN THE ABSENCE OF SUCH FAMILIARITY.

Section 2 - Student Code of Conduct

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. The University has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life.

Otterbein University students are encouraged to maintain a high standard of personal integrity and honesty at all times and to show respect for the rights of others. Consensus can probably never be reached on precisely how these standards translate into individual behavior; therefore, the University finds it necessary to establish certain specific codes with which all students must comply.

The Student Code of Conduct has been agreed upon by the Otterbein community in order to clarify the student behavior deemed necessary to maintain an atmosphere promoting personal growth without endangering other individuals or the institution. A judicial system, including the right of appeal, is established to protect the rights of each student and each organization to a fair hearing in the event of an alleged code of conduct violation.

Section 3 - Off-Campus Misconduct

Otterbein University reserves the right to conduct disciplinary investigations, file charges and impose discipline for off-campus conduct which does any of the following:

- A. Constitutes a violation of local, state or federal law.
- B. Indicates the student may present a danger or threat to the health or safety of the student or others.

C. Interferes with the educational interests of the University.

A non-exhaustive list of examples of off-campus behavior that may result in investigation, the filing of charges and the imposition of discipline include the following:

- A. Destruction of property
- B. A threat of harm to the health or safety of others
- C. A crime of violence
- D. Seriously disruptive behavior in the neighboring community, including excessive and/or unreasonable noise, and rude or abusive language.
- E. Violation of state alcohol laws
- F. Large parties or activities involving illegal use of alcohol, the accumulation of trash, public urination, etc.
- G. Sale and/or distribution of drugs
- H. Any situation in which a student has demonstrated the potential for harm to others or property.

Criminal prosecution by a government entity does not preclude University disciplinary action against the student for the same conduct. Similarly, any action by the University does not preclude subsequent action by a local, state or federal entity. The University reserves the right to resolve a disciplinary matter before the conclusion of any criminal process. If a student withdraws from the University, the University may resolve the disciplinary matter, regardless of the student's withdrawal. A student who withdraws will be afforded all the procedural rights of an enrolled student.

Section 4 - The Honor Code

In 1987, the Academic Council adopted an Honor Code to be used at the discretion of the faculty. In order for it to be used in a particular class, students must vote unanimously to adopt the Code.

The following statements serve as the rationale for the Honor Code:

- 1. Students should be conscious of the need to take personal responsibility for all their work both as individuals and as members of a class.
- 2. Students and faculty members should actively engage in discussions related to academic integrity (e.g., differences between plagiarism and legitimate scholarly work and appropriate versus inappropriate sharing of information among classmates).
- 3. Faculty members should be able to treat their students as fellow searchers for knowledge; in order to do so, they should not have to police examination rooms.

The following procedures for adopting the Honor Code are suggested:

- 1. At the beginning of a course, a professor may choose to discuss the Honor Code and academic integrity in general.
- 2. A class would be asked to vote on the use of the Code. A vote would be taken, by secret ballot, during the first few days of the course. In order to adopt the Code, the vote must be unanimous.
- 3. All students would sign an Honor Pledge at the end of every examination.
- 4. The professor would leave the classroom during examinations but would remain available in case of questions.

Section 5 - Policy for Involuntary Leave for Students with Mental Health Issues

In the uncommon circumstance that a student cannot safely remain at Otterbein University or meet academic standards even with accommodations and other supports, Otterbein University may require the student to take a leave of absence from classes and/or campus housing, or both.

The involuntary Leave Policy includes the following procedure:

- 1. Decisions whether to impose an involuntary leave will be recommended to the Vice President for Student Affairs by the Behavioral Intervention Team (BIT). The BIT includes representatives from counseling services, security, housing, academic affairs, disability services and student conduct. The team is chaired by the Vice President for Student Affairs.

2. The Behavioral Intervention Team may recommend an involuntary leave for safety reasons if it finds, after an individualized assessment, that there is a significant risk that the student will harm him/herself or another, and that the risk cannot be eliminated or reduced to an acceptable level through accommodations.
3. In making its recommendation, the Behavioral Intervention Team will:
 - Consider whether there are accommodations that would allow the student to meet academic standards and remain safely in school, and
 - If safety is an issue, consider the nature and severity of the risk, the probability that injury will actually occur, and whether accommodations can sufficiently mitigate the risk.
 - If campus housing is involved, consider whether the student can remain in the housing situation without significant disruption of the environment.
4. Before making its recommendation, the Behavioral Intervention Team must notify the student that the university is considering that he/she may be involuntarily withdrawn and the basis for the concern.
5. The Behavioral Intervention Team may inquire into a student's current condition, including requesting recent mental health information and records, but must confine its inquiry to information and records necessary to make a determination. The psychological safety assessment required by the University will be made available to the BIT for review.
6. If the Behavioral Intervention Team recommends an involuntary leave because it judges there is a significant risk that the student will harm self or another if he/she remains on campus, the committee may restrict the student's interactions with the campus community during the period of leave. Such restrictions may include limits on the student's communications with faculty, staff or other students and on the student's access to the campus, for example to visit friends or attend campus events.
7. The student in question may have the opportunity to meet with the Vice President for Student Affairs prior to a final decision. The student will receive written and/or oral communication of the meeting. Appropriate university personnel may be present at this meeting. Parents or any person who would be of support to the student may, with the consent of the VPSA and the student, attend the meeting. During the meeting, the VPSA will explain the reason for the University's concern and the student will have the opportunity to respond.
8. If the Vice President for Student Affairs, in consultation with appropriate personnel, determines that the student should be withdrawn from the University, the student shall be informed in writing of the decision and the basis for the decision within five (5) school days of the meeting.
9. The same arrangements for refunds of tuition or other costs will be available to a student who takes a leave of absence for mental health reasons, whether voluntary or involuntary, as are available for a student who takes a leave of absence for physical health reasons.
10. A student on leave, whether voluntary or involuntary, may request at any time to return to Otterbein as a student.
11. The student will be required to demonstrate that they are fit to return. Pending approval by the Behavioral Intervention Team, an opinion from the student's treating mental health professional that the student is fit to return should, in most cases, be sufficient to allow the student to return. The University may seek a second opinion.
12. In evaluating a student's request to return, Otterbein will follow the process described in paragraphs 4-6. A student's request to return may be denied only if the Behavioral Intervention Team finds that the student will not be able, upon return, to meet academic standards or be safely at the school/campus even with accommodations.
13. In situations in which a student voluntarily withdraws for mental health reasons without intervention by the Vice President for Student Affairs or his designee, he/she will not be subject to more rigorous standards or procedures than a student who desires to return to school after taking leave of absence for physical reasons.

Alternate Housing While Enrolled

14. In the uncommon circumstance that a student does not meet the standard for imposition of involuntary leave but cannot safely remain in University housing even with accommodations, Otterbein may restrict the student from living in University housing while enrolled.
15. Decisions whether to require a student to leave University housing will be made by the Behavioral Intervention Team identified in paragraph 2 according to the process described in paragraphs 4-6.
16. The Behavioral Intervention Team may also restrict a student from entering University housing – for example, to visit friends – as needed to prevent a significant risk that the student will harm himself or others.
17. While restricted from University housing, the student may continue to attend classes, extracurricular activities and campus events; maintain normal contact with teaching, administrative and other staff; and otherwise visit friends on campus.
18. A student on leave from campus housing, whether voluntary or involuntary, may request at any time to return to Otterbein housing as a resident.
19. Points #10, 15, 16 and 17 apply to the situation where student requests readmission to campus housing.
20. In extreme situations, the Vice President for Student Affairs, in consultation with the President, may temporarily suspend a student pending recommendation by the Behavioral Intervention Team and a final determination by the Vice President for Student Affairs (VPSA).

Appeal

21. If a student wishes to appeal a decision of the VPSA, the appeal must be made in writing to the University President within five (5) working days of the receipt of the decision. The President will render a decision after reviewing the written appeal. The decision of the President is the University's final decision.

Section 6 – Students' Rights

THE ACCUSED RIGHTS IN JUDICIAL PROCEEDINGS

- A. A student or organization asked to appear before JUDICIAL COUNCIL will be given written notification at least forty-eight hours prior to the date of the hearing. This notification shall include:
 1. The date, time, and location of the hearing;
 2. The nature of the complaint and date of the offense;
 3. The name of the individual bringing the charge(s);
 4. The names of the witnesses participating in the hearing.
- B. The accused has the following rights:
 1. To have a faculty member, administrator or student appear at the hearing in an advisory capacity; the adviser may not be a legal counselor or anyone from outside the university community;
 2. To request that a particular council member(s) not hear the case;
 3. To call witnesses in his/her behalf and to confront any other witnesses before the judiciary body;
 4. To hear all evidence upon which charges are based, and to answer this evidence through rebuttal;
 5. To remain silent;
 6. To be informed of the procedure for appeal.
- C. The student will be notified verbally of the judicial body's decision before the hearing adjourns. All appeals must be filed in writing within forty-eight hours (not counting weekends) after the hearing. The appeal should clearly state the grounds for the appeal, be addressed to the Chairman of the Appeals Council, and be presented in the Student Affairs Office.
- D. The student will be given written confirmation of the decision of the Judicial Council within three working days of the completion of the hearing.
- E. Pending action of the Appeals Council, the status of a student shall not be altered, nor his right to be present on campus and attend classes suspended, except for reasons relating to the accused physical or emotional safety and the well-being of students, faculty/staff or university property.
- F. In cases of sexual assault both the victim and the accused will be informed of sanctions resulting from the hearing at the hearing. Otterbein will, upon written request, disclose to the alleged victim of a crime of violence, or

a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Otterbein University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

INFORMATION REGARDING ENTERING OF A PLEA

As the accused appears before Otterbein University's judiciary body, you have the right to enter one of the three pleas. You may plead responsible, not responsible or no contest.

- I. **RESPONSIBLE:** A plea of responsible is a complete admission of your guilt.
- II. **NOT RESPONSIBLE:** A plea of not responsible means that you deny the allegations as contained in the infraction report.
- III. **NO CONTEST:** A plea of no contest means that you are admitting you are **RESPONSIBLE, but extenuating circumstances exist.**

Also, when you plead "No Contest," you are admitting that the facts of the incident are true as alleged in the complaint, and you are indicating your willingness to submit the matter to the Council/Judicial Officer based upon those facts and upon your statement.

The Judicial Council has the right to refuse to accept pleas of responsible and no contest or to withdraw pleas of responsible or no contest and enter a not responsible plea on your behalf if the Judicial Council feels that the circumstances and facts warrant such action.

If you are in doubt as to whether you are or are not responsible, the Judicial Council requests that you enter a plea of not responsible and require the complainant to prove the case against you. If there is question arising in your case that you do not understand, please ask Judicial Council chair for interpretation and clarification.

Section 7 - University Judicial System

Mission Statement: Otterbein University will develop, disseminate, interpret, review, and uphold campus policies. The judicial program seeks to contribute to the education of individuals, as well as groups, to help them see beyond themselves in relation to their community. Campus policies are intended to protect the campus community from disruption and harm. The judicial program protects the rights of students through an educational process.

Judicial Procedure: Cases are heard, (depending on the severity of the violation and the plea which the accused enters), by the Assistant Director of Residence Life, Judicial Hearing Officer, or Judicial Council. Violations range in increasing severity from Level I to Level V violations. The less severe violations may be heard administratively whereas Judicial Council hears the more serious violations.

Specifically, unless the accused elects to have his/her case heard by a Judicial Hearing Officer, Level I and II violations and some Level III violations shall be heard by the Assistant Director of Residence Life of the residence hall in which the student resides or where the violation occurred and if the accused enters a plea of "responsible." If a responsible plea is not entered, a Judicial Officer and/or Judicial Council shall hear the case.

Level III and Level IV violations shall be heard by a Judicial Officer unless the hearing officer believes the case is severe enough to warrant suspension or dismissal or if the Hearing Officer feels the case is better resolved at Judicial Council. The accused student(s) may also elect to have a hearing by Judicial Council.

The Judicial Council hears level IV and V violations or cases in which the accused student(s) elects to have a hearing by Judicial Council.

Repeated offenses may result in a higher-level violation, for example: two level III violations, within one year, becomes a Level IV violation.

Judicial Council

- A. The Judicial Council shall derive its authority from the Otterbein University Bylaws, with the approval of the Board of Trustees.
- B. Membership - Three faculty members and four students, not members of any other judicial body, shall be chosen in accordance with the provisions set forth in Article VIII. The term of office for the Judicial Council shall be

two years. In odd-numbered years, two faculty members and two students shall be elected. No one shall be elected for more than four consecutive years. The Council shall elect a chair from its membership.

- C. Functions - Members of the University community with the Student Affairs Office shall file complaints concerning infractions of University regulations. The Student Affairs staff shall refer appropriate complaints to the Judicial Council along with recommendations for disposition of the case. A representative of the staff may appear before the Council to discuss the case and shall do so upon the request of the Council. When the Student Affairs staff considers the referral of a case to the Judicial Council would jeopardize constructive counseling already in progress, the Staff shall inform the Chair of the Judicial Council accordingly. Persons charged with violations have the right to reject counseling and answer the complaint before the Judicial Council without prejudice and shall be so informed by the Student Affairs staff.

The Judicial Council shall have original jurisdiction to deal with the more severe offenses set forth in the *Campus Life Handbook* and with all offenses posing the potential of suspension or dismissal, except those within the jurisdiction of other bodies as specified in the Bylaws.

The Judicial Council shall determine the facts and prepare a written judgment substantiating its decision in each case it hears. The Judicial Council shall inform the accused and accuser of the appeal procedure. If the accused or the accuser makes an appeal, penalties shall be suspended until the Appeals Council has taken final action. Any appeal from a decision of the Judicial Council must be made in writing, including supporting reasons, to the Appeals Council within the next 48 hours after notification of the decision.

Records - A record of all violations will be maintained in the Student Affairs Office as well as a statement of the action taken by the hearing officers, Judicial, Appeals & UGGB Councils, or counseling provided by the Vice President and Dean for Student Affairs.

Judicial Hearing Officers

- A. Judicial Hearing Officers - The Judicial Hearing Officers shall derive their authority from the Otterbein University Bylaws.
- B. Membership - Judicial Hearing Officers shall be members of the administrative staff of the Student Affairs Office who are selected by and serve at the request of the Vice President and Dean for Student Affairs.
- C. Functions - Members of the University community with the Student Affairs Office shall file complaints concerning infractions of University regulations. At the election of an accused student who desires to enter a plea of Responsible to an infraction specified in the *Campus Life Handbook*, the case may be heard by the Assistant Director of Residence Life if the accused resides in a residence hall otherwise if the student does not so elect, such offenses, along with other offenses specified in the *Campus Life Handbook*, shall be heard by a judicial hearing officer. Judicial hearing officers shall have no jurisdiction to hear cases involving suspension or dismissal. The Assistant Director of Residence Life or judicial hearing officer may waive jurisdiction of a case if he/she determines that proceeding with the case would jeopardize constructive counseling already in progress. Additionally, if the facts and circumstances warrant such action, the Assistant Director of Residence Life or judicial hearing officer may refer the case to the Judicial Council for decision.

If an Assistant Director of Residence Life or a judicial hearing officer hears the matter, he/she shall determine the facts and prepare a written judgment substantiating the decision. Additionally, the accused and accuser shall be informed of the appeal procedure. Either the accused or accuser may appeal the decision of the Assistant Director of Residence Life or the judicial hearing officer to the Appeals Council. Any penalty shall be suspended until the Appeals Council has taken final action. Any appeal to the Appeals Council must be made in writing, including supporting reasons, within 48 hours after notification of the decision.

Appeals Council

- A. Membership - Three faculty members and three students, not members of any other judicial body, shall be chosen in accordance with the provisions set forth in Article IV. The term of office for the Appeals Council shall be two years. No one shall be elected for more than four consecutive years. The council shall elect a Chair from its own membership.
- B. Functions - The Appeals Council shall have final judicial authority to deal with infractions of the University regulations, except those within the jurisdiction of the Personnel Committee, to hear appeals of individuals against whom action has taken by the Assistant Director of Residence Life, Judicial Hearing Officer, the Judicial Council, the Traffic Council (for major violations only) the United Greek Governing Board or the Academic Council. After examining the record, the council may decide to hear the appeal in its entirety or to limit the scope of its hearing. In all cases the Appeals Council will determine the facts and prepare a written statement. When Traffic Council has acted as an appellate body for a major violation, its decision may be further appealed to Appeals Council, but the

council may decline to hear the case. In cases of suspension or dismissal, a student may file a **written** appeal to the President. This must be done **in writing** within 48 hours of either written or verbal notification of the sanction.

