



# planner & handbook 17-18

HEIDELBERG UNIVERSITY

# Heidelberg University

## 2017/2018 Planner Handbook (provided by Student Senate)

### Heidelberg University Mission

Heidelberg University is a community of learning that promotes and nurtures intellectual, personal and professional development, leading to a life of purpose with distinction.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

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# SAFETY INFORMATION

The Campus Safety and Security Department is staffed 24 hours a day 365 days a year.

An anonymous crime report form is available on the Heidelberg University Safety and Security website for students who have knowledge of a crime but do not want to become personally involved.

## EMERGENCY CODE BLUE PHONES

Heidelberg University has installed Emergency Code Blue Phones throughout campus. Students may call the Tiffin Police (9-1-1) by pressing the red button in an emergency. The red button should only be used in an emergency. Students may call campus security for any non-emergency situation by pressing the black button and dialing 2211.

## CAMPUS ESCORT SERVICE

The Heidelberg University Safety and Security Department provides safety escorts 24/7 all year round for students, faculty, staff, and guests on campus. A member of the Security staff will walk or drive you to and from your destinations on campus. All Security staff members carry a cell phone, which can be used in case of an emergency. Students with disabilities or temporary disabilities which may include, but are not limited to, injured limbs, surgeries, and short-term illnesses, may also request escort accommodations. Accommodations should be arranged through Stoner Health Center. Stoner Health Center will notify Security of the necessary accommodations.

### What are the boundaries?

Any place on the Heidelberg University campus, including the outlying areas, i.e., the athletic fields and Senior Apartments.

### What type of escort is available?

A Security staff member will walk with you or drive you to your destination on campus.

### How do I arrange an escort?

Call Campus Security at extension 2211 (419-448-2211) and ask for an escort. No appointment is required. However, if there is an emergency happening on campus, you may have to wait. Wait in a safe place (building or your car) until someone is free to escort you. Escorts are a high priority call. Whenever possible, do not walk alone at night. Call Security for an escort.

## CRIME PREVENTION

Here are a few suggestions for what you might do to prevent a crime in your area.

In your office:

1. Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
2. Do not leave a message on your door indicating that you are away and when you will be back.
3. If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
4. Do not put your address on your key ring.
5. Do not leave keys in hiding places.

When walking:

1. Avoid walking alone at night unless absolutely necessary.
2. Walk purposefully, know where you are going, and project a no-nonsense image.

Protecting your automobile or bicycle:

1. Always lock your car.
2. Lock bikes to bike racks with hardened-alloy locks and chains or U-shape locks.
3. Do not leave tempting valuables or property visible inside your car. Lock these items in the trunk.

Protecting yourself when driving:

1. Look into your car before getting in. Lock doors and roll up windows once inside for protection.
2. Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.
3. Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

Call Tiffin Police at 419-448-2323 or Campus Security at 419-448-2211 for detailed crime prevention information or to ask questions.

## TRAVELER TIPS

When traveling domestically or internationally, there are some simple precautions you can take to help keep you safe.

For U.S. State Department travel warnings and in-country information, visit [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html).

Before you go:

1. Ensure that your passport, if needed, is good for at least three or four months.
2. Make a copy of your credit card and traveler check numbers and the telephone number needed to report a theft. Keep the copy in a location separate from the documents.
3. If possible, carry any required prescriptions in the original containers.
4. Check with your medical insurance carrier about coverage away from your home and work. Know coverage protection for out of country travel.

Before you take off:

1. Make copies of passport photo page; put a copy in your carry-on & leave a copy at home.
2. Make sure your luggage is tagged and filled out, but don't use your position or affiliation.
3. Dress casually when traveling to avoid attention; avoid showy jewelry. Be alert at security checkpoints. Don't place belongings on conveyor until you can keep an eye on items being screened.

At your hotel:

1. In a hotel, try to secure a room between floors two and seven. Fire departments may not have the capability to rescue above the seventh floor.
2. Always check for the nearest fire stairwell, hoses, and emergency telephone when checking into a hotel.
3. Avoid hanging the "Please Clean Room" tag on your room door. It is an obvious signal that you are not in.
4. Do not leave sensitive information or documents inside your hotel room. Hand carry and personally protect your documents, as well as laptop computers and other valuables.
5. Stay with your luggage until it is brought into the lobby or placed in your taxi.

At your hotel, in case of fire:

1. Locate the nearest stairwell to your room.
2. Check your door by placing the palm of your hand on the door or the knob. If either feels hot, do not open the door.
3. If you cannot leave your room or the stairwells are unsafe, notify the front desk that you are in your room.
4. Stay low but alert to any signs of rescues from the streets or the halls. Let firefighters know where you are by waving a towel or sheet out of the window.

On the street:

1. Be aware of your surroundings. Look up and down the street before exiting a building.
2. Ask the bellman, concierge, and front desk personnel regarding safe – and not-so-safe – areas around the city to jog, dine, or sightsee. Be aware of local traffic regulations and driving habits. Joggers have been seriously injured by failing to understand traffic conditions.
3. Keep in mind that purse snatchers and briefcase thieves often work hotel bars and restaurants. Keep your purse or briefcase in view or in hand.
4. Be alert to scams involving an unknown person spilling a drink or food on your clothing; an accomplice may be preparing to steal your wallet, purse, or briefcase.

Wherever you are:

1. Always be alert of distractions that may be staged by pickpockets, luggage thieves, or purse snatchers.
2. Consider wearing a money belt or other secure storage device; waist pouches are not advised because potential thieves will know the location of your valuables.
3. Keep briefcases and purses in view or in hand when using telephones. If you're using a credit card, block the view of the keypad when entering the number.
4. Be cautious when entering public restrooms.