C. Rules concerning judicial records shall be promulgated by the Appeals Council.

D. The Appeals Council may determine that the pending matters merit the attention of the Academic Council, and in such cases shall inform the Academic Council accordingly.

E. Any student who is convinced this his/her academic performance has been evaluated on other than academic basis or in a prejudiced or capricious manner has the right to appeal such a grade. The evidence leading to this conclusion shall be presented by the student in writing to the Vice President for Academic Affairs/Provost or his/her designee after the student consults with the professor involved and the appropriate Department Chair. The Vice President for Academic Affairs/Provost or his/her designee shall consult with the student, the faculty members, and the Department Chair, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if recommended by the Appeals Council, shall be determined by the Vice President for Academic Affairs/Provost or his/her designee and the Professor involved in the Appeal, or if the Professor is unavailable then the appropriate Department Chair.

F. The Judicial Bodies will structure their procedures in accordance with the spirit of the Statement on the Rights and Freedoms of Students adopted by the faculty on May 1969.

G. No record of the decision made by the Assistant Director of Residence Life, Judicial Hearing Officer, the Judicial Council, the Traffic Council, or the Appeals Council shall be released to the public unless requested by the individuals involved, or required by law.

A student suspended from the University for Disciplinary Reasons may apply to the Admissions Office for readmission after one semester unless a different period of time was specified at the time of suspension. A recommendation of the Vice President and Dean for Student Affairs must be considered before such a student may be readmitted.

Acting under the legal authority of the Board of Trustees, the President can in extraordinary cases or in an emergency situation veto or alter decisions of the judicial bodies but may not reinstate charges against a person when judicial action fails to confirm the original complaint. In all such instances, the President shall state his/her reasons in writing, with one copy going to the council from which the vetoed or altered decision came, and one copy going as a report to the Executive Committee of the Board of Trustees. This latter body shall review the action no later than its next regularly scheduled meeting.

Suspensions - In extraordinary circumstances the Vice President and Dean for Student Affairs, in consultation with the President, has the right to suspend a student temporarily pending decision of the judicial bodies.

Academic Policy Appeal Process: Academic Council, which is a standing committee of the University Senate, is an avenue through which all students may appeal the University's academic policies. Council membership includes three students, three faculty, a representative of the Vice President for Academic Affairs, a representative of the Vice President for Student Affairs, the Director of the Academic Support Center, the Registrar, and a representative from the Adult & Transfer Admissions area.

The Appeal Process before Academic Council

A-1. A student pleading his/her case before Academic Council must submit a written appeal to the Council, in Roush Hall, Room 316, by no later than the Friday before each meeting. Academic Council meets on Thursdays of Weeks 1,3,5,7,9,11,13 and 15 of each semester at 4:00 pm. (For Late Registration appeals, there is a different submission deadline. Call Academic Affairs at 614.823.1573 for details on Late Registration of an academic appeal.)

A-2. The appeal should include: 1) the specific request being made; 2) the rationale or reason for the request; 3) any written supporting documentation from faculty, staff, students, or health care professionals relevant to any extenuating circumstances being cited. Please Note: all relevant documentation, including medical documentation, must be submitted to Academic Council. Documentation that was available at the time of Academic Council hearing, but not introduced at this hearing, will not be considered in subsequent appeal processes. **An appeal must include new information.**

A-3. Students are strongly encouraged to appear before Academic Council to present their case and answer questions.

A-4. Students will be given written confirmation of Academic Council's decision within three business days of the completion of the hearing. If the request is denied, the rationale/reason will be contained in the written confirmation and any further appeal must be filed in writing to Appeals Council within two business days. The Student Affairs Office oversees Appeals Council. Call the Student Affairs Office at 614.823.1250 to request an appeal form and a hearing date and time.

Pending action of the Appeals Council, a student's status shall not be altered, nor their right to be present on campus and attend classes suspended, except for reasons relating to their physical or emotional safety and the well-being of students, faculty/staff, or University property. For more information or questions on your academic appeal, please contact Academic Affairs at 614.823.1573.

Procedure for Review by the President: In cases of dismissal/suspension a student may file an appeal to the President. A student requesting the President to review a decision must do so in **WRITING**, explaining the reason(s), within 48 hours after receiving notification (either verbally or in written form) of the decision by the Appeals Council or the Academic Council. At the President's convenience, the appellant may be requested to appear. The President may also request an appearance by the chair of the Appeals and/or Academic Council.

Expunging of Records: Level I and II offenses are expunged from the student's record at the time of graduation. Theft, assault, alcohol, drugs, disorderly conduct, etc. are major violation and the student's judicial file is kept for seven years. The Vice President for Student Affairs reviews the file before expunging. Judicial files on students who have not completed their degree, and are of a more serious nature (felonies and/or expulsions) are kept indefinitely.

Parents/Guardians Notification: Parents or guardians of dependent students receive written notification of any judicial decision that results in living unit probation, living unit dismissal, disciplinary probation, suspension or dismissal. Parents or guardians, faculty advisors, and/or coaches may also receive notice of disciplinary action any time it is deemed to be in the best interest of the student and the University to do so. However, disciplinary action is normally treated as confidential information.

Traffic Council

Membership - Three members, consisting of one faculty member, one student, and one administrative staff member, not members of any other judicial body, named in accordance with provisions outlined in Article IV. No one shall be chosen for more than four consecutive years. The Council shall choose a chair from its membership.

Functions - The Traffic Council shall have original jurisdiction to deal with the major violations of the University motor vehicle rules as determined by the Senate and printed in the *Campus Life Handbook*.

The Traffic Council shall determine the facts, assess a penalty upon a verdict of "responsible", and prepare a written judgment substantiating its decision. Immediately following each meeting, the individual will be notified in writing of the Traffic Council's decision. Those who receive penalties shall be informed of the appeal procedure and, if an appeal is made, penalties shall be suspended until the Appeals Council has taken final action. Any appeal from a decision of the Traffic Council for a major violation must be made in writing, including supporting reasons, to the Appeals Council within 48 hours after notification. The Traffic Council is the final court of appeal for minor violations.

Traffic Council does not have jurisdiction over the penalty structure.

United Greek Governing Board (UGGB): The United Greek Governing Board (UGGB) shall derive its authority from the Interfraternity Council Constitution and Bylaws, and the Panhellenic Council Constitution and Bylaws.

The Interfraternity or Panhellenic Councils have jurisdiction over all member fraternities or sororities to enforce Interfraternity or Panhellenic Council policies and University rules and regulations. Instances of alleged misconduct may result in a referral of the fraternity or sorority and/or individual members to the UGGB or to another University judicial body.

Fraternity or sorority misconduct does not need to be officially sanctioned by the entire membership in order to be considered grounds for possible disciplinary action against the chapter. There is not a minimum number of fraternity or sorority members who must be involved in an incident before disciplinary action may be taken against a chapter.

In some instances, misconduct by a single member may provide sufficient grounds for action against the entire chapter.

All complaints involving a fraternity or sorority shall be referred to the Assistant Director of the Center for Student Involvement for review and further investigation.

If the UGGB is not operational, infractions involving University policies will be referred to the Judicial Coordinator for disposition and adjudication.

Section 8 - University Judicial Policies Defined

Accessory Responsibility: All members of the University community have the responsibility for enforcing rules and reporting violations. Helping, procuring, encouraging or cooperating with another person in the commission of a violation constitutes a judicial offense. Any student who is present, or is aware of, when a University policy is being violated, will be subject to the same disciplinary action as if he or she had committed the violation. This policy applies to any offense occurring anywhere on campus or any other University-owned property, or in common apartment areas.

Alcohol/Underage Drinking Policy: *This is a level III violation.* The State of Ohio Liquor Control law prohibits the purchase, possession, or consumption of alcoholic beverages or beer by persons under the age of 21 years. Otterbein, as a United Methodist related University, recognizes the merit of the United Methodist position that abstinence is a responsible form of Christian love and witness. The University believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. The Otterbein community functions on the basis of mutual trust and responsibility, and the consumption of alcoholic beverages is potentially disruptive of this educational environment. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages, but believes that the choice of use is properly exercised elsewhere than on campus grounds, in University buildings, and in fraternity and sorority houses.

Alcoholic beverages may not be served or consumed at social events held in buildings on campus, in fraternity or sorority houses, residence halls, theme houses, or campus apartments. **However, Alcohol may be served, in conformance with all State regulations, at the Frank Museum of Art, which is located 39 South Vine Street, Westerville.**

Students who are required to be seen by medical personnel and/or transported to the hospital or a medical facility due to excessive alcohol consumption may be required to have an assessment. Students will be required to complete the recommendations of the assessment at their own expense. Either the student, medical personnel or University staff will notify a parent if the student is transported to a medical facility due to excessive consumption of alcohol.

REGULATIONS

- A. No signs or advertisements for events being held on or off campus mentioning alcoholic beverages may be posted or used on campus property.
- B. Empty alcoholic beverage containers (e.g. beer cans, kegs, liquor and wine bottles) are prohibited. This includes any empty beverage containers, cartons, boxes etc. that have been mutilated or changed into posters or wall hangings/decorations.
- C. The consumption of beverages with alcoholic content and/or the possession of such beverage on campus grounds, in University buildings, or in a fraternity or sorority house are prohibited and penalties will accompany violations.
- D. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Ohio and the City of Westerville when committed in those places listed in paragraph C. Such violations are also considered violations of University regulations.
- E. On-campus intoxication by students of any age is prohibited.

Assault: *This is a level IV violation.* Any action that causes or attempts to cause physical harm to another is considered assault.

Calendar Scheduling Policy: *This is a level I violation.* All events sponsored by University organizations, departments and residence halls must be scheduled in the Student Affairs Office to avoid conflict among events. Sunday events are not to begin before 12 Noon, to accommodate attendance at church services. Meetings/Socials that are held on Sunday through Thursday must conclude by 1AM.

All social events are to be calendared using the Schedule an Event form which is available on My O-Zone except the following:

1. Activities within a residence hall to which only a few residents are invited.
2. Casual entertainment of dates in men's and women's residence halls, sorority houses and fraternity houses.

The social chairman of each group has the responsibility for seeing that all events are properly scheduled. Additions or corrections on the calendar must be submitted TWO WEEKS in advance. Cancellations of events must be done no later than ONE WEEK prior to the event. If an event is not cancelled within the allotted time, a fine may be charged and a future social event may be forfeited. This is done because the date could have been used for other events.

Cardinal Card Use/Abuse/ID: *This is a level II violation.* The Cardinal Card is your identification card for Otterbein University. The card is for all full-time and part-time students, faculty, and staff and it is valid until you leave Otterbein.

The following statements outline the uses and rules governing the Cardinal Card:

1. Students should carry their Cardinal Card with them at all times as proof that they are a student.
2. The Cardinal Card is for (a) use in the library, (b) access to your residence hall and the Clements Recreation Center, (c) admission to campus events, (d) bookstore purchases, (e) use of laundry facilities, and (f) vending machine purchases.
3. The Cardinal Card serves as meal tickets for students eating in the Dining Hall and must be shown for admission at each meal.
4. Any Cardinal Card found, or lost, should be reported to the Campus Center Office or Otterbein Police Department immediately.

NOTE: IF YOUR CARD IS LOST OR STOLEN, you will only receive the stored value on the card, at the time of notification to the Campus Center Office or Otterbein Police Office. Attempting to use a lost and/or stolen card, for any purpose, will be considered theft – a level III or IV violation.

Cardinal Card/ID - All residence halls are secured with a personal identity card (the Cardinal Card) system.

- A. Students residing in residence halls will obtain the card from the Campus Center.
- B. No one shall give out his or her card to any other student or guest. Overnight guests must be registered with their Assistant Director of Residence Life and be escorted by the resident when entering buildings.
- C. If a Cardinal Card is given out, disciplinary action will be taken against those students for endangering the personal well-being of the residents. Lending or borrowing the Cardinal Card, altering it in any way or failure to present it when requested by a University official is a violation of University regulations and subjects both the lender and the borrower to disciplinary action.

Change of Address and/or Phone Number: *This is a level I violation.* All students not residing in theme houses, the Commons, or residence halls are required to notify the Student Affairs Office of their address and phone number one week prior to the first day of class autumn semester (or any time your address or phone number is changed). It is important for updating files and for accurate information for the Campus Directory. **Failure to comply with this regulation will result in a fine and/or disciplinary action.**

Computer and Internet -- Time/Theft/Abuse: *This is a Level III violation.* Theft or other abuse of computer facilities, including but not limited to, UNAUTHORIZED:

- A. Entry into a file, to use, read or alter the contents, or for any other purpose.
- B. Reproduction or use of a copyrighted file(s).
- C. Use of software or program that will intentionally or unintentionally alter the configuration or established format.
- D. Use of another's identification or password.
- E. Use of computing facilities to interfere with the work of another student, faculty member, or Otterbein University official.
- F. Use of computing facilities to interfere with the normal operation of Otterbein University computing system.
- G. Use of computing facilities to harass others.
- H. Any action or use that would be criminally or judicially inappropriate to the Academic Policy of Otterbein University.

In addition, all students using the Internet will be responsible to be familiar with Otterbein's policy, "Responsible Use of Information Technology Resources" which is given to them when they receive their access codes. Additional copies of this policy can be obtained in the Data Center and/or the Student Affairs Office. Failure to adhere to Computer and Internet policies can result in judicial charges.

Concealed Weapon Policy: *This is a level IV violation.* Background: Ohio's new concealed weapon law permits individuals to obtain a license to carry a concealed handgun onto many locations. The licensee must carry a valid concealed weapon license and valid identification when carrying the concealed handgun. Purpose: In the interest of maintaining a safe academic and working environment free of violence for all employees, students and

visitors, Otterbein University prohibits the possession, transport and storage of dangerous weapons on University owned or leased property including in personal vehicles, or at any University-sponsored function, regardless of whether or not the person is legally licensed to carry a weapon. Scope: This policy applies to all University employees, students, contract employees, visitors and vendors on University property or at any University-sponsored function. This policy does not apply to any law enforcement personnel engaging in official duties. Definitions: "University property" covered by this policy includes all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the University's ownership or control. This policy also applies to all University-owned or leased vehicles. "Dangerous weapons" include, but are not limited to, handguns, firearms, explosives, knives and other weapons as defined by federal, state or local laws or ordinances. If employees or students have a question regarding whether an item is covered by this policy, they should contact the Office of Human Resources or the Otterbein Police Department. Enforcement: The University reserves the right to search all personal and University-owned or leased vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. These searches will only be conducted in the event of probable cause or reasonable suspicion, and will be conducted in accordance with legal search procedures pertaining to searches for concealed weapons. Reporting Obligations: If any employee or student believes another person covered by this policy possesses a concealed handgun or other deadly weapon in violation of this policy, the employee or student shall immediately report this belief and the basis for this belief to the Otterbein Police Department. Failure to report knowledge of the presence of any dangerous weapon shall subject the employee or student to disciplinary action. Sanctions: Violations of this policy will result in prompt disciplinary action up to and including termination of employment or expulsion from school in accordance with University disciplinary policies. Violations may be reported to local law enforcement agencies. Safety: Employees and students, including Otterbein Police personnel, should be aware that the enforcement of this policy might involve confronting individuals carrying dangerous weapons. Under no circumstances should any employee or student take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary. Notification: The University will publicize this policy in employee and student handbooks. A copy of the policy will be included in the Social Issues Update that is posted and updated annually and is on-line. A copy of the policy will be posted on the University's Otterbein Police Department web site. In addition, signs may be posted at various locations that state:

OTTERBEIN UNIVERSITY PROHIBITS ANY PERSON FROM CARRYING A CONCEALED HANDGUN OR OTHER DANGEROUS WEAPON ONTO THESE PREMISES. NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY OR ATTEMPT TO CONVEY A DANGEROUS WEAPON ONTO THESE PREMISES EVEN IF SUCH PERSON HAS BEEN ISSUED A LICENSE/PERMIT TO CARRY A CONCEALED WEAPON BY THE STATE OF OHIO.

Jurisdiction and Responsibility: The President, Vice Presidents, department chairs, directors, administrative managers and supervisors shall be responsible for assuring compliance with this policy. The Otterbein Police Department and the Office of Human Resources are jointly responsible for the administration of the policy.

Disorderly Conduct: *This is a level III violation.* Disorderly conduct is any conduct or action that causes inconvenience, annoyance, or alarm to others, or which interferes with the rights of other individuals (including the right to quiet study), disturbs the public peace, endangers personal well-being or causes a risk of, or actual physical harm to public or private property.