# EMERGENCY PROCEDURES

For a complete list of emergency response procedures, please consult the Heidelberg University Safety and Security webpage.

## ACTIVE SHOOTER

First Contact: Tiffin Police Department, 911 (9-911 from campus phone)

Second Contact: Campus Security, 419-448-2211

Nothing or no one can guarantee your safety in a violent shooter incident. Being prepared on what to do until law enforcement arrives can improve the odds of survival. This policy recommends strategies that can improve your chances of surviving a violent shooter incident. This policy gives recommendations only and does not guarantee the survival of a shooter incident. This policy is based on the A.L.I.C.E. response to an active shooter.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and focused. Use these guidelines to help you plan a strategy for survival.

### What to do if you hear gunshots

If you hear what sounds like gunshots or popping, immediately assume they are gunshots and don't investigate. You need to quickly decide one of three courses of action:

1. Can you evacuate from the building? If so, evacuate immediately and call 911 when you are safe.
  1. When Dialing 911, stay calm and give the police as much information as you know (description of the shooter, whereabouts, etc.) If you can't speak, leave the line open so the dispatcher can listen to what's taking place. At times the location of a 911 call can be determined without speaking.
2. If unable to evacuate, can you stay where you are and secure yourself from the shooter? If so, take action to secure yourself. When you are safe, immediately call 911.
3. If unable to evacuate or secure yourself in an area away from the shooter, you may need to prepare to take aggressive action to protect yourself.

### Deciding on the best course of action

The information below will aid in deciding which course of action might be your best option:

1. If an active shooter is in the same building as you, determine if evacuating the building is possible. If so, exit the building immediately and attempt to alert others as you exit the building. Immediately call 911 when you are safe. If unable to evacuate, lock down the room you are in and attempt to barricade the door with anything you can use to do so. Call 911 when you have the room secure.
2. If an active shooter is outside your building, look for an evacuation route away from the building you are in. If able to do so, evacuate the building away from the shooter and immediately call 911. If unable to evacuate, lock down the room you are in and attempt to barricade the door with anything you can use to do so. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands. Stay in your secure area until the police have found you.
3. If an active shooter enters your office or classroom and escape is not possible, you may need to consider taking aggressive action to protect yourself. If you and others decide to make an attempt to overpower the shooter, realize this will involve significant risk and cannot be accomplished half-heartedly. If the decision is made to confront and attempt to overpower the shooter, experts recommend spreading out and not standing in a group. Use any method possible to distract the shooter. Screaming and throwing items at the shooter are recommended. Remember, this will involve significant risk and may involve final attempts to preserve innocent lives.

### When you evacuate

1. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officer you may encounter and remain calm.
2. If you happen to come across the shooter's weapon, do not pick it up. Cover the item with something such as a trash can and alert the police. If you have to pick the weapon up to keep the shooter from regaining possession, place the weapon in a trash can and immediately take to the police.
3. Once you have evacuated, go to a safe area and wait for instructions from law enforcement or campus administrators.
4. Do not try to drive off campus unless advised to do so by police or campus administrators.

## **BOMB, CHEMICAL, BIOLOGICAL THREAT**

First contact: Tiffin Police Department, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

1. If you observe a suspicious object on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call 911.
2. Any person receiving a threat via the telephone should ask the caller:
  - a. Exact location of device (building, floor, room, etc.)
  - b. Time device is set to explode
  - c. Kind of device, timing device, etc.
3. Keep talking to the caller as long as possible and record the following:
  - a. Date and time of call
  - b. Location of alleged device
  - c. Detonation time of alleged device
  - d. Type of device
  - e. Speech pattern, accent, distinguishing characteristics, etc.
  - f. Background noise
  - g. Critical statements made by caller
4. Using another telephone, dial 911.
5. A decision to evacuate the building will be made after the threat has been assessed, identified, and a need to evacuate confirmed.
  - a. The order to evacuate could come from either law enforcement, the fire department, or University personnel.
6. If instructed, evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the threat. Alert emergency personnel of their location.
7. DO NOT PANIC.
8. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by campus security.

## **CHEMICAL/HAZARDOUS MATERIAL SPILL/RELEASE**

First contact: Tiffin Police Department, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

Hazardous materials come in four forms: Explosives, Flammable and Combustible Substances, Poisons, and Radioactive Materials.

### **If a chemical spill occurs:**

1. Report any spillage of hazardous chemicals immediately to the Tiffin Fire/Rescue Division by calling 911 (9-911 from a campus phone).
2. Then call Campus Security at 419-448-2211 (2211 from a campus phone).
3. Avoid contact with spilled liquids, airborne mists, or condensed solid chemical deposits.
4. If possible, avoid inhaling gases, fumes, and smoke by covering the nose and mouth.
5. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
6. Avoid contact with exposed individuals.
7. Vacate the affected area at once and seal it off to prevent further contamination. If possible, vacate the area in the direction upwind from the source.
8. Wait for emergency personnel to arrive.
9. Follow decontamination instructions from local authorities.

### **If a chemical fire occurs:**

1. Remain calm.
2. Call 911 (9-911 from a campus phone).



3. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and the exit.
5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Proceed to exit.
6. Do not break windows. A fire needs oxygen.
7. Do not attempt to save possessions at the risk of personal injury.
8. Once outside, move to a safe area away from the building. Keep streets and walkways clear for emergency vehicles and personnel.
9. Do not return to the emergency area until instructed to do so by Police or Fire Department officials.

Note: All chemical spills and fires, no matter how small, should be reported.

Planning includes training in proper use of fire extinguishers and knowing their location.

## **EXPLOSION**

First contact: Tiffin Police Department, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

In the event of an explosion on campus, take the following action:

1. Immediately take cover under tables, desks or other objects that will give protection against falling glass and debris.
2. After the initial effects of the explosion have subsided, notify the Tiffin Fire/Rescue Division at the designated emergency response number – 911 (9-911 from a campus phone). Give your name and describe the location and nature of the emergency. Notify Campus Security at 419-448-2211.
3. Activate the building fire alarm.
4. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their locations.
5. DO NOT USE ELEVATORS. DO NOT PANIC.
6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by the Tiffin Fire Department or Campus Security.
8. The Director of Safety and Security will notify the Dean of Student Affairs and the Associate Vice President for Facilities and Engineering. The Dean of Student Affairs will then notify the members of the Heidelberg Emergency Incident Operations Team.

## **FIRE**

First contact: Tiffin Fire/Rescue Division, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

1. In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.
2. When you are in a safe area, away from the fire, call the Tiffin Fire Department at the designated emergency response number - 911 (9-911 from campus phone). Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator. Follow-up with a call to Campus Security at 419-448-2211.
3. Evacuate the building by the nearest uninvolved exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.
4. Always evacuate a building when the alarm is ringing.
5. DO NOT USE ELEVATORS. DO NOT PANIC.
6. Once outside, move to a clear area that is at least 100 feet away from the affected building and follow instructions from fire personnel. Keep streets and walkways clear for emergency vehicles and crews.
7. DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING unless authorized by a City of Tiffin Fire Department official.
8. The Director of Safety and Security will assess the situation and notify the Dean of Student Affairs and the Associate Vice President for Facilities and Engineering.

## **FLOOD**

First Contact: Campus Security, 419-448-2211

Second Contact: Krammes Service Center (Physical Plant), 419-448-2391.

The low lying areas of the campus are in a flood plain and could be affected if Rock Creek goes over the banks. Campus Security will have the primary responsibility for evaluating Rock Creek elevation conditions and for triggering various levels of readiness notifications to the campus community that would be affected by flooding conditions.

**Flood Watch:** A flood watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.

**Flood Warning:** Available information indicates that the Creek will go over the banks and will affect the lower areas of campus.

In the case of imminent or actual flooding:

1. A notification will be sent out from Campus Security through the Heidelberg Emergency Notification System (SendWordNow).
2. If you can safely do so:
  - a. Unplug all electrical equipment
  - b. Secure any vital belongings
  - c. All departments (such as Athletics) should secure all equipment.
3. If instructed to evacuate your area, do so in a calm and safe manner.
  - a. Attempt to find higher, safer ground
  - b. If the waters start to rise in your building before you have evacuated and you cannot safely exit the building, retreat to a higher floor and if necessary, the roof.
4. If instructed to move your vehicle, information will be provided to you with instructions on where to move your vehicle.
  - a. Do not attempt to drive through a flooded area.
5. Do not walk through flooded areas. As little as six inches of moving water can knock you off your feet.
6. Do not try to swim to safety; wait for rescuers to come to you.
7. Stay away from downed power lines and electrical wires.
8. Do not return to your building until you have been instructed to do so by someone from Campus Security or the Tiffin Police or Fire Department.
9. In case of permanent damage to the residence halls or classrooms, the Heidelberg University Administration will make the necessary arrangements for meals, housing, and class.

## **MEDICAL AND FIRST AID**

First contact: Tiffin Fire/Rescue Division, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

If someone becomes ill or is injured and requires immediate assistance:

1. If a serious injury or illness occurs on campus, immediately call 911 for EMS. Give your name, describe the nature and severity of the medical problem, and provide the campus location of the victim. Do not hang up until released by the emergency operator.
2. Call Campus Security at 419-448-2211 to inform them of the emergency and inform them that the EMS has been notified.
3. Keep the victim still and comfortable until help arrives. Do not move the victim.
4. Administer first-aid and CPR if necessary.
5. If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, University staff should refrain from recommending specific health care vendors. In circumstances involving a person who is unconscious and/or not oriented, calling the EMS and campus security is the appropriate response.
6. In case of a minor injury or illness, students may go to Stoner Health and Counseling Center during open hours.
7. The Dean of Student Affairs will be notified for all serious illnesses and injuries involving students.
8. Human Resources will be notified for all serious illnesses and injuries involving faculty and staff.

## **POWER OUTAGE**

First Contact: Campus Security, 419-448-2211

Second Contact: Krammes Service Center (Physical Plant), 419-448-2391.

To report a minor or localized power outage, contact Campus Security at the designated emergency response number. In the event of a major, campus-wide outage, American Electric Power will be contacted by the Associate Vice President for Facilities and Engineering (or his/her designee).

In the event of a major, campus-wide outage:

1. STAY CALM.
2. Follow directions from Campus Security for immediate action. A notification will be sent out by Campus Security through the Heidelberg Emergency Notification System (SendWordNow) with instructions.
3. Provide assistance to others in your immediate area, who may be unfamiliar with the space.
4. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. Do not light candles or other types of open flames for lighting.
5. Unplug all electrical equipment (including computers) and turn off light switches.
6. If you are in an elevator, stay calm. Use the emergency button or telephone to alert Campus Security at extension 2211 (419-448-2211).
7. In the case of a long term power outage, the Heidelberg University Administration will make the necessary arrangements for meals, housing and class.