Disruptive behavior while under the influence of alcohol and/or drugs is prohibited in all areas and places public and private. Disruptive behavior includes fighting, unreasonable noise, verbal and/or written abusive and/or insulting language, interference with accepted rights of others and damage to property. The student(s) will be held liable for damage or destruction from such behavior.

Individual students or groups who encourage or become involved in such activities are subject to disciplinary action, including restitution for damage. If the conduct or action is prejudicial in nature, the hearing body or hearing officer will consider the motive of the student(s) in issuing sanctions.

Doors: *This is a level III violation.* All outside doors to the residence halls are locked 24 hours a day for the security of the residents. Entry to the halls is gained via a card reader located on one or more doors by use of the student's personal Cardinal Card. After entering or exiting a door, residents are responsible for checking to see if the door locks behind them. Only residents of the specific hall/complex will have access to the building. Students shall keep their Cardinal Card secure and not lend it to other students. Compromising the safety of the hall, by propping open doors (a level III violation) or lending others a Cardinal Card is a violation of the Code of Conduct. Residents shall lock their individual room/bedroom door when they are sleeping or not in the room. Students failing to carry

their keys and/or Cardinal Card and locked out of residence halls or their rooms may contact a Residence Life staff member for entry. A small fee will be charged for each room entry.

Drugs-Possession, Use, Sale and Drug Paraphernalia: *This is a level IV violation.* Otterbein University prohibits possession, use, or possession for sale of illegal drugs except when properly authorized for medical use under state or federal law. Illegal drugs are defined as including but not limited to marijuana, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, DMT, narcotics and illegal use of prescriptions drugs. Drug-related paraphernalia is also prohibited.

Prescribed medication must be used in accordance with a physician recommendation. Abusing prescribed medications for the purpose of intoxication and/or as a study aid is prohibited. The distribution, sharing or sale of prescribed medication by anyone other than a licensed physician is prohibited.

Electronic Exploitation: *This is a level IV violation.* Where there is an expectation of privacy, including but not limited to bathrooms, bedrooms and showers, persons are prohibited from engaging in any electronic exploitation of another person, including but not limited to surveillance, making or attempting to take a photograph or an audio or video recording of any person(s), and/or broadcasting the photograph and/or recording(s) without the knowledge and consent of all participants.

Failure to Appear before a Judicial Body: *This is a level III violation.* Failure to appear before the Assistant Director of Residence Life, Judicial Hearing Officer, or Judicial Council may result in further disciplinary action by the judicial body. Repeated failure to appear will result in immediate suspension.

Failure to Comply with a Judicial Decision: *This is a level IV violation.* Failure to complete sanctions assigned by the Assistant Director of Residence Life, Judicial Hearing Officer, Judicial Council, or Appeals Council shall constitute a Level IV violation.

Failure to Comply with University Official/Law Enforcement/False Information: *This is a level IV violation.* Failure to comply with directions of Otterbein University officials or law enforcement officer acting and performing their duties and/or failure to identify one's self to these persons when requested to do so, or providing false information is a violation.

Firearms/Firecrackers: *This is a level IV violation.* The possession and/or use of firearms, bows/arrows, crossbows, ammunition, fireworks, firecrackers, chemically generated explosive components (bottle bombs), dangerous chemicals including gasoline and charcoal, any item that forcefully throws a missile such as a B-B gun, pellet gun, sling shot, etc. are prohibited. See the Concealed Weapon Policy.

Fire Safety – Major: *These are level IV violations.*

Creating False Alarms - No person shall cause the evacuation of any building or place or otherwise cause public inconvenience or alarm by circulating a warning of fire or other impending catastrophe, or in any manner engaging in conduct which induces public panic or alarm.

Failure to Evacuate a Structure - Failure to evacuate a structure when an alarm is sounded, either automatically or manually, or vocally expressed by University officials or Westerville Fire or Police officials, shall constitute a Level IV judicial violation and may result in criminal charges for violation of local and state laws.

Tampering with Fire Alarms and Equipment/Fire Extinguishers - Fire extinguishers, fire detectors, and alarm equipment are for emergency use only. Tampering with fire extinguishers, detectors or alarm equipment except in the event of a fire constitutes a violation of the laws of the City of Westerville. Anyone tampering with or discharging fire extinguishers or tampering with fire alarm and detection equipment will be subject to penalties through the campus judicial system and will be referred to local authorities when deemed appropriate.

Fire Safety – Minor: *This is a level III violation.* Students are encouraged to exercise extreme care when selecting electrical appliances for their campus housing. Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition, and not left unattended when in use. Students should remember the space limitations of many areas and the number of outlets available to them. With this in mind, students may bring items listed (under Electrical Appliances in the Residence Life and On-Campus Housing policies) into the residence halls, theme houses, and Commons apartments.

Furnishing False ID/Information: *This is a level III violation.* All students are to carry their Cardinal Card with them at all times as a form of ID. Furnishing false information or ID to a University official is a level III offense. See additional information under Cardinal Card Use/Abuse/ID policy.

Gambling: *This is a level III violation.* Students and University-approved organizations are expected to abide by the federal and state laws related to gambling. Examples of gambling may include but are not limited to:

- Sponsoring or organizing raffles or any exchanges of money for a chance to win something;
- Charging an entry fee for any competition in which part of the fee contributes to the prize;
- Betting, wagering or selling pools;
- Playing card games for money; and
- Using Otterbein University resources (phones, meeting spaces, computers, etc.) to facilitate gambling.

Group Actions and/or Demonstrations: *This is a level III violation.* Peaceful and orderly demonstrations by members of the University on University property are permissible if the demonstrators act in a courteous, dignified and non-disruptive manner. Should action by a group or individuals at any time become dangerous to individuals or property, or should it interfere with the regular operation of the University, the President or Vice President for Student Affairs, or their designee, is authorized to declare the group an unlawful assembly and order the individuals to disperse.

If, after a reasonable interval announced by the above administrator, members of the group have not dispersed, they will be automatically suspended as students of the University and declared guilty of trespass. If they do not then desist from their activity and disperse, they will be subject to arrest and prosecution by the civil authorities and to expulsion from the University. Persons actually engaging in violent attacks on other persons or in the destruction of property will be subject to immediate arrest by civil authorities.

Harassment: *This is a level IV violation.* Definition: To annoy or torment repeatedly and persistently. Harassment, including harassment relating to race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status, or marital status, is inconsistent with the University's commitment to create and maintain an educational environment that is fair and responsible, and which supports and rewards achievement on the basis of ability, performance and other relevant factors.

Hazing: *This is a level III violation.* Otterbein prohibits hazing by campus groups and/or individuals. The Code of Student Conduct defines hazing as "doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, that causes or creates a substantial risk of causing mental harm or humiliation. Hazing is further defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person. Any person suffering or witnessing an incident of hazing shall report the incident to the Vice President and Dean for Student Affairs.

All membership-related activities must be approved by the chairman of the group and the adviser to the group prior to the activity, and shall be kept within properly reserved space. The activity must not interfere with the rights and activities of others and shall reflect the best interests of the members of the organization it represents as well as the University community as a whole.

Officers of organizations violating hazing policies will be held responsible for the group actions. They may be referred to Judicial Council and tried as individuals, even though disciplinary action is taken against the organization.

Illegal Entry/Trespassing: *This is a level III violation.* Unauthorized entry into any campus building or room constitutes illegal entry/trespassing. Documentation of persons authorized to use keys should be on file with the person in charge of each building. Violators will be referred to the campus judiciary when appropriate and/or may be referred to the civil authorities.

Improper Disposal of Trash: *This is a level II violation.* Students shall remove trash from their rooms/suites/apartments and place in the dumpsters provided outside. Theme house residents shall follow the trash pick-up schedule provided by the City of Westerville and use the trash cans provided. Students inappropriately disposing of trash or littering will be referred to the campus judicial board and may have damage charges assessed. Students shall not dispose of their room trash in floor restrooms or other common area trash cans.

Internet Website Policy: Pictures and information posted on the internet are considered public information (including WebPages such as MySpace and Facebook). The University does not routinely monitor these sites. Pictures and information from these sources brought to the attention of University officials reasonably suggesting a violation of University policy that has taken place on campus or at a University-sponsored function off-campus will be subject to further investigation and verification by the University. Any University policy violations documented as a result of such an investigation will result in appropriate disciplinary action by the University.

Intimidation: *This is a level III violation.* Definition: To make timid, frighten, inhibit or discourage by, or as if by, threats. The University prohibits and will not tolerate any acts of intimidation, sexual intimidation, harassment, or abuse. Such behaviors violate the privacy and dignity of individuals, and are a violation of federal and state laws. Any action or speech causing another to believe his/her personal safety or personal property may be at risk or harm.

Keys - Unauthorized Possession, Duplication or Use: *This is a level III violation.* Students are issued a room key when checking into the residence halls. Students in theme houses and Commons apartments receive a room key and apartment/house door key. Students shall keep the key(s) on their person at all times to assure others do not use it. Students shall not lend the key to others nor duplicate the key(s). Unauthorized possession, duplication or use of keys is a Level III violation of the Student Code of Conduct. Students who lose their key may request a re-core of their room lock and new key from their hall director or the Otterbein Police Department. A damage charge will be assessed for each lock re-core and added to the student's University bill if a student loses or fails to return their key(s) at the end of the year, or when they permanently leave the residence (whichever comes first).

Malicious Destruction of Property: *This is a level IV violation.* Any willful conduct or action causing physical damage to public or private property will be considered malicious destruction of property. If the conduct or action is prejudicial in nature, the hearing body or hearing officer will consider the motive of the student(s) in issuing sanctions.

Pet Policy: *This is a level I violation.* For purposes of health and sanitation, only aquarium fish, hermit crabs, and small turtles are allowed in any residential area with the agreement of roommate(s). Students are permitted one fish tank of 20 gallons or less per residential room. Residents shall care for their pets and provide a clean, healthy living environment for them. During breaks, students are required to take home any pets. Tanks with lights and pumps must be unplugged during breaks and tanks must be emptied and cleaned. The University reserves the right to mandate the removal of any living creature or plant at the discretion of University officials including the Assistant Director of Residence Life and staff.

Plagiarism, Cheating and Dishonesty: *This is a level IV violation.* It is necessary to ascertain with accuracy an individual's strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus the "high standard of personal integrity" in the classroom means that an individual will not receive credit for work which is not their own.

In the taking of examinations, any attempt to receive assistance from persons, papers, printed materials or any electronic device without the permission of the faculty member constitutes dishonesty. This definition applies not only to activities within the examination room, but also any attempt to obtain beforehand copies of examination questions without the faculty member's consent, including attempts to obtain them from students taking the exam at an earlier time during the year. In short, all such unauthorized procedures constitute dishonesty. A student who willingly provides assistance not condoned by the University to another student is also in violation, whether or not the student providing the assistance has completed the examination.

In preparing essays, reports, and other out-of-class projects, any use of the words or ideas of someone else as though they were one's own constitutes plagiarism. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty. To avoid plagiarism, all borrowed materials must be fully documented. Direct quotations, however small, must be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified. Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student's own work. Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such materials, nor borrow without acknowledgment someone else's special arrangement or use of it. When in doubt, the student should consult a member of the faculty. If acceptable methods of documenting borrowed materials are not clear, the student is to consult beforehand with the faculty member who will receive the finished work.

The use of an identical or nearly identical piece of work to fulfill requirements in more than one course without the knowledge of the faculty members involved constitutes dishonesty. If a student wishes to prepare a single piece of work for more than one course, the written permission of both faculty members must be secured beforehand. If a student wishes to submit a revised version of an earlier piece of work, written permission must be secured beforehand and the earlier version must be submitted along with the final version. When in doubt, a student should check with the faculty member.

A faculty member who suspects the student may have committed an act of academic dishonesty shall:

- A. So inform the student, the Department Chair, and the Office of the Vice President for Academic Affairs in writing that a violation has occurred. The Academic Affairs Office is notified to determine if this is a first or second offense.
- B. If the Office of the Vice President for Academic Affairs informs the faculty member that this is a first violation; the faculty member may be authorized to determine whether an act of academic dishonesty occurred. Such a final determination may be made only after the student has been given an opportunity for a personal meeting with the faculty member and a representative from the Office of the Vice President for Academic Affairs to discuss the allegation and to present relevant evidence. This meeting shall be conducted in a timely fashion.
- C. Proceedings in first-time violations as resolved by faculty members are informal. The Office of the Vice President for Academic Affairs will provide the accused student with a written notice of the scheduled meeting at least three days in advance. The purpose of the meeting will be to review and discuss the charges before a final decision is reached. The faculty member may rely upon documentary evidence and written statements as long as the student is allowed to respond to them in the meeting. Students may also be allowed to bring relevant witnesses who are members of the Otterbein community; legal counsel will not be permitted to participate. The faculty member and the Academic Dean who hear the case shall determine whether the student is responsible or not responsible for the act of academic dishonesty. The Academic Dean shall impose the sanction in consultation with the faculty member and the chair of the department. Wherever it indicates a violation of the code, the following sanctions may be imposed: failure on the given assignment or a failing grade for the course. The student may appeal such action through the Vice President for Academic Affairs whom may refer the appeal to the Appeals Council for consultation.

A second violation will be reviewed by Judicial Council and may subject the student to suspension or dismissal as determined by the council.

Decisions of the Judicial Council are subject to appeal to the Appeals Council according to the procedures in Article VIII, Section 4, Line 821 of the University Bylaws.

DISHONESTY - in addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

- A. Furnishing false information to any University official, faculty member or office.
- B. Forgery, alteration or misuse of any University document, record or instrument of identification.
- C. Falsification, distortion, or misrepresentation of information before a judicial body.
- D. Supplying false information related to housing arrangements. In this case, the student will be expected to pay for housing costs for the entire academic year and be charged with falsifying records.

Any act of dishonesty as aforementioned constitutes a Level IV violation, and will be referred to Judicial Council. See **Section 4 - The Honor Code** for additional information.

Poster/Kiosk Policy: *This is a level II violation.* All posters must be approved for the calendar and stamped in the Student Affairs Office or the Campus Center. Posters are to be hung on bulletin boards only, and are not allowed on walls, windows, or stairways. After the event, please remove all posters as soon as possible. No signs or advertisement mentioning the sale/use of alcohol may be posted or used on campus property. The distribution of promotional materials door-to-door in the residence halls is prohibited except for events sponsored by the Office of Residence Life and distributed by the residence life staff. Individuals are not permitted to send personal literature/information/requests across campus. All posters must represent an organization with a purpose and reason and must be approved. Posters are limited to 80 per event (60 for residence halls and 20 to post around campus). Biased comments and inappropriate humor, as well as intimidating and threatening comments will not be tolerated. See the Flier Policy for Student Mailboxes for more information on this service. Kiosks are provided at Towers (Adult and Transfer Admissions entrance) and the Campus Center for additional posting. Posters hung on the kiosk do not need to be approved.

Public Performance by Students/Organizations: *This is a level III violation.* Any public performance or any activity presented by a student or group in the name of the University should be approved by the faculty chairman of the department concerned or by the adviser of the group before the performance or activity is presented.

Quiet, Courtesy Hours and Noise Awareness: *This is a level I violation.* In order to make the atmosphere conducive to living and learning, conditions which encourage this have been established and these apply to all residence halls. "Quiet Hours" will be established by each residence hall living unit at the beginning of the school year. Each residence hall will establish 24-hour quiet hours during exam week. During the "Quiet Hours" all areas of the residence halls are kept as quiet as possible so that those who wish to study may do so without distraction. TV's, radios, tape recorders, stereos, and musical instruments may be played quietly as long as no one is being disturbed. Consideration also must be given to persons outside the residence hall if the window is open. If one

student asks another to be quieter for the purpose of study or sleep, this request is to be honored. Any student violating quiet and courtesy hours will be subject to disciplinary actions. The playing of sports in the halls is prohibited due to noise and possible damage.

Reckless Destruction of Property: *This is a level III violation.* Any conduct or action recklessly causing physical damage to public or private property.

Sexual Assault: *This is a level IV violation.* This policy strictly prohibits sexual assault by a student, faculty or staff member against any student, faculty or staff member, whether occurring on or off campus. Otterbein University encourages individuals who believe they have been the victims of a sexual assault to pursue on campus and criminal action against the alleged perpetrator.

Sexual Assault Policy: General Policy - The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University expects that all members of the university community will conduct themselves in a responsible manner that shows respect for others and for the community at large. As a part of the larger community, Otterbein University is subject to, abides by, and supports federal statutes, Ohio state statutes and local ordinances regarding criminal conduct.