## **TORNADO/SEVERE WEATHER**

First Contact: Campus Security, 419-448-2211

Second Contact: Tiffin Fire/Rescue Division, 911 (9-911 from campus phone)

A tornado watch/severe weather watch means tornadoes are likely to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a warning. A tornado warning means a tornado has been spotted in the immediate area. Employees/students are expected to take the following action:

1. The city of Tiffin will activate sirens in the event of a tornado warning. If you receive notification of a tornado warning or see a tornado, move to the lowest level in an interior hallway of the building as quickly as possible.
2. Stay away from windows and areas with a large expanse of glass
3. Avoid auditoriums, gymnasiums and other large rooms with free-span roofs.
4. DO NOT USE ELEVATORS. DO NOT PANIC.
5. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
6. Protect your head and face. If possible, get under a sturdy table or other structure.
7. If possible, take a battery-operated radio with you to monitor news about the tornado.
8. Stay in a safe area of the building until the warning is officially over.
9. If a tornado causes significant property damage, injury, and/or loss of life, the Director of Security will contact the Emergency Operations Team member.

## **VIOLENT OR CRIMINAL BEHAVIOR**

First contact: Tiffin Police Department, 911 (9-911 from campus phone)

Second contact: Campus Security – 419-448-2211

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Campus Security at 419-448-2211.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify the Tiffin Police Department at 911 and then Campus Security at 419-448-2211 and report the incident, including the following:
  - a. Your name
  - b. Nature of incident
  - c. Location, date, and time of incident
  - d. Description of person(s) involved
  - e. Description of property involved

2. Assist the officer(s) when they arrive by providing additional information upon request.
3. Take the following action if you are a victim of a property crime:
  - a. Go to a safe space and notify the Tiffin Police Department then Security
  - b. Do not touch anything
  - c. Meet with the officer at the location the officer requests
  - d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
4. Take the following action if you are a victim of a violent/personal crime:
  - a. Be observant! The more information you can provide, the better chance the criminal will be apprehended. Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - b. As soon as possible, get to a safe place and notify the Tiffin Police Department and then Campus Security. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
  - c. Meet with the officer. Follow the officer's instructions.

## **RESIDENTIAL NORMS, POLICIES AND PROCEDURES**

Heidelberg University requires all full-time undergraduate students to reside in campus housing during their time at Heidelberg. Exceptions to this policy are outlined in the student handbook. For those in Heidelberg residentially-owned housing, students have the right to a residential living environment that is conducive to study, sleep and social interactions. Upon enrollment at Heidelberg University, all students are expected to be aware of, and are required to comply with, all University policies, procedures and standards. It takes every student's effort to provide everyone in the Heidelberg University community with a positive residential experience. Lack of awareness of the items contained in this publication or on the Heidelberg University website does not excuse actions or behaviors that violate residential norms, policies or procedures.

### **ALCOHOL**

Refer to "Alcohol" under Campus Community Norms, Policies, and Procedures section.

### **BOARD/MEAL PLAN**

All on-campus residential students (those that live in Heidelberg owned or managed residence halls, houses, and apartments) are required to participate in the meal/board plan provided by the University. Further information on board plans can be obtained from Campus Dining Services.

### **CLEANING AND MAINTENANCE**

1. It is the responsibility of students to clean and maintain their room, apartment, and/or house. Keeping the common spaces clean within one's building is also part of the living experience at Heidelberg.
2. Vacuum cleaners and brooms are provided in each residence building for student use. Damaged or missing vacuums/brooms will be charged to all residents within that community for replacement.
3. All trash must be bagged and carried to the closest dumpster outside the residence halls/apartments. Campus houses have individual disposal bins that must be carried to the curb before 6:00 a.m. on their designated pick-up day (Tuesday mornings).
4. Residents cannot leave trash outside their room, in hallways or kitchens, or in common area (i.e.; lounges, kitchens, bathrooms) trash bins. It is the responsibility of the student to take personal and/or bagged trash to the outside dumpsters without delay. Community damages may apply to all residents if personal trash cannot be identified.
5. Rooms, apartments and/or houses must be left in a clean condition at the end of the contract period and at holiday and break closings. Hall staff will conduct regular health and safety inspections throughout the year.
6. Recycling is located behind Gundlach Theatre. Students are encouraged to take their recycling to that location anytime, Monday through Friday, 8am to 5pm. Additional recycling varies from building to building.

## **CLOSING OF UNIVERSITY HOUSING**

1. University Breaks
  - a. All University residences are closed during Thanksgiving, Winter, Spring and Summer breaks. Closing and reopening hours for residential properties will be specified and published in advance. Students are not permitted to reside in or enter the residence halls during break periods without permission from the Campus Life Office.
  - b. Students may leave personal possessions in their rooms, apartments, and/or houses during breaks during the academic year (Thanksgiving, Winter and Spring Breaks). The University will not assume responsibility for lost, stolen, or damaged property.
  - c. Students who require housing during university breaks should consult with the Campus Life Office. Arrangements will be made to assist students in extenuating circumstances only.
2. End of the year
  - a. Students are required to check out of University housing within 24 hours after their last exam, or prior to the specified closing times. Seniors must check out of University housing following the graduation ceremony.
  - b. For proper checkout to occur, the room must be completely vacated of personal items, left clean, and a room condition report must be completed with the Residence Life staff. Further instructions will be provided by Campus Life staff regarding appropriate check-out procedures.
  - c. Fees are charged directly to the student's account for damage to rooms/houses/common areas and for any unusual cleaning or repair that is required.
  - d. Students may be charged a fee for improper check-out if they
    - i. fail to set-up a check-out time;
    - ii. are not prepared to check-out at their chosen check out time;
    - iii. fail to sign the Room Condition Report and/or return keys/student ID.
  - e. All residential students are responsible for any damage found in the room during inspections. Each space will be inspected by the RA, RC, and full-time staff member of Campus Life and Krammes Maintenance. Damages found in the room during inspection will be added to the student's campus account.