Otterbein University is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all students. It is the intent of the University to provide safety and support to victims of sexual assault. Reports of sexual assault will be taken seriously and incidents will be responded to appropriately and in a timely manner.

This policy strictly prohibits sexual assault by a student, faculty or staff member against any student, faculty or staff member, whether occurring on or off campus. Otterbein University encourages individuals who believe they have been the victims of a sexual assault to pursue on campus and criminal action against the alleged perpetrator.

What is Sexual Assault? Sexual Assault is defined as sexual activity without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breast, thigh or buttocks; sexual intercourse without consent (whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. Effective consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity. Lack of consent is the absence of effective consent and/or sexual activity committed by force, intimidation or through use of the victim's mental incapacity or physical helplessness, including intoxication. An incapacitated person is unable to give consent. A person may be physically or mentally incapacitated as a result of alcohol/or drug consumption, or other factors. Being incapacitated includes not only being unconscious, but being conscious and unaware of what is going on around the person, due to severe intoxication (black-out condition), or other conditions. One may not engage in sexual activity with anyone when said person is incapacitated. An individual may not engage in sexual activity with another whom one knows or should reasonably know to be physically or mentally incapacitated. It is not an affirmable defense to sexual assault charges to claim the accused was intoxicated, impaired, or incapacitated at the time of the offense.

Sexual assault can occur in circumstances in which one may erroneously assume consent, including but not limited to the following:

- the attacker is someone known to the victim/survivor
- the assault happens on a date
- the individuals have engaged in consensual sexual touching and kissing prior to the assault
- the individuals have had consensual sexual intercourse in the past
- the individuals are married
- the individuals are under the influence of alcohol or other drugs
- there was not a weapon involved
- there was no evidence of a struggle or resistance
- there are no other witnesses

Verbal conduct of a sexual nature is not defined as sexual assault. Verbal conduct of a sexual nature may constitute sexual misbehavior, or disorderly conduct (depending on circumstances) which are prohibited under separate University policies.

Immediate Assistance: A student who is a victim of sexual assault should immediately report the assault to the police and seek immediate medical and emotional assistance. In addition to contacting Otterbein University Police (emergency: 911/non-emergency: 614.823.1222), the student is encouraged to call on residence hall staff or other University faculty/staff which she/he feels most comfortable seeking immediate assistance from. Otterbein's Police

Department will assist with transportation to the hospital as needed. Until the victim has met with authorities, it is important not to bathe, shower, change clothes, douche, or disturb any of the physical evidence which may be necessary in the event of a disciplinary or criminal proceeding.

Reporting Process: Students, faculty, and staff should make reports of sexual assault to Otterbein Police who will investigate the report or notify the appropriate police agency. Otterbein faculty and staff will assist notifying authorities when requested by a victim. A victim of sexual assault has the option of pursuing criminal charges and/or judicial sanctions against a suspect. Police reports are public information and thus accessible to the public. Judicial hearing reports are not accessible to the public as they are protected under the Family Educational Rights and Privacy Act. Should a victim decide not to pursue any charges criminally or judicially, the University reserves the right to conduct a judicial investigation and impose sanctions for the protection of the campus community. The Student Affairs Office will provide a support person for each the accuser and the accused student. The role of the support person is to provide assistance and serve as a resource of information.

Support Process: The University recognizes that any decision to report and/or pursue charges for sexual assault through on-campus disciplinary and/or criminal channels is the right of the victim. The University Judicial Officer and support persons will inform the victim and the alleged perpetrator of her/his rights, options of criminal prosecution, medical assistance, and the University's complaint process. The support person will assist the student with these contacts if requested. Confidential counseling, support resources, academic assistance, and alternative housing assignments will be discussed as appropriate and requested. Otterbein Police and other University personnel will provide assistance in preserving materials considered relevant to the internal complaint process and will obtain, secure, and maintain evidence needed for criminal and/or judicial proceedings. At the request of the accusing student, appropriate measures will be taken to avoid retaliatory action if it appears that the safety or security of an individual is in jeopardy. This may include changes in class schedules and/or housing assignments. Students may be required to sign a "No Contact Order" to restrict any form of contact between the victim and alleged perpetrator.

A person who has been assaulted is encouraged to seek professional counseling. Information that is disclosed to a professional counselor is confidential. The University and the Columbus community offer a variety of support services. Appointments to see a counselor through the University can be made by contacting the Student Affairs Office. Another resource in the Columbus area is SARNCO (Sexual Assault Response Network of Central Ohio), 614.267.7020. This is a 24-hour help line.

Criminal Process: A student may or may not decide to pursue judicial and/or criminal charges. Students who decide to pursue charges may do so through the University judicial process and/or the criminal justice system. Unless the victim decides not to pursue an investigation, a complete and thorough investigation and examination of the circumstances, evidence and statements related to the sexual assault will be conducted. Upon completion of the investigation, the case will be presented for consideration of charges to the prosecutor's office with jurisdiction over the case for potential filing of criminal charges. Should the victim advise they do not want an investigation of the sexual assault, no criminal investigation of the sexual assault will be conducted. If a criminal investigation has already been initiated and the victim advises they do not want to pursue the investigation any further; any criminal investigation initiated will cease and the report along with the victim's statement declaring their desire to discontinue the investigation will be forwarded to the prosecutor's office for review.

Judicial Process: Upon completion of the investigation, if sufficient evidence indicates that a violation of the Student Code of Conduct has occurred, the matter will be referred to Judicial Council if the accused is a student at Otterbein University. The judicial procedures and practices specified in the *Campus Life Handbook* will be followed in cases of a violation of the Student Code of Conduct; specifically, the victim and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. In addition, the victim may choose to be separated from the alleged perpetrator by a screen during a judicial hearing. The Judicial Board Chair may also allow breaks as needed by the accusing and accused students during the hearing. Upon completion of the judicial proceeding, both the accuser and the accused will be informed of the decision resulting from the hearing. A person reporting a sexual assault may request to terminate judicial proceedings at any time by notifying the Judicial Officer in writing. However, the University may continue the proceedings if necessary for the well-being of the University community.

Members of the Judicial Board will receive training including basic information on sexual assault, victim reaction to sexual assault, academic implications for victims, questions to ask in a hearing, and ways to interact with both the accusing and accused student in a hearing. The training should also include the impact of the judicial process on the accused student. The Student Affairs person in charge of the judicial process shall ensure the training was conducted.

Potential Judicial Sanctions: Sexual assault is a Level IV Judicial violation. Sanctions may include Monetary Fine; Restitution; Restricted Access; Living Unit Probation; Living Unit Dismissal; Disciplinary Probation; Disciplinary Probation with Restrictions; Alcohol/Drug/Anger Assessment; Suspension; or Dismissal. A student found in violation of the sexual assault policy in a manner that includes penetration will be dismissed from the University or suspended for a minimum of one semester, and additional sanctions as described above may be imposed.

In incidents that involve penetration, **first time offenders who are found responsible** will receive a sanction to include at minimum the following:

- The offender will be suspended from the university for a minimum of one semester or up to dismissal;
- He or she will not be allowed on campus during the period of suspension;
- Contact with the victim/survivor is strictly forbidden;
- The offender must submit documentation of counseling received off-campus prior to return. The documentation must include an assessment of the student's ability to return to campus without threatening the safety of others, and the counselor must be licensed by the State of Ohio and approved by the Director of Student Wellness.

Second time offenders who are found responsible will receive a minimum of the following sanction:

- Dismissal from the University.
- Permanent exclusion from campus.

Requirement to Report Information: Given that sexual assault is a crime, disclosure by a survivor of an assault to any University official will be passed on to Otterbein Police. A survivor can make decisions about his/her level of involvement in an investigation and potential criminal or campus judicial action.

For reporting purposes Otterbein University utilizes sex offense definitions from the National Incident Based Reporting Systems edition of the Uniform Crime Reporting Program which are as follows: Forcible Sex Offenses: a) rape; b) sodomy; c) sexual assault with an object; d) forcibly fondling; and Non-Forcible Sex Offenses: a) incest; b) statutory rape.

Education and Training: Responsibility for educating the University community about sexual assault will rest with the Office of Vice President for Student Affairs and the Director of Human Resources. All Otterbein employees receive on-line training addressing sexual assault. Additionally, students, faculty and staff are provided several educational opportunities through printed materials and programs designed to assist members of the campus community in recognizing and preventing sexual assault.

Consensual Relationships: The University recognizes the possibility of consenting relationships between faculty or administrators and students, or between supervisors and employees. While acknowledging the possibility, the faculty and administrators are cautioned about the potential ramifications. Given the respect and trust accorded a professor or administrator by a student, as well as the power exercised by the professor or administrator in giving praise, blame, grades, recommendations, etc., the student's freedom of choice and clarity in decision making may be diminished. The same is true for all superior/subordinate relationships on campus be they between administrators and faculty or staff, faculty and staff, staff and students, or faculty and students. Any University employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual assault is subsequently lodged, the fundamentally asymmetrical nature of the relationship will make it exceedingly difficult to prove mutual consent.

Sexual Misbehavior: *This is a Level III Violation.* Sexuality is an important attribute of a human being. It deserves to be treated, in one's self and others, with dignity, respect, decency, and responsibility. Offensive sexual behavior which is exploitive of the other person or in violation of the law may result in disciplinary action up to and including dismissal.

Sexual misbehavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual misbehavior also includes any violation of Ohio Revised Code Section 2907.07 Importuning Solicit Underage Sex via a computer, or by any other means of communications. In addition, a violation of Ohio Revised Code Section 2907.321 Pandering Obscenity Involving a Minor via a computer, or by any other means of communication will be considered Sexual Misbehavior.

Smoking: *This is a Level II Violation.* Smoking has been shown to be very hazardous to an individual's health with such consequences as reduced life expectancy and increased chances of contracting diseases such as lung cancer, heart disease and emphysema. New research findings indicate that non-smokers who are regularly exposed to tobacco smoke are also at increased risk of illness and death. For these reasons, the Trustees have prohibited the sale of tobacco on the campus. Also, smoking is NOT permitted in the residence halls, rooms, lounges, or rest rooms.

Fire regulations also prohibit smoking in the Rike Center, the Clements Recreation Center, the equine facility, the stadium, athletic fields, theme house, Commons apartments, any area in a residence hall, and in any University owned fraternity or sorority houses. In addition, students who smoke are expected to maintain a 20-foot distance between themselves and any University building to assure compliance with the State smoking law. Students are asked to cooperate in observing these restrictions. Failure to comply could result in a judicial violation since smoking is considered a level II violation. In extreme situations, students could be cited for Failure to Comply which is a level IV violation.

Because of fire regulations, smoking is restricted to the following areas: Campus Center Theatre (Pit Area) - as necessary for the theatre production only and Cowan - Stage area - as necessary for the theatre productions.

Solicitation and Sales on Campus: *This is a level II violation.*

1. Officially-recognized campus organizations, including sport teams, with the written approval of the Vice President for Student Affairs or his/her delegated representative, may engage in moneymaking projects for the benefit of worthwhile purposes of the organization and, upon application to the proper building authorities, may have a sale area where designated. Most campus sales will be held in the Campus Center, and/or areas where students are not a "captive audience" (i.e. the residence halls, the dining hall, etc.) No harassment is permitted.
2. Moneymaking events sponsored by campus organizations and held off-campus must also be approved to avoid conflicts. This enhances the opportunity for a successful project.
3. Door-to-door sales and fundraising shall not be permitted in the residence halls, theme houses or Commons apartments.
 - Distribution of hand leaflets must receive prior approval from the Office of Student Affairs.
 - Sales by individuals or companies not associated with Otterbein University and not receiving prior approval from the Vice President for Student Affairs shall not be permitted on campus.
4. Door-to-door promotion of non-residence life sponsored events/services is not permitted in the residence halls.
5. Sales by individuals for profit shall not be permitted within the residence halls, theme houses or Commons apartments.
6. Recognized student organizations may sponsor moneymaking events by having a person or organization outside the University supply the product for the sale. Such sales must be given final approval by the Vice President for Student Affairs and will be limited. Twenty percent (20%) or more of the profit must go to the organization.
7. Any moneymaking events must be in compliance with Federal, State and Local laws, and University gambling policies. (See Gambling Policy for more information.)

Telephone Misuse or Abuse: *This is a level II violation.* Any student who accepts collect calls or makes third party billed calls to an Otterbein number will be subject to judicial action for fraudulent expense of University funds. Any student, who damages, alters or removes any part of a telephone instrument or wiring will be subject to judicial action for telephone abuse, and will be required to pay for damages incurred. No student shall make a telephone call to harass, abuse, or annoy another person.

Theft, Attempted Theft, Possession of Stolen Property: *These are a level III violation.*

Theft - to obtain or exert control over property or services of another without the owner's consent.

Attempted Theft - any attempt to commit a theft.

Possession of Stolen Property - being in possession of any property obtained illegally.

Because theft is also a violation of the law, a student or organization will be subject to action by the authorities when appropriate. All thefts should be reported to the Otterbein Police Department who forwards the report to the Student Affairs Office. Most insurance companies require that a report of this type be completed before they will honor an insurance claim.

Violation of Local, State and/or Federal Laws: In keeping with Otterbein's commitment of educating our students to become responsible community citizens, the University will address student misconduct, both on and off campus. The University may receive the name and type of offense students are arrested and/or cited for from the police department, from other law enforcement jurisdictions, newspaper articles, personal observations, or from other sources that indicate an Otterbein students' involvement in an off-campus violation. This information will be reviewed and the University may contact the student to further investigate and/or initiate formal University judicial charges as deemed necessary.

Visitation: Hours/Guests/Escort Policy: *These are a level II violation.* All hall lounges with external entrances/exits have a 24-hour visitation policy, unless the Hall Council chooses to reduce the hours. Residents and guests are responsible for knowing the hours. Hall Council will post signs in the lounge if it does not have 24 hour visitation. Visitation is prohibited in all hall areas except 24-hour lounges during non-visitation hours. Hall lounges without external entrances/exits (located on residential floors and only accessible by walking through the floor) will have visitation hours for guests the same as the residential floor. Residents of the floor may use the lounges 24 hours a day.

Traditional and Suite-Style Residence Hall, residents may have guests of the opposite sex visit their rooms daily from 9 a.m. until 2 a.m.

Theme Houses, Fraternity and Sorority House residents may have guests of the opposite sex visit their rooms daily from 9 a.m. until 2 a.m.

Commons Apartment residents may have guests of the opposite sex visit their apartments 24 hours a day as long as all apartment residents agree.

Overnight Visitation – Overnight guests may reside with the student in his/her residence hall room, theme house or Commons apartment provided the roommate/house/apartment mates of the resident agree, the overnight guest agrees to follow all housing and campus policies and the resident registers his/her overnight guest with their Assistant Director of Residence Life and/or Office of Residence Life. Residents shall take full responsibility for the actions of their guests including any violations of campus policies. Traditional and Suite-Style Residence Halls, Theme Houses, Sorority and Fraternity Houses residents may only have overnight guests of the same sex (except during Little Sibs Weekend when the policy is slightly adjusted.) Guests may stay for a maximum of two nights in a row with only the approval of their room/suite/house/apartment mates (guest must still be registered with their Assistant Director of Residence Life). Special written permission from their Assistant Director of Residence Life is required for a guest staying up to four nights. Guests staying longer than four nights must have written permission from the Director of Residence Life for a stay up to seven consecutive nights. To request permission, students should email the Director of Residence Life with the name of their guest and dates of requested visitation at least 48 hours before the visit is to begin. Guests may not stay longer than seven nights in the residence halls, theme houses or Commons apartments at any one period of time or stay for more than two periods of seven consecutive nights during an academic year.

Escort Policy - Residents are responsible for any guest they invite into the building and remain with the guest for their entire stay in the hall. Residents shall meet their guests at the building entrance. Telephones on the exterior of the building are provided so guests can call the resident to meet them at the door. Anyone not living in the building is considered to be a guest, including other students, faculty, staff and parents. Residents are responsible for assuring their guest is fully aware of and follows all policies while in the building. Any unescorted guest will be asked to leave the building immediately. The guest and the resident they are visiting will be held responsible for violating the Code of Conduct. Residents are encouraged to assure their safety by inquiring if someone does not appear to be a hall resident and reporting any unescorted guests to the hall staff and/or University Security/Police.

Additional Policies for Students Living in Housing: See Residence Life and On-Campus Housing for additional policies for residence halls, theme houses and Commons apartments.

Section 9 - Levels of Judicial Violations and Possible Sanctions

Level I Violations, including but not limited to:

Calendar Scheduling Policy

Change of Address and/or Phone Number

Pet Policy

Quiet, Courtesy Hours and Noise Awareness

Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level I violations, including but not limited to:

1. Letter of Warning
2. Disciplinary Counseling
3. Special Assignment
4. Monetary Fine

Level II Violations, including but not limited to:

Cardinal Card Use/Abuse/ID
Improper Disposal of Trash
Overnight Guests/Guest Room Policy
Poster/Kiosk Policy
Second "Level I" Violation within a 12-month period
Smoking
Solicitation and Sales on Campus
Telephone Misuse or Abuse
Visitation/Guests/ Escort Policy
Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level II violations, including but not limited to:

1. Disciplinary Counseling
2. Special Assignment
3. Monetary Fine
4. Restitution
5. Restricted Access
6. Living Unit Probation
7. Living Unit Dismissal
8. Disciplinary Probation

Level III Violations, including but not limited to:

Alcohol/Underage Drinking Policy
Computer and Internet — Time/Theft/Abuse
Disorderly Conduct
Doors – propping doors open
Fire Safety - Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
Failure to Appear before a Judicial Body
Furnishing False Identification and/or Information
Gambling Policy
Group Action and/or Demonstration Policy
Hazing
Illegal Entry/Trespassing
Intimidation
Keys - Unauthorized Possession, Duplication, or Use
Public Performance by Students/Organizations
Reckless Destruction of Property
Residential Hall Doors
Room Inspection Policy
Second "Level II" Violation within a 12-month period
Sexual Misbehavior
Theft, Attempted Theft, Possession of Stolen Property (under \$150.00)
Third "Level I" Violation within a 12-month period
Violation committed while on living unit or disciplinary probation
Violation of any policy for which a penalty is not otherwise provided
Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level III violations, including but not limited to:

1. Special Assignment
2. Monetary Fine
3. Restitution

4. Restricted Access
5. Living Unit Probation
6. Living Unit Dismissal
7. Disciplinary Probation
8. Disciplinary Probation with Restrictions
9. Alcohol/Drug/Anger Assessment
10. Suspension

Level IV Violations, including but not limited to:

Assault
Concealed Weapons
Drugs-Possession, Use, Sale and Drug Paraphernalia
Electronic Exploitation
Failure to comply with a judicial decision
Failure to comply with University official/law enforcement /false information
Firearms/Firecrackers
Fire Safety-Major (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
Fourth “Level I” Violation within a 12-month period
Harassment
Malicious Destruction of Property
Plagiarism, Cheating and Dishonesty
Second “Level III” Violation within a 12-month period
Sexual Assault
Theft, Attempted Theft, Possession of Stolen Property (\$150.00 or more)
Third “Level II” Violation within a 12-month period
Violations committed while on living unit or disciplinary probation
Violation or conviction of local, state, and/or federal law

Possible Sanctions of Level IV Violations, including but not limited to:

1. Monetary Fine
2. Restitution
3. Restricted Access
4. Living Unit Probation
5. Living Unit Dismissal
6. Disciplinary Probation
7. Disciplinary Probation with Restrictions
8. Alcohol/Drug/Anger Assessment
9. Suspension
10. Dismissal

Level V Violations

Two level IV violations within one year or any offense or series of offenses that poses a threat to the health, safety, and well being of a student, to the University, or to the community. In addition, a violation or conviction of local, state, and/or federal law can also be considered a Level V violation.

Possible Sanctions of a Level V Violations, but not limited to:

1. Suspension
2. Dismissal

Additional Policies for Students Living in Housing: Additional policies exist for the residence halls, theme houses and Commons apartments. Please refer to the Residence Life and On-Campus Housing section for these policies.

Expunging of Records: Level I and II offenses are expunged from the student’s record at the time of graduation. Theft, assault, alcohol, drugs, disorderly conduct, etc. are major violation and the student’s judicial file is kept for seven years. The Vice President for Student Affairs reviews the file before expunging. Judicial files on students who have not completed their degree, and are of a more serious nature (felonies and/or expulsions) are kept indefinitely.

Parents/Guardians Notification: Parents or guardians of dependent students receive written notification of any decision that results in living unit probation, living unit dismissal, disciplinary probation, suspension or dismissal.

Parents or guardians, faculty advisors, and/or coaches may also receive notice of disciplinary action any time it is deemed to be in the best interest of the student and the University to do so. However, disciplinary action is normally treated as confidential information.

Section 10 – Judicial Sanctions Defined

Alcohol/Drug/Anger Assessment: In some cases the hearing officer or Judicial Board may require an anger, alcohol and/or drug assessment in conjunction with other penalties. The assessment will be conducted by a treatment center identified by the Student Affairs Office and is at the expense of the student. Any student referred for an assessment must complete the assessment in a timely manner and will be required to follow through with the recommendations made by the treatment center and/or counselor at his/her own expense. Failure to have an assessment or complete the recommended treatment shall constitute a Level IV violation.

Disciplinary Counseling assures the opportunity for constructive counseling with qualified person(s) suggested by the Vice President and Dean for Student Affairs or his designee.

Disciplinary Probation: Disciplinary Probation tests the willingness of the student or organization to abide by the rules and regulations of the University for not less than one semester nor more than two semesters. Additional violations may result in disciplinary probation with restrictions, suspension or dismissal of student or organization. Parents or guardians of dependent students receive written notification.

Disciplinary Probation with Restrictions: Disciplinary Probation with Restrictions limits and/or revokes privileges for not less than one semester nor more than two semesters. Restrictions may be placed if the violating behavior is related to participation in a particular organization and/or activity; and/or the participation of the student may negatively impact the experience of others participating in the organization and/or activity. Parents or guardians of dependent students receive written notification.

Restrictions: These restrictions may include any or all of the following:

- 1 – Student may not hold office or be a member in any campus club or organization unless an academic department requires membership.
- 2 – Student may not participate in intercollegiate sports and/or intramural activities.
- 3 – Student may not pledge a Greek social organization.
- 4 – Student may not participate in performing arts.
- 5 – Student may not represent the University in any activity.
- 6 – Student may be restricted in other University activities as deemed appropriate.

Dismissal: Dismissal permanently separates the student from the University. Parents or guardians of dependent students receive written notification. Student may not be on campus except when they purchase a ticket to a public event held in Cowan Hall, Battelle Fine Arts Center, Rike Center or the stadium, or if they have an appointment with an official representative of the University. Advance arrangements to be on campus must be made through the Otterbein Police Department at 614.823.1222.

Letter of Warning: provides official notification of a violation and informs student that continued misconduct will result in further disciplinary action. The letter shall be mailed to the students' on-campus mailbox.

Living Unit Dismissal: Living Unit Dismissal requires that a student leave his/her residence hall, Theme House, Commons Apartment, Greek House, or University-owned housing for a determined time. The student is further restricted from moving into any other University or Greek housing and is not entitled to any refund from room and board, nor permitted at any time to be on the premises of a residence hall, Theme House, Commons Apartment, Greek house, or other University-owned housing. If a student is placed on Living Unit Dismissal, the student must pay full room charge for the semester when the suspension begins and full room charge for the remaining terms of their contract (billed during the term). A student on living unit dismissal who withdraws from Otterbein will be billed for fees for future semesters when they re-enroll. Parents or guardians of dependent students receive written notification.

Living Unit Probation: A prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a University residence hall, Theme House, Commons Apartment, Greek House, or University-owned housing. Parents or guardians of dependent students receive written notification.

Monetary Fine: Monetary sanction depends on severity and the degree of the infraction. All payments are to be made in the Student Affairs Office unless specific payment arrangements have been made with the Coordinator of Judicial Council. Failure to pay fines shall constitute a Level IV violation.

Parents/Guardians Notification: Parents or guardians of dependent students receive written notification of any decision that results in living unit probation, living unit dismissal, disciplinary probation, suspension or dismissal. Parents or guardians, faculty advisors, and/or coaches may also receive notice of disciplinary action any time it is deemed to be in the best interest of the student and the University to do so. However, disciplinary action is normally treated as confidential information.

Restitution: Restitution provides reimbursement for damage, theft or removal of property and/or assigns specific services to be completed within a specified period of time; e.g., service to appropriate campus or community organization, workshop or other constructive project.

Restricted Access: Restricted Access prohibits student from entering certain designated areas and/or using special equipment as instructed by the judicial body for a specific period or time.

Special Assignment: In some cases, the appropriate Judicial Officer or Council may assign a work penalty or other special assignment as an alternative to a monetary fine or in conjunction with other penalties to be completed by a specific date. Failure to complete a special assignment shall constitute a Level IV violation.

Suspension: Suspension separates the student from the University for a specified period of time. **Credits earned at another school, while a student is under suspension, cannot be applied towards graduation at Otterbein.** If the suspension is less than one academic year, the student may reenroll when this penalty has expired. If the suspension is for a full academic year or longer, the student may apply to the Admission Office for readmission when this penalty has expired. This penalty does not require the approval for readmission by the council that assessed it unless it originated with the Academic Council. Parents or guardians of dependent students receive written notification. Students may not be on campus except when they purchase a ticket to a public event held in Cowan Hall, Battelle Fine Arts Center, Rike Center or the stadium, or if they have an appointment with an official representative of the University. Advance arrangements must be made through the Otterbein Police Department at 614.823.1222.

Section 11 - Proposal of Amendments

Proposals for changes in these regulations are made to the Student Life Committee and carried through the proper channels to the Board of Trustees. Such proposals should be thoughtfully advanced; their proponents should seriously consider their impact upon the attitudes of other students, professional University staff, church, alumni, townspeople, University donors and parents of present and future students, their potential conflict with existing civil laws and the student's legal responsibilities, and their possible effect upon the financial stability of the University.

MOTOR VEHICLE RULES AND REGULATIONS

A. Eligibility – Any Otterbein student, faculty, or staff member may operate a motor vehicle on Otterbein owned and/or operated property, provided that the vehicle is properly registered with the Otterbein Police Department and the decal properly displayed (See Section E).

Registration fees are determined by parking privileges.

B. Motor Vehicle Registration – The ability to register and operate a motor vehicle is a privilege that may be revoked for failure to operate and park a motor vehicle properly. Registration is required for all vehicles parked on campus 24 hours per day. Motor vehicles shall be registered for the academic year no later than the third day of classes at the beginning of the academic year. Any person wishing to register a motor vehicle after the beginning of the academic year must do so within three working days after bringing the vehicle to campus. The vehicle decal/registration owner is ultimately responsible for violations of that vehicle. Please purchase your decal at the Otterbein University Marketplace. Links may be found on the Otterbein Police webpage. When purchasing a decal you will need to provide the vehicle's make, model, color, license plate number and license state.

C. Vehicle Decals (See Section H for area privileges)

“**A**” decals – Motor vehicle decals for students living in University residence halls and special purpose housing (Greek and other organizations): \$140.00 for academic year; or \$70.00 on or after January 1.

“**B**” decals – Motor vehicle decals for full-time commuting and off-campus students: \$100 for academic year; or \$50.00 on or after January 1.

“**H**” decals – Motor vehicle decals for upperclassmen (sophomore, junior, senior) living in the Park St. Commons and Dunlap-King Hall: \$140.00 for academic year; or \$70.00 on or after January 1.

“**P**” decals – Motor vehicle decals for part-time students: \$60.00 for academic year; or \$30.00 on or after January 1.

“**Faculty/Staff**” decals – Motor vehicle decals issued upon request to non-student employees of the University.

All vehicles parked on Otterbein owned or operated property must be registered and have properly displayed a valid parking permit. Decals are purchased at the Otterbein University Marketplace. You will find the link at the Otterbein Police webpage. Decals are transferable between vehicles used only by the student or faculty staff in which the decal is registered to. Students, faculty, and staff may not permit anyone else to use their decal. Any decal transfers must be reported to the Police Department and will be noted on the appropriate vehicle registration. Replacement decals will be assessed the full cost of a new decal.

All of the aforementioned permits are valid only as long as the person is associated with Otterbein University in the manner for which the permit was issued. If a student leaves Otterbein University, the permit becomes invalid, even though the expiration date has not arrived. In the same instance, if a faculty/staff member is no longer with Otterbein University, the permit becomes invalid.

D. Temporary Vehicle Registration – For limited periods, persons may obtain a temporary vehicle registration by following the procedures established for motor vehicle registration. Permits are for three days (\$5), one week (\$10), and two weeks (\$15). Three temporary permits are allowed per semester.

E. Displaying Decals – Decals are to be SECURED on the REAR window glass on the PASSENGER SIDE at the bottom corner. Decals must be visible at all times in the specified locations. Decal owner is responsible for proper display of the decal. Vehicles with tinted rear windows which make the decal unreadable may display the decal on the front windshield on the lower right corner of the passenger side.

F. Purchasing or Trading Vehicles – All persons who purchase or trade vehicles and operate them on Otterbein owned or operated property must register the vehicle with the Otterbein Police Department and properly display a valid parking permit.

G. Early Graduation/Withdrawal – Upon withdrawal from the University or participation in an off-campus Otterbein University program, refunds will be made to full-time students upon presentation of the parking decal. A refund request must be received before any semester begins. Refunds will be based on one-half the annual cost per semester.

H. Campus Parking Areas – All parking lots have signs stating who is allowed to park in them. Please be sure to read the sign carefully before parking. Any vehicles found without a permit/decal in these lots are subject to ticket and/or tow.

Area (Except as noted)	Reserved Weekdays 7:30 a.m. – 5:00 p.m. For the following decals	Reserved Weekdays 5:00 p.m. – 7:30 a.m. (Saturday/Sunday 24 Hours) For the following decals
25 West Home St. South/West Lots	A, B,P, F/S	A, B
33 Collegeview	All	All
60 Collegeview	All	All

Area (Except as noted)	Reserved Weekdays 7:30 a.m. – 5:00 p.m. For the following decals	Reserved Weekdays 5:00 p.m. – 7:30 a.m. (Saturday/Sunday 24 Hours) For the following decals
94 W. Main St. West Side Lot East Side Lot	Otterbein Police and F/S A, B	Otterbein Police and All A, B
Barlow North Lot South Lot	F/S F/S	All All
Business Office South/East Lot	Faculty/Staff (F/S)	Faculty/Staff (F/S)
Campus Center East Lot West Lot Theta Nu Lot	All All Theta Nu ONLY	All All Theta Nu ONLY
Center Street Lot	All	All
Cellar House	F/S	All
Cowan Hall North Lot South Lot	F/S, Visitors F/S – 24 Hrs.	All F/S – 24 Hrs.
Davis Hall	All	All
Health Center West Lot East Lot	Health Center Visitors ONLY 9:00 a.m. – 5:00 p.m. Health Center Employees ONLY	All All
Home St. Commons	A, B	All
Howard House	F/S	All
Library West Side Lot East Side Lot	F/S A, B	All A, B
McFadden	A,B,P, F/S	A,B,P, F/S
Park St.	B, P, H, F/S	All
Park St. Commons West Side Lot East Side Lot	H-Decals F/S	H-Decals H-Decals, F/S
Psychology Dept. North Side Lot South Side Lot West Side Lot	All F/S – 24 Hrs. Visitors	All F/S – 24 Hrs. All
Rike/Clements Center Lot	F/S – 24 Hrs.	F/S – 24 Hrs.
Roush/Towers Lot	F/S	All
Service Dept. Upper Lot Lower Lot	Service Vehicles, F/S All	Service Vehicles, F/S All

Area (Except as noted)	Reserved Weekdays 7:30 a.m. – 5:00 p.m. For the following decals	Reserved Weekdays 5:00 p.m. – 7:30 a.m. (Saturday/Sunday 24 Hours) For the following decals
Stadium		
North Lot	F/S	All
South Lot	All	All
Triad Lot	A,B F/S ONLY	A,B, F/S ONLY

I. Handicapped Parking – No person shall stop, stand, or park at any handicap space unless the vehicle is being operated by, or for the transport of, a person with a disability AND is displaying a valid, state-issued handicapped license plate or placard. The vehicle displaying the handicapped permit must be actually transporting the person to whom the permit was issued. A vehicle parked in handicapped parking spots without a valid, state issued plate or placard is subject to citation and towing at the owner’s expense.

J. Off-Street Parking – City of Westerville traffic laws are enforced for street parking.

K. Traffic and Parking Violations – Motor vehicle registrants are responsible for all non-moving violations. Motor vehicle operators are responsible for moving violations as defined under Sections L-2 and L-4 of this handbook. Traffic citations will be issued for violations of University traffic regulations as listed under Section L.