## **COHABITATION**

Assigned students to a room, apartment, or house are the only individuals permitted to reside there. If the Campus Life staff observes evidence or is informed of cohabitation between two or more people other than the assigned person(s) of the room, loss of guest and student visitation privileges may result. Students may be documented for conduct purposes to determine if a violation occurred.

## **COMMON AREA SPACE IN RESIDENCE HALLS**

1. Residence Hall common spaces are primarily intended for the use and accessibility of the building residents. Common spaces are not designed for overnight accommodations.
2. Talmage, Miller, Brown, King and Krieg Main Lobbies, France Great Hall and Williard Conference Room may be reserved by University-approved campus organizations (not affiliated with a particular residence hall) with permission from the Residence Coordinator of the building. A campus organization interested in reserving common area space in a residence hall should initially contact Conferences and Events at 419-448-2193 to see if the space is available. The Residence Coordinator and/or Assistant Dean for Campus Life must approve any room reservation that is requested in those locations. Once approved, space reservation processes (Event form, or other approved methods) must be followed.
3. Floor lounge space cannot be reserved by any group other than the students of the living unit, hall council representative, or Residence Life staff.
4. Common area space in campus houses and apartments is the responsibility of all residents assigned to that unit.

## **COMMUTER STATUS**

1. Students are required to maintain occupancy in campus housing during their full academic career at Heidelberg unless authorization is granted to withdraw from university housing. Students must meet all of the following criteria to commute to campus:
  - a. Residency with a parent or legal guardian within a 50-mile driving radius of the University;
  - b. Parent or Legal Guardian Verification of at-home residency.
2. Commuter Status will not be granted mid-year unless extenuating circumstances exist. (See Housing Contract for further information)
3. Students must re-apply for commuter authorization each academic year.
4. The cost of a double room and a meal plan will be applied to a student's account until approval is granted.

## **COURTESY AND QUIET HOURS**

1. Courtesy Hours
  - a. Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residential buildings. Consideration for others is a primary component of community living and students agree to uphold this expectation when they choose to become residents.
  - b. The volume of stereos/TVs/voices/etc. must be kept at a level that cannot be heard outside the room with the door closed or outside the building.
  - c. Noise level must not deter students who want/need to study or sleep at any time.
  - d. Speakers may not be placed on or played from windowsills or doorways.
  - e. Amplified speakers must be appropriate to room size and volume kept at a conversational level of sound.
  - f. Students must comply with any student or staff member's request to be quiet or turn down/off sound equipment.
2. Quiet Hours
  - a. When quiet hours are in effect, stereo, voice, and television volumes must be kept low and room doors must be closed when there is any noise in the room.
  - b. Quiet Hours are 10pm to 10am Sunday night through Friday morning, and midnight to 10am Friday night through Sunday morning.
  - c. During finals week, 24-hour quiet is in effect.
3. Failure to comply with Courtesy and/or Quiet Hours may result in a noise violation where a requirement that sound equipment be stored in a designated area until it can be taken home and/or further sanctions.

## **DAMAGES**

1. Heidelberg University students are expected to use care in the use of University facilities and furnishings. When damage occurs in the residence halls, University-owned apartments, or houses, repair and/or replacement costs will be billed to the student(s) responsible.
2. If individual responsibility for damage cannot be determined, the cost is divided among the residents of the room, floor, building, apartment or house.

## **DECORATIONS**

1. Students may decorate the residence hall rooms, apartments and houses with the following guidelines and policies:
  - a. Students will be charged for damage caused by adhesives, tacks or nails.
  - b. Painting or other like alteration of student rooms, facilities or equipment is not permitted.
  - c. Decorative lights must be UL approved and used as intended.
  - d. Carpeting must meet DOC-FF specifications. The use of carpet tape and foam or rubber-backed carpeting is prohibited.
  - e. Nothing should be hanging from or covering the ceiling, sprinkler heads, lights, or any other life safety equipment in the room.
  - f. Room doors may be decorated as long as it does not hinder the function of the door. Items placed on the door must be easily removable without causing damage to the door/frame finish.

- g. Any offensive decorations posted in or near a room will be removed.
- h. Room decorations must not be visible from outside.
- i. Packaging materials (i.e., alcohol containers) may not be used as room decoration.

## **DOORS**

1. It is a violation of policy to prop any residence hall exterior, hallway or stairwell door. These doors assist in security and serve to slow the spread of fire.
2. Exiting through a fire door is prohibited. Fire doors are indicated as such by signs and/or alarms.
3. Students may only prop their room door when they are in their own room. Doors must be shut/locked when students are not in their own room.

## **ELECTRICAL APPLIANCES**

1. Each resident is permitted to have a 4.5 cubic feet or less refrigerator in his/her room.
2. With the exception of air corn poppers, microwaves, and auto-off coffee makers, all other cooking appliances that have a heat source are prohibited.
3. Multiple taps and electrical extension cords are prohibited. UL approved power strips with surge protectors are acceptable for use (1 per resident only).
4. All electrical equipment must be UL approved.
5. Window air-conditioning units are not permitted. (For air conditioning required due to medical need, see Special Residential Accommodations.)
6. Space heaters are not permitted in any residential facility, unless specifically issued by Krammes Service Center on an emergency basis.
7. Halogen Bulbs are not permitted in any residential facility, due to the high risk of fire associated with them.

## **FIRE SAFETY**

1. Fire Drills and Alarms - When a fire alarm sounds, all students, visitors and guests must evacuate the building and defer to the directions of Campus Life staff, Security staff, Tiffin City Police or Fire Department personnel. All residential rooms have emergency exit signs posted on the inside of the bedroom door.
2. Fire Equipment - Tampering with fire equipment is a violation of state law and is prohibited.
3. Smoke Detectors - Resident Assistants will check the detector once per month to ensure fire safety.

## **FURNISHINGS**

1. Students may not remove or exchange furniture from common areas of the residence hall (or house) or from any residence hall room.
2. Lofts may be built for rooms in Miller Hall only.
  - a. Lofts must be built according to the specifications published and available from the Campus Life Office.
  - b. Lofts are not permitted in the University-owned houses or apartments.
  - c. Lofts must be inspected by the Residence Coordinator within the first two weeks of school.
  - d. Maintenance staff will immediately remove non-inspected lofts that are discovered in student rooms and the residents will be charged \$100.
3. Screens are not to be removed from windows. Screens must be down at all times except in emergency situations.
4. Waterbeds are not permitted unless a serious medical condition requires it and permission is received from the Disabilities Intervention Team.
5. Student owned furniture, including couches, chairs, tables and futons, are not permitted in Williard Hall. Small TV stands are acceptable in Williard Hall.
6. Furniture, including couches, chairs, tables, and futons, is not permitted outside of campus owned apartments or houses, including porches or patios. Outdoor designed furniture may be approved upon inspection of a Campus Life staff member.
7. All University furniture must stay in the designated room in which it was intended at all times.

## **GUESTS AND STUDENT VISITORS**

1. Guests - A guest is defined as anyone not enrolled at Heidelberg University.
  - a. Students are permitted to host overnight guests in University-owned housing provided that:
    - i. consent is obtained from the roommate(s) or housemates. The privacy and safety of the roommate(s) or housemates takes priority over the presence and behavior of guests. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.
    - ii. the guest is officially registered with the Campus Life Office and Campus Safety and Security. Guest registration can be obtained from the Campus Life Office webpage. Admission visitors will register with the Admission Office. Admission hosts are responsible for their guests.
  - b. Residents are responsible for ensuring that their guest(s) comply with all University policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a guest that a resident may be hosting.
  - c. Failure to register an overnight guest is a violation of the guest and visitation policy and may result in loss of guest and visitation privileges.
  - d. One room may not exceed 2 overnight guests per night.
  - e. Overnight guests must carry a picture ID and a copy of the guest registration form at all times.
  - f. Guests must be escorted at all times while in the residential buildings.
  - g. Guests are permitted to stay on campus for no more than a total of four days during a one-month period.
2. Student Visitors - A visitor is defined as a student who is enrolled at Heidelberg University.
  - a. Residential Visitation hours for students enrolled at Heidelberg are 24 hours per day, 7 days per week under the following conditions:
    - i. consent is obtained from the roommate(s) or housemates. The privacy and safety of the roommate(s) or housemates takes priority over the presence and behavior of a student visitor. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of student visitation.
    - ii. Unescorted student visitors are not permitted in residence halls between the hours of 12:00 midnight and 12:00 noon Monday through Friday, and between the hours of 2:00 a.m. and 12:00 noon Saturday and Sunday. Resident hosts must escort their visitors during these times.
  - b. Residents are responsible for ensuring that their visitor(s) comply with all University policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a student visitor that a resident may be hosting.
  - c. Student Visitors are permitted to stay in the resident host's room overnight for no more than a total of four days per month.
  - d. A Visitor must have approval of all residents prior to using a shared bathroom facility.

## **HEALTH AND SAFETY INSPECTIONS**

1. Health and Safety Inspections will be conducted by the Campus Life staff once per month at a time posted and announced 24 hours in advance. Inspections are intended to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment free of trash.
2. Residents have 24 hours to rectify any health and safety concerns discovered and communicated by Campus Life staff.
3. Repeated health and safety violations may result in fines, reassignment or referral to the Dean of Student Affairs Office.

## **HOUSING CONTRACT**

1. All students residing in university-owned housing must sign and submit to the Campus Life Office a Housing Contract. The housing contract must be renewed yearly.
2. Housing Contracts are full academic year contracts only. Students will not be released from a housing contract unless they have officially withdrawn from the university.



## **INCENSE/CANDLES**

All types of incense, candles, heating elements, and open flames are prohibited in the University-owned houses, apartments, and residence hall rooms. This includes any candle warmers, potpourri heaters, or any type or incense device that plugs into an electrical outlet or contains a heating element.

## **KEYS**

1. Keys to residents' assigned house, apartment, or residence hall & room are issued upon the signing of the Room Condition Report. It is the responsibility of residents to return their key(s) to a Campus Life staff member after moving out of any residence hall, house or apartment. Failure to return keys will result in a minimum charge of \$100 per key.
2. Duplication of any university key is prohibited.
3. Lost or stolen keys must be reported to the RA immediately. A minimum \$100.00 charge for each lost key will be assessed to the student.
4. Residents may not lend their residence hall, house, or apartment keys to anyone. The only individual authorized to use a residence hall, house, or apartment key is the individual to whom it is issued.
5. Keys must be carried with the student at all times. Residents who become "locked-out" of their buildings or rooms may be subject to fines or disciplinary action.