L. Moving and Non-Moving Violations –

1. Blocking Fire Lane* or Fire Hydrants* – Parking, stopping, or standing a vehicle in a designated fire lane for any reason. Fire lanes shall not be used to load or unload people or property \$50
(plus tow)

**It is absolutely mandatory to leave fire lanes open. Areas behind Davis Hall and Mayne Hall, as well as around ALL campus buildings and ALL streets, alleys, paved lanes, etc., which an emergency vehicle might use to reach a building or campus area, are considered fire lanes.*

2. Reckless Operation – Driving in such a manner that causes risk of harm to drivers, pedestrians, passengers, or causes risk of harm to property. \$75
3. Fictitious Registration – Altering a decal in a manner that makes it appear the vehicle is properly registered to park on campus, or transferring a decal to a vehicle without registering it with the Otterbein Police Department. \$75
4. Driving or Parking on Grass or Sidewalk – While operating any motorized vehicle. \$50
(plus damage costs)
5. Parked in Handicapped Zones. \$100
(plus tow)
6. Failure to Register – All students, faculty, and staff must properly register their vehicles to park on campus. First and subsequent violation fines are \$140
(first violation will be voided with purchase of parking decal)
7. Parking in Zones Other than Those Specified by Registration – Any space, lot, or area not specifically identified as a proper parking space or area, and parking with disregard to areas permitted by decal registration. \$50
8. Parking with Disregard to Painted Lines – Parking over, across, or outside of specifically painted parking spaces, or areas with X-ed, or diagonally painted lines \$50
9. Failure to Properly Display Decal – Placing decal or permit anywhere on vehicle other than those specified in Section E. \$50

All offenses are subject to the fines indicated. All traffic citations will be forwarded to the Business Office for collection and/or inclusion on student fees.

M. Appeals Process – Anyone who wishes to appeal any violation must appear within three working days of issuance of citation at the Otterbein Police Department between 8:30 a.m. to Noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, to request a hearing before the Traffic Council. Appeals can also be submitted online on the Otterbein Police Department website at:

http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/citation_appeal.aspx

The only citations that can be heard by the Appeals Council are those where the violator has lost, or will be losing, parking privileges. The Traffic Council shall hear all other appeals.

N. Chronic Offender – Barring an appeal (See Section M), a vehicle cited for the sixth time during the same academic year for any violation will lose on-campus parking privileges for the remainder of the academic year. Should the vehicle be parked again on campus property within the same academic year, the vehicle will be subject to citation and tow at the owner's expense.

O. Procedures for Special Situations

- 1. Temporary or physical disability** – Contact the Otterbein Police Department for an escort if needed.
- 2. Disabled Vehicle** – In the event a vehicle becomes disabled, the motor vehicle operator shall place a note on the windshield indicating the problem with the vehicle and the time/date it occurred. The owner should also notify the Otterbein Police Department regarding the vehicle. The disabled vehicle shall not stay where it is parked, or go unregistered, for more than 48 hours. If using another car, the Otterbein Police Department must be notified and a temporary parking pass issued.
- 3. Loading/Unloading** Vehicles will be permitted to temporarily park in loading/unloading zones for that purpose only. Vehicles parked in those zones should have their hazard lights operating and call Otterbein Police Department if an extended amount of time is needed. Vehicles are subject to citation and tow at the owner's expense. FIRE LANES ARE TO BE CLEAR AT ALL TIMES (See Section L-1).

P. Vehicle Tow – All tows will be authorized by the Otterbein Police Department and a tow report will be filed. In regards to vehicles being towed for “Chronic Offender” status, see Section N. Vehicles may be towed for other reasons to include, but not limited to: emergency situations, blocking other vehicles, creating a hazard, or any other situation determined necessary.

Q. Visitor Parking – Registered students are not visitors. All visitors should obtain a visitor parking pass prior to arrival. Visitors may obtain a visitor permit in person during regular business hours at the Otterbein Police Department located at 194 West Main Street; or the permit can be faxed or emailed to the visitor upon a telephone or email request. When requesting a visitor permit the Police Department will need the date(s) of the visit and the vehicle's make, model, color, license plate number and license state. Requests for visitor permits may be made in person at the Otterbein Police Department, by phone at 614-823-1222, by fax to 614-823-1999, or by email to police@otterbein.edu. Visitors do not need a permit during the weekend (Friday 5:00 p.m. through Sunday at midnight) or summer break. Visitors may park in the Campus Center West Parking Lot, Cowan Hall Parking Lot,

Psychology House Parking Lot, parking lots at 33 and 60 Collegeview, and the Davis Hall Parking Lot. Citations issued to visitors having unregistered vehicles should be returned to the Otterbein Police Department, signed and dated by the visitor, explaining the situation. Such citations shall be voided by the Otterbein Police Department. However, any citations issued for parking in a fire lane, or improperly parking in a handicapped space, will be charged to that person.

R. Motorcycles – Motorcycles are required to be registered with the Otterbein Police Department. Permits are to be obtained at the Otterbein Police Department (See Section C). Motorcycles are required to follow all traffic and parking rules and regulations, and are subject to citations and fines, as are all motor vehicles.

GREEK HOUSING (SORORITIES & FRATERNITIES)

A number of Otterbein University sororities and fraternities have houses recognized by the University as a Greek organization house where organizational members may reside in their sophomore, junior and senior years. The Assistant Director of the Center for Student Involvement works with students in these houses to develop cohesive communities. Each house offers a variety of amenities and special programs for the organization's members.

Academic Year Greek Housing Eligibility and Expectations: Active members of Otterbein sororities and fraternities who are full-time students of at least sophomore academic status are eligible, for full rent, to reside in the organization's house.

1. Sophomores will be allowed to live in Greek housing provided their numbers do not exceed fifty percent of the house capacity.
2. Quiet hours in Greek houses will be in effect from 10:00pm-8:00am on weekdays and between 12:00am and 10:00am on weekends.
3. If the average cumulative GPA drops below 2.0 for members living in the house, mandatory weekly study tables will be administered. If a member chooses to neglect this obligation, s/he will be sent to the chapter's executive or standards board, at which point her/his membership is at risk. Additional consequences will be decided at this point.
4. In any of these situations, or others occur; it is the responsibility of the chapter to decide appropriate consequences for their members. If problems persist, administrative measures will be taken.
5. A persistent problem is defined as one that has been ignored for one semester and continues into a second.

Summer and Break Greek Housing Eligibility: Organizations may keep their houses open during any break period and/or summer provided they meet the following criteria:

1. All persons living in the house are current or former Otterbein students;
2. Students living in the house are enrolled for fall semester (applies to summer only) or will be graduating during the year;
3. Non-members of the organization living in the house have received approval from the Assistant Director of the Center for Student Involvement and the organization executive board to live in the house. Freshmen and sophomore non-members have gone through the formal rush program;
4. Violations of regulations subject the individual or the organization to the same judicial process as violations occurring during the regular academic year;
5. Violations of regulations by former students will subject them to immediate expulsion from the house.

General Greek Housing Expectations:

1. Authorized University representatives, including Security, Service and Student Affairs, shall have the right of inspection within Greek houses for the following purposes: fire safety inspections and fire drills, inspection for standard maintenance, reasonable grounds for believing the house is being used for an illegal purpose, and inspections in situations where the student's well-being appears to be threatened or in which a violation of University or civil regulations seems to have occurred/be occurring. Students are expected to comply with University personnel seeking entry. Failure to admit authorized University personnel will result in referral to the University's judicial council. Reasonable notice will be given to Greek house occupants for standard maintenance.
2. Each house will have a designated house manager.
3. Otterbein University does not permit smoking or pets in any University owned fraternity and sorority houses.
4. After the initial floor plan is submitted, all room changes must be submitted to the Assistant Director of the Center for Student Involvement.
5. Greek houses are required to follow all campus housing rules and regulations including but not limited to alcohol, drugs, and firearms; unless there is a specific alternative policy set aside for the purpose of Greek housing.

RESIDENCE LIFE AND ON-CAMPUS HOUSING

Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students residing in Otterbein University residence halls, theme houses and Commons apartments shall abide by all policies outlined below and those set forth in the Student Code of Conduct. Students shall make their guests aware of and assure they follow these policies. Infractions of University policies will be forwarded to the Director of Student Conduct.

Air Conditioners – See Fire Safety/Electrical Appliances

Alcohol and Drugs - Students shall not consume or possess alcohol, illegal and/or illicit drugs. Students shall not possess any containers currently or formerly used for alcoholic beverages (i.e. beer cartons, wine bottles, etc.).

Assignment Changes (Room Changes) - Residents experiencing difficulties with their roommates are encouraged to contact a residence life staff member. Roommates shall meet with their Assistant Director of Residence Life to try to resolve conflicts before a room change may begin. Residents will not be allowed to force their roommate to

change rooms. Residents moving must complete a Room Change Card and submit to the Student Affairs Office prior to beginning a move. Changes may occur two weeks after the start of fall semester or after the first week of spring semester for returning students (two weeks for new residents). An administrative charge of \$100.00 will be assessed to any student(s) participating in an unauthorized room change (moving prior to completing the Room Change Card).

Bathrooms – See Restrooms/showers

Bicycles – Students shall store bicycles on racks outside the residence halls. Any bikes chained to other locations (benches, trees, handrails, stairs, etc.) will be removed and confiscated by campus police.

Contracts - Room and Board contracts are legally binding documents for the entire length of the lease. Most contracts are signed for an entire academic year. Housing contracts terminate 24 hours after the student's last examination or when the residence halls close for the academic year (or whichever comes first). A student is charged a per night fee for staying in the residence halls outside the contract period. Release from the contractual obligation without financial penalty is made only upon graduation or withdrawal from the University (prior to the beginning of a semester.) Release from the contract with financial penalty may be granted for extenuating circumstances provided a written petition is submitted to the Student Affairs Office at least 10 working days prior to the semester for which the release is being sought. The petition must show just cause for a termination (major unforeseen circumstances) with documentation to support the cause and provide information regarding where and with whom the student will live. Petitions are reviewed by the Housing & Meal Plan Subcommittee consisting of students and faculty/staff. The penalty fee is one half of one semester's room rate.

Damage - The conditions of student rooms are assessed prior to the student moving in and again prior to the student moving out. Residents shall review the condition of their room immediately upon move-in to assure the room condition report is accurate. Residents shall maintain the condition of all items in their room and hold a collective responsibility for the condition of the common areas of the hall, apartments or theme houses.

If student(s) are responsible for damaging an area of the hall, they shall notify staff of the damage and take full responsibility for the damage by paying for the replacement/repair of the item. If damage is not reported by students and is noticed by staff, students will be asked via email or letter to notify their Assistant Director of Residence Life of the identity of responsible parties. When the student(s) responsible for damage are identified, the cost of repair will be equally divided and charged to their account(s). Residents are collectively responsible for identifying the student(s) responsible for damage(s). If the student(s) responsible for damage are not identified, repair costs within the student room will be distributed among roommates. Repair costs for common areas of the hall (lounges, stairwells) will be distributed among residents of the floor/building, house or complex. Their Assistant Director of Residence Life in conjunction with the Service Department will determine whether the repair is to be considered damage or normal wear and tear and, if necessary, who will share the costs. The Director of Residence Life will handle all appeals for assessments of damage. Any appeals must be made in writing within 48 hours of the notification of common area damage being emailed and/or delivered to student mailboxes/rooms. Any appeal for individual room damage must be made in writing within one week of moving out of the room/hall. The appeal must provide documentation supporting why the damage is not the responsibility of the student (e.g., a letter from the person responsible for the damage).

Doors - All outside doors to the residence halls are locked 24 hours a day for the security of the residents. Entry to the halls is gained via a card reader located on one or more doors by use of the student's personal Cardinal Card. After entering or exiting a door, residents are responsible for checking to see if the door locks behind them. Only residents of the specific hall/complex will have access to the building. Students shall keep their Cardinal Card secure and not lend it to other students. Compromising the safety of the hall, by **propping doors open** (a level III violation) or lending others a Cardinal Card is a violation of the Code of Conduct. Residents shall lock their individual room/bedroom door when they are sleeping or not in the room. Students failing to carry their keys and/or Cardinal Card and locked out of residence halls or their rooms may contact a Residence Life staff member for entry. A small fee will be charged for each room entry.

Electrical Appliances – See **Fire Safety/Electrical Appliances** (below)

Escort Policy - Residents are responsible for any guest they invite into the building and must remain with the guest for their entire stay in the hall. Residents shall meet their guests at the building entrance. Telephones on the exterior of the building are provided so guests can call the resident to meet them at the door. Anyone not living in the building is considered to be a guest, including other students, faculty, staff and parents. Residents are responsible for assuring their guest is fully aware of and follows all policies while in the building. Any unescorted guest will be asked to leave the building immediately. The guest and the resident they are visiting will be held responsible for violating the Code of Conduct. Residents are encouraged to assure their safety by inquiring if someone does not appear to be a hall resident and reporting any unescorted guests to the hall staff and/or University Police.

Fire Drills & Fire Inspections – In compliance with Ohio State Fire Code, Otterbein University will conduct regular fire drills and fire inspections of **all** residential facilities, which include residence halls, theme houses, Greek houses and the Commons apartments. As outlined in the Ohio Fire Code, the drills and inspections will take place at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Residence Life and Student Affairs staff may assist University Police in coordinating compliance with these policies. Any violation of university policy, including Failure to Evacuate, will be documented and forwarded to the Director of Student Conduct.

Fire Safety/Electrical Appliances - Students are encouraged to exercise extreme care when selecting electrical appliances for their campus housing. Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition, and not left unattended when in use. Students should remember the space limitations of many areas and the number of outlets available to them. With this in mind, students may bring the following items into the residence halls, theme houses and Commons apartments:

Air Purifiers
Clocks
Coffee makers (single-brew only, e.g. Keurig)
Computers
Curling irons/curlers
DVD/VCR
Fans
Non-Ionic Hair Dryers & Hair Implements (straighteners, etc.)
Holiday lights (not stranded together)
Hot air popcorn poppers
Iron (auto shut-off)
Microwave* (800 watts or less)
Power strips with circuit breakers
Razors (electric)
Reading lamps (excluding Halogen reading lamps without safety grids)
Refrigerator * (up to 4 cubic ft., limited to one per room)
Stereo System (small)
Surge Protectors with a 14 gauge wire (heavy duty)
Television
Video Game System
Ionic hair implements (hair dryer, curling iron, hair straightener) are not allowed because they may cause the fire alarms to activate.

*Refrigerators and microwaves are limited to one of each per residence hall room. Commons apartments and theme houses may have one microwave per house/apartment located in the kitchen.

Students in the Commons and theme houses **ONLY** may possess and use toasters, and George Foreman grills with extreme caution in the kitchen area only. Only students who have been granted a medical accommodation through the Disabilities Services Coordinator may use a portable air conditioner during fall and spring semester.

Due to the risk of fire when using the following electrical appliances, students shall refrain from possessing and/or using them in the residence halls, theme houses and Commons apartments. If any violation of these items are found the resident will be referred to judicial council.

Any appliance not clearly marked as UL approved
Any appliance with an exposed heating element
Air conditioners (unless approved by the Disability Services Coordinator)
Broiler ovens
Candles (including candle warmers)
Electric blankets
Electric potpourri pots
Electric frying pans/griddles/devices
Extension cords (all types)
Halogen lamps without safety grids
Heat or sun lamps
Hot plates
Ionic hair dryers
Oil popcorn poppers
Outlet expander without surge protector
Scented oil burners
Space heaters

Sun or heat lamps

Toasters

Toaster ovens

Any item which causes the fire alarm to activate.

Any appliance not included in these lists must be approved by a Hall Director before usage. Any use of electric appliance requires that the resident monitor the placement of the electric cords (i.e., do not let cords lie on or next to heating units). Students shall make smart choices to assure their safety and the safety of others in the residence halls, theme houses and Commons apartments. The following guidelines will help students decrease the risk of a fire hazard in their living area:

- Empty wastebaskets on a regular basis in the dumpsters provided outside, do not place wastebaskets in closets and use metal wastebaskets.
- Dispose of cigarette butts and matches carefully in appropriate containers.
- Refrain from playing pranks.
- Assure all items taped to walls are taped at all corners using removable tape/tabs, or small tacks.
- Do not hang anything from the ceiling and/or over a light.
- Do not build lofted beds in halls where furniture is not meant to be lofted.

Due to the community environment and the added risk of loss or damage to life or property, the following items are prohibited in all residence units: vehicle batteries, charcoal, gasoline, and items identified in under the Concealed Weapons policy and Firearms/Firecrackers policy. Please refer to **Section 8 – University Judicial Policies Defined** for the Concealed Weapons policy and for the Firearms/Firecrackers policy.

Furniture - Residents shall keep all furniture supplied to them in the room throughout the year, and may not store or remove furniture. Students in the theme houses, suites and Commons shall keep all University furniture in the same room as originally placed (i.e. sofas in living rooms, beds in bedrooms, etc.) Removal of furniture or other University property from residence hall lounges, rooms or common areas is viewed as theft and may be subject to criminal prosecution and referral to the campus judicial board. All student rooms are furnished with a bed, mattress, desk, chair, and closet/drawer space for each student. Beds in the halls may be bunked, in a standard formation, to increase space. Beds in some halls are able to be lofted and students may loft their beds in a standard formation with a stabilizer bar. Residents unsure if their beds are able to be lofted shall seek assistance from a residence life staff member. Residents are responsible for use and care of University property and shall pay for replacement/repair of any items they damage. Due to the community environment and the added risk of loss or damage to life or property, waterbeds or other water-filled furniture are prohibited in the residence units.

Housekeeping, Repairs and Maintenance - The University's Custodial Department cleans hall common restrooms and common areas (lounges, hallways, lobbies, etc.) on a daily basis. All students are responsible for cleaning their own rooms. Students in the suite-style halls are responsible for cleaning their own restrooms. Students in the Commons and theme houses are responsible for cleaning their whole living areas, including kitchens and restrooms. Repairs and maintenance in all University facilities are made by the Service Department. Residents shall report all needed repairs, maintenance or housekeeping concerns via the Service Department web page. Repairs will be made in the regular work schedule of the Service Department. See Damage section for more information on damages.

Inspections - Otterbein University reserves the right to enter a student's university residence for administrative, safety and regulatory purposes. The University exercises this right only under specific circumstances. Rooms in University residence halls, the Commons, or theme housing are considered to be private dwellings of those assigned to the room. This right of privacy carries with it the responsibility for students to conduct themselves within the general policies of the University. Authorized University representatives shall have the right of inspection within student rooms for the following purposes: inspection for standard maintenance, reasonable grounds for believing the room is being used for an illegal purpose; and inspections in situations where the student's well-being appears to be threatened or in which a violation of University or civil regulations seems to have occurred/be occurring. Students shall comply with University personnel seeking entry. Failure to admit authorized University personnel will result in referral to the university's judicial council. Health & Safety inspections will take place monthly in the Commons and Theme Houses and twice a semester in residence halls, or as needed to assure facilities are being properly maintained.

Keys - Students are issued a room key when checking into the residence halls. Students in theme houses and Commons apartments receive a room key and apartment/house door key. Students shall keep the key(s) on their person at all times to assure others do not use it. Students shall not lend the key to others nor duplicate the key(s). Unauthorized possession, duplication or use of keys is a Level III violation of the Student Code of Conduct. Students who lose their key may request a re-core of their room lock and new key from their hall director or the Otterbein Police Department. A damage charge will be assessed for each lock re-core and added to the student's University bill if a student loses or fails to return their key(s) at the end of the year, or when they permanently leave the residence (whichever comes first).

Laundry - Automatic washers and dryers are furnished in all residence halls, theme houses and Commons apartment complexes. Laundry machines are for use by residents of the building only.

Movies on Campus - Members of the Otterbein University community are expected to follow Federal Copyright Laws and policies that govern the screening of films on campuses. Student organizations and/or individuals who are interested in showing a movie on campus (including residence hall space) should first contact the Center for Student Involvement at 614.823.3202, located in the Campus Center. A staff member will meet with the student(s) to explain the process for purchasing public performance rights.

Painting - Residents shall not paint their rooms or any other space in the residence halls, theme houses and Commons apartments.

Personal Items – Otterbein University is not responsible for stolen or damaged personal belongings. This includes items in residence hall rooms, study lounges, laundry rooms, etc. Residents are strongly encouraged to keep their room/apartment doors locked at all times. Students are encouraged to protect their belongings with insurance, either by checking their parent/guardian’s homeowner’s insurance or purchasing renter’s insurance. Items abandoned when a student has moved out or withdrawn from the University will be donated to the Otterbein Thrift Shop or local charity.

Pets - For purposes of health and sanitation, only aquarium fish, hermit crabs, and small turtles are allowed in any residential area with the agreement of roommate(s). Students are permitted one fish tank of 20 gallons or less per residential room. Residents shall care for their pets and provide a clean, healthy living environment for them. During winter and spring breaks, students are required to take home any pets. Tanks with lights and pumps must be unplugged during winter and spring breaks when residence halls are closed, and tanks must be emptied and cleaned. The University reserves the right to mandate the removal of any living creature or plant at the discretion of University officials including the residence hall staff.

Quiet Hours, Courtesy Hours and Noise Awareness - Residents shall maintain environments conducive to studying and sleeping. Minimum **Quiet Hours** have been established in the residence halls, theme houses and Commons apartments as 10:00 p.m. to 8:00 a.m. daily. Hall Councils are welcome to extend Quiet Hours to provide additional quiet study hours. Each Hall Council will establish 24-hour quiet hours during exam week, minimally beginning the Sunday before exams begin. During Quiet Hours, residents shall keep all areas of the building as quiet as possible. Residents shall keep their room doors closed and assure noise from TV’s, computers, stereos and musical instruments are not heard in the hallway or other rooms. Consideration needs to be given to persons outside the residence hall if the window is open. **Courtesy Hours** exist when Quiet Hours are not in effect. During Courtesy Hours, residents shall be courteous to other students and their need for quiet. Students needing another student to be quieter shall ask the student to quiet down. Residents asked by another to be quieter shall honor this request. Failure to honor the request shall be reported to a residence life or Otterbein Police Department staff member. Residents shall be cognizant of the amount of noise they are creating and avoid any activities causing loud noises such as playing sports, yelling, running, etc.

Recycling – Recycling bins are provided in each residence hall, Commons complex and theme house. Students shall recycle all their paper, plastic, glass and aluminum by placing them in the appropriate receptacle. Trash should not be placed in recycling bins. Inappropriate use of recycling containers will be treated as damage. Theme House residents shall use the recycling bin provided and follow the City of Westerville recycling guidelines and pick-up schedule.

Residency Expectations - As a residential campus, Otterbein University expects all single, traditionally admitted, undergraduate students enrolled for 12 or more credit hours to reside in University residential facilities (excluding Greek houses.) All students residing in the residence halls shall participate in a full board (meal) plan except those with senior academic status prior to the beginning of fall semester who have selected a room-only contract.

Students may request an automatic exemption from University housing if they meet one of the following criteria:

- Reside at the principal residence of their parent(s) and/or legal guardians within a 30 mile radius of Otterbein University;
- Will have completed at least 96 semester credit hours by the end of spring semester of the current year and have not signed a housing contract for the following year;
- Will be 22 years of age prior to the first day of classes of fall semester;
- Legally married or single parent residing with their spouse or children within a 30 mile radius of Otterbein University;
- Have lived in Otterbein or other university/university residence halls for three full years (nine quarters or six semesters, excluding summers);
- United States military veterans with 18 months or more of active military service.

Students applying for an automatic exemption should do so by completing the Entering Student Housing Information Form and/or filing a Housing Obligation Exemption Request to the Office of Residence Life stating their reason(s) for being eligible for the exemption.

Restrooms/Showers – Restrooms and showers on residence hall floors are designated as either male or female. There are no designated co-ed shower facilities in the residence halls. Personal items (shampoo, soap, hairdryers, etc.) are not to be stored in group restrooms. (Residents in Commons, Theme Houses, suite-style halls and rooms with private restrooms may leave personal items in the restrooms.)

Smoking – Students shall refrain from smoking in, or near, any residence hall, theme house or Commons apartment to prevent smoke from entering any door, window or air vent of any facility. Students who smoke shall maintain at least a 20-foot distance between themselves and any University building to assure compliance with the State smoking law.

Sports – Athletic activities which normally take place outdoors (football, hackey sack, lacrosse, soccer, etc.) or in the gym (basketball) are prohibited in the residence halls. Students should use University sports fields and recreation areas for these activities. Students should not bounce or throw balls in the halls nor hit the outside of residence halls with sports equipment.

Telephones/Voicemail – Students may make on-campus and local calls from their rooms if they have connected a phone. Students wishing to make long distance calls may use a calling card. Phone issues should be reported to the Service Department via their online service request system.

Television/Premium Cable Channels – Every residence hall room, Commons apartment living room and bedroom, and theme house living room is equipped with a cable TV hookup including WOCC, Otterbein University's own TV channel. Students need to provide their own coaxial cables to connect their equipment to the cable hook-up. Students with HD capable equipment and those wishing to purchase premium cable channels, pay-per-view or DVR may contact the campus cable provider, Time Warner Cable, to arrange for these services and their payment.

Trash – Students shall remove trash from their rooms/suites/apartment and place in the dumpsters provided outside. Theme house residents shall follow the trash pick-up schedule provided by the City of Westerville and use the trash cans provided. Students inappropriately disposing of trash or littering will be referred to the campus judicial board and may have damage charges assessed. Students shall not dispose of their room trash in floor restrooms or other common area trash cans. Students shall not allow a large amount of trash to collect in their living space.

Types of Housing (non-Greek) - Traditional & Suite Residence Halls - Traditional residence halls are arranged with student rooms on both sides of a hallway with one or two communal restrooms located in a central location.

Most rooms are doubles (two people sharing one room) and a few are singles, triples or quads. Single sex group restrooms are located on every residence hall floor/wing in traditional halls. Suite style residence halls offer more private bathroom facilities with either one or two bedrooms sharing a full bathroom. Each student is provided with a bed, mattress, dresser/closet space, desk/writing table and desk chair. Amenities in all halls include: cable, internet and phone connections in every room, study lounges, laundry facilities and staff offices in each hall/complex.

Summer and Break Housing is available in one or more halls each year for an additional fee. Theme Houses - Single sex groups of sophomore, junior and senior full-time traditional undergraduate students who share a common goal and seek a living environment to promote the purpose are invited to apply to live in one of the University's theme houses. Conveniences of theme houses include fully furnished houses with kitchens, living rooms, laundry machines in each house and optional meal plans. Summer + academic year and academic year only leases are available.

Commons Apartments - Students with at least junior academic standing by the beginning of fall term are invited to live in the Commons Apartments as a transition from traditional residence hall life to a more independent lifestyle while remaining on campus. Apartments are available to single sex groups and have two, three or four bedrooms.

Conveniences include single bedrooms, fully furnished bedrooms, living rooms and dining rooms, all utilities included (water, heat, electricity, cable, phone, internet), on-campus parking, being within walking distance of everything on campus and optional meal plans. Summer + academic year and academic year only leases are available.

Vacancies - The University reserves the right to consolidate (reassign) student housing assignments if a student does not have an assigned full room, suite, apartment or house. When a vacancy occurs and there is not a waiting list for housing, the remaining student is offered the following three options:

1. Find a roommate of their choice within one week. A list of current students without roommates can be provided by the Office of Residence Life or a resident with a roommate may request to move into the vacancy. Moves will be expected to be completed within a week of the consolidation request.
2. Remain in the room and purchase a Super Single. This option allows the student to be guaranteed the room as a super single for the rest of the academic year. By choosing this option, the student will pay 150% of the current room rate and will remain in their current room without a roommate. All University furniture

in the room must remain.

3. Be consolidated with another student within your residence hall. By choosing this option, the Office of Residence Life will either have another student move into the vacant space in the room or you will be assigned to move to another vacant space within the residence hall. Moves will be expected to be completed within a week of being notified of the new assignment. Failure to move to a new assignment or refuse a new roommate without purchasing a “Super Single” may be referred to the Director of Student Conduct.

Vending Machines - Snack and drink vending machines are located in all residence halls. Report any loss of funds to the Campus Center and a refund will be made. Residents shall immediately report any malfunction or damage to the machines to their Assistant Director of Residence Life. Any machines subjected to abuse may be removed for the remainder of the semester or year.

Visitation Hours/Guests - All hall lounges with external entrances/exits have a 24-hour visitation policy, unless the Hall Council chooses to reduce the hours. Residents and guests are responsible for knowing the hours. Hall Council will post signs in the lounge if it does not have 24-hour visitation. Visitation is prohibited in all hall areas except 24-hour lounges during non-visitation hours. Hall lounges without external entrances/exits (located on residential floors and only accessible by walking through the floor) will have visitation hours for guests the same as the residential floor. Residents of the floor may use the lounges 24 hours a day.

Traditional and Suite-Style Residence Hall, residents may have guests of the opposite sex visit their rooms daily from 9 a.m. until 2 a.m.

Theme Houses, Fraternity and Sorority House residents may have guests of the opposite sex visit their rooms daily from 9 a.m. until 2 a.m.

Commons Apartment residents may have guests of the opposite sex visit their apartments 24 hours a day as long as all apartment residents agree.

Overnight Visitation – Overnight guests may reside with the student in his/her residence hall room, theme house or Commons apartment provided the roommate/house/apartment mates of the resident agree, the overnight guest agrees to follow all housing and campus policies and the resident registers his/her overnight guest with their Assistant Director of Residence Life and/or Office of Residence Life. Residents shall take full responsibility for the actions of their guests including any violations of campus policies. Traditional and Suite-Style Residence Halls, Theme Houses, Sorority and Fraternity Houses residents may only have overnight guests of the same sex (except during Little Sibs Weekend when the policy is slightly adjusted.) Guests may stay for a maximum of two nights in a row with only the approval of their room/suite/house/apartment mates (guest must still be registered with their Assistant Director of Residence Life). Special written permission from their Assistant Director of Residence Life is required for a guest staying up to four nights. Guests staying longer than four nights must have written permission from the Director of Residence Life for a stay up to seven consecutive nights. To request permission, students should email the Director of Residence Life with the name of their guest and dates of requested visitation at least 48 hours before the visit is to begin. Guests may not stay longer than seven nights in the residence halls, theme houses or Commons apartments at any one period of time or stay for more than two periods of seven consecutive nights during an academic year.

Withdrawal from the University and Leaving Housing - In cases of withdrawal from the University, the Residence Hall Room and Board Plan Contract is terminated. The student shall vacate the residence hall within 48 hours of withdrawal. The student shall remove all belongings, make arrangements to check out of their room with a member of the residence life staff and return the room key. A damage charge will be assessed for each lock re-core, and added to the student’s University bill, if the student fails to return the room key when they permanently leave the residence hall. Failure to checkout with staff member and damage to the room or furnishings will result in additional charges.

UNIVERSITY SERVICES AND REGULATIONS

Academic Support Center (ASC) 614.823.1610 - The ASC offers a variety of academically related services including:

- Academic accommodations for students with disabilities
- The Writing Center - individual assistance with any writing task
- The Math Lab – tutoring in math classes ASC 0900, through Math 1800, plus Statistics
- Individual assistance with time management, exam preparation, reading techniques and note taking
- Content area peer tutoring
- Supplemental Instruction (SI) – weekly review session in historically difficult courses
- Courses and programs promoting academic success.

Bookstore 614.823.1364 - Located in the Campus Center. The Otterbein University Bookstore offers a wide variety of merchandise including textbooks, University clothing, study materials, office supplies, greeting cards and snacks. Visit their website at: <http://otterbein.bkstr.com>

Campus Center/Center for Student Involvement 614.823.3202 - The Campus Center is a private facility for the use by Otterbein students, faculty, staff and alumni. The Center for Student Involvement handles all arrangements for use of the Campus Center. A host who is a member of the student body, faculty or staff must always accompany guests, other than those who have made reservations for use of the building. Guests should have personal identification and may be asked to show it at any time. Trespassers in the Campus Center will be prosecuted. University hosts are responsible for violations of the Student Code of Conduct or damage incurred by themselves or their guest.

Policies for Use of the Campus Center

For information concerning charges for facilities, equipment or services available in the Campus Center phone 614.823.3202.