## **LOFTS (SEE FURNISHINGS)**

### **OFF CAMPUS STATUS**

1. Students are required to maintain occupancy in campus housing during their full academic career at Heidelberg unless authorization is granted to withdraw from University housing. Students must meet one or more of the following criteria to live off campus:
  - a. 23 years old or older on or before the first day of Fall classes.
  - b. Married or a single parent of a dependent minor child. Proof of dependency is required.
  - c. Attain 75 credit hours with a 2.75 cumulative GPA prior to January 1 and achieve 88 credit hours with a 2.75 cumulative GPA prior to the start of the fall academic semester. A limited number of students will be approved to live off campus.
2. Off Campus status will not be granted mid-year. (For further information, see Housing Contracts.)
3. Students must re-apply for off-campus status each academic year.
4. The cost of a double room and meal plan will be applied to a student's account until approval is granted.

### **PERSONAL PROPERTY**

The University will not accept responsibility for the theft, damage or loss of property of a student. It is strongly recommended that students secure insurance coverage under their family homeowner's policy.

### **PETS**

Pets are not permitted to live in student rooms or University-owned housing with the exception of non-carnivorous fish in aquariums of 10 gallons or less capacity and/or approved service animals. Fish may be kept in private rooms, with the agreement of all roommates/housemates. Students may be assessed a non-negotiable charge for the disinfecting or cleaning of a room or residential area where a pet has lived. Service animals and/or Emotional Support animals must be approved through the Disabilities Intervention Team.

### **POSTINGS**

1. All posted materials in the residence halls must identify the sponsoring group or individuals, with contact information, such as an email address or phone number, appropriate date(s) and locations, and must be approved by the Office of Student Engagement and/or the Campus Life Office.
2. The sponsoring organization/individual must remove all posted materials within 24 hours following the advertised event.
3. Posted materials are limited to bulletin board space only. Flyers, bulletins, posters, etc., may not be placed on walls, glass or doorways. The Campus Life Office reserves the right to limit the size of posters.

### **RESIDENCY REQUIREMENTS**

All full-time students are required to live in University-owned housing. (See Off Campus Status and Commuter Status for further information regarding these options.)

## **ROOM CHANGES**

1. A room change from an assigned room is permitted only as space or circumstance allow.
2. Room change requests will not be granted during the first two weeks of classes of any semester (referred to as "Room Freeze").
3. Students may not move to a new residence hall room, apartment, or University-owned house without the prior authorization of the Campus Life Office. Students who wish to request a room change must first contact their Resident Assistant to obtain a *Room Change Request Form*.
4. Before obtaining approval for a room change, students are required to communicate their intention to change rooms to their building staff, roommate and future roommate.
5. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action, which may include loss of future room selection privileges.
6. Protocol for room changes can be found on the Campus Life webpage and on the back of the Room Change Application Form.

## **ROOM CONDITION REPORTS (RCR)**

1. An RCR is a record of the condition of a room and its furnishings (beds, chairs, walls, windows, etc.) at the time a student moves into or out of University-owned housing. Review and signature of RCRs is a part of proper check-in and check-out procedures for University-owned housing. Students should review the Room Condition Report thoroughly for accuracy and completeness.
2. RCRs will be used by the Campus Life Office, in coordination with Krammes Service Center, to assess any damage charges. It is the responsibility of the student to ensure the accuracy of the RCR at check-in.
3. Campus Life, Maintenance, Custodial and Computer Services staff will charge residents for room damages that are discovered during closing procedures.

## **ROOM CONSOLIDATION**

The Campus Life Office reserves the right to consolidate vacant spaces, assign new resident students and/or make changes in housing assignments when it deems necessary. Students in a room with a vacant space must be ready to accept a roommate at any time or be prepared to move into another room where a vacancy has occurred.

## **ROOM ENTRY AND INSPECTION**

1. The University reserves the right to inspect University-owned housing as a function of its responsibility to protect the safety and health of all residents and to ensure that University property is properly maintained.
2. University officials will inspect each student room, apartment, or house prior to or at the time a resident initially occupies it and will inspect the room prior to a student's departure.
3. The University reserves the right to allow entry by Maintenance, Security, and Campus Life staff to inspect or make repairs to University-owned housing at any time during the year, with reasonable consideration of the occupants.
4. The University reserves the right to enter and inspect University-owned housing when:
  - a. a staff member has a reasonable ground to believe that some condition exists that constitutes a clear and present danger to the health, safety or security of the occupants of any unit.
  - b. a staff member has reasonable grounds to believe that unauthorized equipment or University property is present.
  - c. there is probable cause to believe that a University housing unit contains contraband items such as drugs, drug paraphernalia, weapons, firearms, and quantities of alcohol, such as kegs, party balls, etc.
  - d. a fire alarm is sounding. Campus Life staff may enter housing units to ensure that the unit is unoccupied. Closets may be opened. If Campus Life staff discovers contraband items through insuring that rooms are vacant during fire alarms or other normal functions, they will confiscate the item(s) and document the violation.
  - e. a monthly Health and Safety Inspection has been advertised at least 24 hours in advance of the inspection. Campus Life staff will enter and conduct smoke detector and health and safety inspections once per month and/or prior to any University break period.

- f. a staff member has reasonable grounds to believe that unauthorized person(s) are living there.
  - g. a staff member has reason to believe a specific violation of University or Campus Life policies is taking place.
5. Searches of rooms may be conducted by a University official only with specific authorization from the Dean of Student Affairs or his/her designee. Prohibited items discovered during a search will be confiscated and documented.