1. All events in the Campus Center must be scheduled via the online reservation form on My O-Zone. It is located on the Students Quick Links channel on the Students tab.
2. Confirmations will be sent to every applicant confirming the facility and equipment, after final arrangements have been made with the Campus Center.
3. Reservations are confirmed on a first-come, first-served basis. Campus groups are encouraged to submit reservations at the beginning of the year or semester.
4. The Campus Center reserves the right, in consultation with the groups involved, to reassign facilities to assure the maximum and appropriate utilization of the Campus Center facilities.
5. Groups associated with Otterbein University have priority over other groups in reserving facilities.
6. Persons reserving a room will be responsible for their group. Any damages incurred will be charged to the group.
7. Non-campus groups must gain approval through the Director of the Center for Student Involvement in consultation with the Vice President of Business Affairs before reserving rooms in the Campus Center.
8. If a problem occurs while your group is using the facility, contact the Center for Student Involvement at 614.823.3202 immediately.
9. The Center for Student Involvement will not schedule a series of events in the Campus Center for non-campus groups. (The Director can make exceptions when the requests from Otterbein groups will not be jeopardized by the non-campus group's request for a series of events.)
10. University group is defined as an organization officially recognized by Otterbein University as a campus organization. The conditions offered campus groups will not apply to individual students or faculty members sponsoring programs. These programs will be considered as non-campus events. The Director of the Center shall determine whether a group shall be considered on-campus or off-campus for Student Involvement in consultation with the Vice President for Student Affairs.
11. Rooms suitable for meetings or conferences are:
 - a. Campus Center, Room 1 (seating capacity, 60)
 - b. Campus Center, Room 2 (seating capacity, 10-12)
 - c. Campus Center, Room 3 (seating capacity, 25-35; with tables, 36)
 - d. East Main Lounge (capacity, 100)
 - e. West Main Lounge (capacity, 100)
 - f. Private Dining Room (capacity, 10-12)
 - g. The 1847 Room (capacity 50)
12. The main lounge may be reserved by Otterbein groups with the understanding that normal lounge activity will continue. Other groups may not reserve the lounge, but may use it in conjunction with a daylong conference or a served meal in the dining room.

13. Social functions of campus organizations must be registered on the University's Social Calendar in the Student Affairs Office before room reservations are made.

14. Three days prior to your event, cancellations must be given to the Center for Student Involvement. Organizations or departments will be held responsible for any charges incurred due to cancellation. If an off-campus group fails to cancel an event, a rental charge for the facility and all equipment involved will be charged.

15. No tape, glue, tacks, staples, or nails are permitted on the walls or glass doors of the Campus Center. Posting limitations must be discussed with the Administrative Assistant. All decorations must be completely removed at the end of each event. The facility must be returned to its original set-up.

16. All groups using University space are expected to adhere to all University policies, regulations, guidelines and, in addition, to all local, state and federal laws. Failure to comply with these regulations will result in action by the appropriate authorities. Any group or individual sponsoring an event in the Campus Center assumes all responsibility connected with the event. The Center for Student Involvement or the University assumes no responsibility. No alcohol or gambling, including raffles, is permitted in the Campus Center.

17. Dining Service arrangements must be made with the University Dining Service by calling 614.823.1116 after a facility has been scheduled for the event. Arrangements with the Dining Service should be made seven days in advance. **NO OUTSIDE CATERERS ARE PERMITTED. YOU ARE NOT PERMITTED TO BRING YOUR OWN FOOD OR BEVERAGE INTO THE CAMPUS CENTER.**

18. **NO CLASSES CAN BE SCHEDULED IN THE CAMPUS CENTER WITHOUT WRITTEN APPROVAL FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.**

19. It is the policy of the University not to make its facilities available for use by outside religious organizations for religious services of any kind, except those that may be held in connection with summer conferences or conventions or with the approval of Otterbein's Chaplain.

Center for Career & Professional Development 614.823.1456 - The Center for Career & Professional Development helps students assess their progress toward their career goals and teaches the skills necessary to make wise career decisions and obtain optimum employment. The Center for Career & Professional Development offers individualized career counseling, career testing, and written materials to assist students with career planning activities during their entire Otterbein career and as alumni. All students are encouraged to visit the office for assistance with clarifying career goals and academic majors, utilizing the alumni network, selecting and applying for internships, practicing interviews, writing resumes and cover letters, and developing post-University plans (finding a job or going to graduate school).

Center for Student Success 614.823.1624 - The Center for Student Success serves as a resource center for students at Otterbein. The Center offers supplemental academic advising, as well as peer mentoring; helps students make individualized semester conversion plans, and refers students to different campus offices for help. The goal of the Center is to help students by serving as an advocate and removing barriers for success. The Center for Student Success is located next door to the Center for Career & Professional Development (behind the Rock) in Barlow Hall

Chaplain 614.823.1409 - The University Chaplain, Monty Bradley, serves the spiritual and personal counseling needs of students and offers many opportunities to become involved with religious activities including: Otterbein Christian Fellowship, Religious Life Council, Athletes in Action, John Paul II Society (formerly Catholic ACTS), Advisor to the Spiritual Growth House and the Gospel Choir. The Chaplain serves as advisor to the Otterbein Chapter of Habitat for Humanity, and the spring break work camp--The Collegiate Challenge.

Commuter Information 614.823.3211 - All commuter students are invited to use the Commuter Lounge located on the lower level of Towers Hall. The lounge is open from 7:00 a.m. to 11:00 p.m. daily. The lounge is equipped with a refrigerator, microwave and vending machines, telephone for local and campus calls, study tables, lockers, and comfortable furniture for relaxing between classes. To find out more about commuter opportunities, call the Center for Student Involvement at 614.823.3211.

Counseling - ACADEMIC: Students are each assigned a faculty member to assist with decisions concerning courses and class scheduling. The **Dean of Academic Services** is available for counseling on academic questions at **614.823.1573**. The **Center for Student Success** at **614.823.1010** is also available to work with students on their advising, especially semester conversion concerns. PERSONAL: The **Student Affairs Office** at **614.823.1250** has staff including the **Chaplain** at **614.823.1409** that are available to help with social and personal problems. Student

Affairs staff work to make sure students have a place to turn for quality mental health services. Psychologists are available through the Student Affairs Office with a limited number of visits paid by the University.

Courtright Memorial Library 614.823.1215 – The library staff members are available to assist you in finding the information you need and helping you succeed here at Otterbein University. You can contact us through email, IM, phone, or by visiting the library. For more information visit our library website at <http://library.otterbein.edu>. Please ask a librarian whenever you need assistance.

The library collection includes over 350,000 books, periodicals, federal government publications, videotapes/DVDs, CDs, e-books, e-journals, and other instructional materials to support the curricular and co-curricular needs of students, faculty, and staff of Otterbein University. Both print and non-print materials (such as DVDs) are shelved together to make it easier for you to find the items you need. Course reserve materials are available to assure students access to information found in limited sources or recommended for use by their professors. Students are responsible for materials they check out and fines are assessed for overdue and lost items.

The Courtright Memorial Library is part of a statewide consortium of 24 private Universities, called OPAL. OPAL is also the name of our online catalog and can be accessed through the University network or Internet providers from computer labs, homes, offices, or dormitories. Otterbein University is also a member of OhioLINK, a statewide consortium of 86 public and private academic libraries and two public libraries (including Westerville Public Library). Through OPAL and OhioLINK, Otterbein students, faculty, and staff may request materials from member libraries, either electronically or by visiting that library. Any items not owned by another Ohio academic library can be obtained through resource sharing agreements via Interlibrary Loan.

Make sure you visit the library, get a cup of coffee or other food or beverages from the Otter Bean Café, visit the Academic Support Center on the 2nd floor, study with friends or alone, meet with your professors or other students, use the resources available within the library, obtain assistance from a library staff member, or read a good book. So many options are available for you as a member of the Otterbein community.

Dining Services 614.823.1611 - All students living in University residence halls are required to participate in a full meal plan, unless they have senior class academic standing by the first day of fall semester. Residents of the Commons Apartments and Theme Houses are not required to have a meal plan. Non-residential students may add Munch Money to their Cardinal Card by contacting the Business Office. Meal plans may not be cancelled during an academic semester except when a student officially withdraws from the University. Changes to meal plans may only be made during the first week of each semester. All food served in the Cardinal's Nest should be consumed on the premises unless prior arrangements have been made with the Dining Service director. Students with special dietary needs should meet with the Dining Service director to discuss how their needs can be met.

Emergency Loans/Mercedes Blum-Graber 614.823.1250 - Small, short-term, interest-free loans are available to all Otterbein University students through the Mercedes Blum-Graber Emergency Loan Fund. Students interested in applying for a loan should visit the Student Affairs Office.

Emergency Telephones/Otterbein Police 614.823.1222 – Emergency telephones are located in numerous areas of the campus and are to assist you in contacting the Office during an emergency. Yellow boxes marked “Emergency” are the emergency telephones.

To use, push the button and talk. **DO NOT TALK** while an Otterbein Police officer is speaking.

The following is a list of Emergency Phone Locations:

- 25 West Home Street (North Entrance)
- 25 West Home Street (South Entrance)
- 25 West Home Street (North Elevator)
- 25 West Home Street (McFadden Lot)
- Art & Communication Building (Front Entrance)
- Art & Communication Building (Rear Entrance)
- Art & Communication Building (Rear by Kiln Area)
- Barlow Hall (South) (on Cochran Alley)
- Battelle Fine Arts Center (Elevator)
- Campus Center (Elevator)
- Campus Center West Parking Lot
- Center Street Parking Lot
- Clements Hall (Main Entrance)
- Clements Hall (Northwest Entrance)
- Clements Recreation Center Elevator

Clements Recreation Center (Front Entrance)
Commons on Home Street Parking Lot
Commons on Park Street Parking Lot
Cowan Hall Elevator
Cowan Hall (Front of Building)
Davis Annex (East Entrance)
Davis Hall (East Courtyard)
Davis Hall (South Entrance)
Devore Hall (Elevator)
Devore Hall (Exterior South Entrance)
Devore Hall (South Entrance Between Double Doors)
Dunlap-King (Lower Entrance East Side)
Garst Hall (Middle South Entrance)
Hanby Hall (Front Entrance)
Library (East Entrance)
Library (Elevator)
Mayne Hall (Front Entrance East Side)
Otterbein Police Department (Rear Entrance)
Otterbein Police Department (Front Entrance)
Park Street Parking Lot
Roush Hall (East Entrance)
Roush Hall (West Entrance)
Roush Hall (Elevator)
Scott Hall (West Entrance)
Service Department (Lower Parking Lot)
Science Building (West Entrance)
Science Building (Elevator)
Stadium Elevator
Towers Hall Elevator
Towers Hall (West Entrance)

Employment of Students – Otterbein University provides student employment under two campus employment programs, Federal Work-Study and Non-Federal Work-Study. Students may work a maximum of 20 hours per week during enrollment sessions and 40 hours per week during break periods.

On Campus - The on-campus student employment program is intended to provide part-time and seasonal employment for individuals whose primary purpose is to attend classes in pursuit of a degree or certificate at Otterbein University. Student employment positions are available ONLY to students who meet minimum enrollment requirements of 6 credit hours (part-time) for undergraduate students and 4 credit hours (part-time) for graduate students. All student employment positions at Otterbein are hired into two categories: Federal Work Study and Non-Federal Work Study.

Federal Work Study (FWS) is funded both by the University and the Federal Government and provides for part-time employment to students who demonstrate financial need. Award amounts are determined each year by the Office of Financial Aid.

Non-Federal Work Study (NFWS) is funded entirely by the University for those who do not qualify for FWS.

Summer Employment is allowed for students (undergraduate and graduate) enrolled at least part-time in the summer or registered for the same in the fall. Summer session begins the day after commencement and ends the day before fall semester. Summer employment is considered NFWS. A limited number of jobs are available. The student must be meeting Standards of Academic Progress to continue working on campus as an FWS or NWS student employee. Jobs are posted on My O-Zone at: <http://www.otterbein.edu/intranet/HR/Careers.aspx>. Otterbein University complies with Equal Employment Opportunity laws and the Fair Labor Standards Act. Students may not apply for jobs until eligibility has been established through the Office of Financial Aid. Once a student has received their FWS or NWS employment paperwork, they can follow the application process as contained in the online posting.

Off Campus-Employment opportunities with local businesses can be found via Cardinal Careers, our online job board via the Center for Career & Professional Development website. Students apply directly to the business.

Health Center 614.823.1345 - The Health Center provides health care for full time Otterbein students who pay full time fees to the University. The Health Center is open, 8:00 a.m. to 4:30 p.m., Monday through Friday; a doctor is available for two hours each day. In case of emergency, students should call 911. Students are advised to see the physician at times other than their regular class hours except in the case of an emergency. When a student misses class, for one day or several, it is the student's responsibility to let his/her professor(s) know the reason for the

CAMPUS OFFICE PHONE NUMBERS, LOCATIONS AND HOURS

Office Name	Phone	Location	Hours
Academic Affairs	823.1154	Roush Hall 3rd Floor, 27 S. Grove Street	M-F 8:30 a.m.-5:00 p.m.
Academic Support Center	823.1610	Courtright Memorial Library, 2nd Floor - 40 W. Main St.	M-F 9:00 a.m.-5:00 p.m.
Clements & Rike Centers	823.3530	Clements & Rike Centers	M-F 9:00 a.m.-5:00 p.m.
Business Office	823.1150	25 W. Home Street	M-F 8:30 a.m.-5:00 p.m.
Campus Bookstore	823.1364	Campus Center 100 W. Home Street	M 9:00 a.m.-7:00 p.m. T-F 9:00 a.m.- 5:00 p.m. Sat 10:00 a.m.-2:00 p.m.
Center for Career & Professional Development	823.1456	60 N. Grove Street	M-F 9:00 a.m.-5:00 p.m. Closed from 12-1 p.m.
Center for Community Engagement	823.1270	82 W. Main Street	M-F 9:00 a.m.-5:00 p.m.
Center for Student Success	823.1624	60 N. Grove Street	M-F 9:00 a.m.-5:00 p.m.
Center for Student Involvement - Greek Life, Orientation, Student Activities, Commuters, Cardinal Card	823.3202	Campus Center 100 W. Home Street	M-F 8:30 a.m.-11:00 p.m. Sat 9:00 a.m.-11:00 p.m. Sun 10:30 a.m.-11:00 p.m.
Chaplain	823.1409	82 W. Main Street	M-F 9:00 a.m.-5:00 p.m.
Office of Adult and Transfer Admissions	823.1356	Towers Hall 1 S. Grove Street	M-Th 8:30 a.m.-8:00 p.m. F 8:30 a.m.-5:00 p.m.
Copy Center	823.1658	Towers Hall Basement 1 S. Grove Street	M-F 8:30 a.m.-5:00 p.m.
Counseling Services	823.1250	Student Affairs Office 65 W. Home Street	By Appointment
Development & Institutional Advancement	823.1400	Howard House 131 W. Park Street	M-F 8:30 a.m.-5:00 p.m.
Financial Aid	823.1502	88 Cochran Alley	M-F 8:30 a.m.-5:00 p.m.
Dining Service	823.1116	Campus Center, 100 W. Home Street	M-F 8:30 a.m.-5:00 p.m.
Graduate Programs	823.3210	Roush Hall, Room 208 27 S. Grove Street	M,Th,F 8:30 a.m.-5:00 p.m. T,W 8:30 a.m.-6:00 p.m.
Health Center	823.1345	78 W. Home Street	M-F 8:00 a.m.-4:30 p.m.
Human Resources	823.1805	25 W. Home Street	M-F 8:00 a.m.-5:00 p.m.
Information & Technology Services	823.1747	Roush Hall Basement 27 S. Grove Street	M-F 9:00 a.m.-5:00 p.m.
Student Computer Help Desk	823.1060	Roush Hall Basement 27 S. Grove Street	M-F 9:00 a.m.-9:00 p.m. Sat 8:00 a.m.-2:00 p.m.
Library	823.1215	Courtright Memorial Library 140 W. Main Street	M-Th 7:45 a.m.-11:00 p.m. F 7:45 a.m.-6:00 p.m. Sat 10:00 a.m.-5:00 p.m. Sun 12:00 p.m.-11:00 p.m.
Mail Services	823.1309	Towers Hall Basement 1 S. Grove Street	M-F 8:30 a.m.-5:00 p.m. Sat 11:00 a.m.-1:00 p.m.
Marketing & Communications	823.1600	Cellar House, 141 W. Park Street	M-F, 8:30 a.m.-5:00 p.m.
Otterbein Police Department	823.1222	194 W. Main Street	M-F, 8:30 a.m. – 5:00 p.m. Phone answered 24/7
President	823.1656	Roush Hall, 3 rd Floor	M-F, 8:30 a.m.-5:00 p.m.
Registrar's Office	823.1350	Towers Hall Room 27 1 N. Grove Street	M & Th 8:30a.m.-7:00 p.m. T, W, F 8:30a.m.-5:00 pm
Student Affairs - University Calendar & Posters, Emergency Loans, Diversity, International Student Services, Residence Life, Student Conduct & Wellness, Counseling	823.1250	Back of Hanby Hall 65 W. Home Street	M-F, 8:30 a.m.-5:00 p.m.

The *Campus Life Handbook* is updated by the Student Affairs Office. If you have any questions, please call 614.823.1250 and we will be glad to help you.