## **ROOM SELECTION FOR RETURNING STUDENTS**

Room Selection for the following academic year will occur during the Spring semester after class registration. Room Selection guidelines and policies are listed on the Heidelberg website.

## **SOLICITATION & FUND RAISING**

Door-to-door solicitation in the residence halls and University-owned housing by any individual or group is prohibited. For additional information on Solicitation & Fund Raising, please see Campus Community Norms, Policies and Procedures.

## **SPECIAL RESIDENTIAL ACCOMMODATIONS**

1. Special residential accommodations for medical needs, include, but are not limited to
  - a. Single rooms;
  - b. Air Conditioning;
  - c. Building Proximity to other services/offices;
  - d. Private Restroom;
  - e. Elevator;
  - f. Special Off campus approval;
  - g. Any need that requires an exception to the established room selection or assignment process.
2. Requests for special accommodations must be submitted in required form to the Heidelberg Disabilities Intervention Team. The Assistant Dean for Campus Life or designee, following approval and direction from the Disabilities Intervention Team, will provide reasonable residential accommodations.
3. The required forms for special accommodation requests are available from the Stoner Health & Counseling Center webpage.

## **SPORTS AND RECREATION**

1. Sports activity within the residence facilities increases the possibility of personal injury and/or damage and creates disturbances. Athletic activities are to be confined to areas designated for such use. There are designated areas on campus for softball, baseball, football, weights/weight lifting equipment, Frisbee, soccer, lacrosse, golf, tennis, volleyball, basketball, catch, etc. The use of University-owned housing and areas directly around the buildings for these activities is prohibited.
2. Bicycles left in hallways and by doorways or stored in residential rooms pose a fire and safety hazard. Bikes must be stored in designated areas on campus. Bicycles may not be ridden in University-owned housing.
3. Rollerblades, skates, skateboards, or self-balancing personal scooters may not be used in University buildings.

## **STORAGE**

Storage is extremely limited in the residence halls and is generally unavailable. Exceptions are sometimes made for international or out-of-state students upon request. Any item found in storage without an official storage tag issued by Campus Life staff will be removed and discarded. The Campus Life Office will notify students when storage is available. The University is not responsible for any personal item stored on campus. Students should make sure that their homeowner's insurance covers property in storage. Unclaimed items left in storage after the beginning of school will be removed and discarded.

## **WEAPONS**

Please refer to "Weapons" in Campus Community Norms, Policies and Procedures section.

# **CAMPUS COMMUNITY NORMS, POLICIES AND PROCEDURES**

Heidelberg University is a community engaged in the business of learning. As a member of a community of scholars, there are a number of norms, policies and procedures which guide our actions. All members of the Heidelberg University community are responsible for familiarizing themselves with these expectations and working to uphold them.

The following norms, policies and procedures provide a framework within which our community can grow. Overriding all is our common desire to be educational, fair and just. It is through our desire to be fair and just that we learn to understand and come to appreciate the virtue of civility.

If there is doubt as to the interpretation of the community expectations, the Dean of Student Affairs will assist you in understanding. In any situation the University reserves the right to take action that will most effectively protect the welfare of the members of the community and the interests of the University.

## **CAMPUS COMMUNITY**

### **Academic Honesty**

Heidelberg University values integrity in academic pursuits. It expects students to complete their work honestly and to report academic dishonesty.

Dishonesty in any form, including but not limited to academic cheating or falsification on any official university record, will result in disciplinary action. Academic dishonesty is punished according to the procedures outlined below.

Academic dishonesty is submitting the work of another person as your own, allowing another person to submit your work as his or her own, or assisting another person to do either. It includes such behaviors as the following:

1. Plagiarizing. Plagiarism is quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by your instructor. This includes internet sources and computer sources, such as CD-ROM encyclopedias. Submitting another person's work—for example a test, lab report, or paper—as your own is plagiarism.
2. Giving or receiving assistance during any quizzes, tests, or examinations.
3. Using unauthorized materials during any quizzes, tests, or examinations.
4. Acquiring copies of an exam illegally.
5. Stealing materials from another person's files, including computer files, or using such stolen materials.
6. Using other dishonest methods to complete course work.

### **Procedure for Dealing with Cases of Academic Dishonesty**

The following shall be the order of procedure for dealing with cases of academic dishonesty:

1. If an instructor believes that he or she has appropriate evidence to bring charges of academic dishonesty against a student, the instructor will notify the Provost. The notification to the Provost will include the evidence for bringing the charge. While it is the right of the instructor to determine grades, including penalties for academic dishonesty, the instructor will consult with the Provost in order to maintain a consistent administrative approach to academic honesty issues on the campus.
2. The instructor will notify the student. When possible, the instructor will meet with the student and discuss the evidence.
3. Thereafter, if the instructor is convinced that academic dishonesty has occurred, the student will receive no credit for that grade component, and no makeup for that grade component will be permitted. The instructor will notify the Chair/Director and Provost of that action, including a summary of the evidence of academic dishonesty.
4. Where there is evidence of serious and/or repeated dishonesty, the instructor may recommend to the Provost more serious penalties. Such instances might include cheating on examinations or major projects; turning in work of another person under the student's name, including purchasing work from other sources; theft of another's work; or other serious breaches of academic honesty.

### Review by the Provost:

After receiving notification from the instructor, the Provost will review the evidence to determine if an additional penalty is warranted. The Provost may impose an additional penalty. Depending on how serious the incident is and on whether the incident is a first or subsequent offense, one or more of the following penalties may be imposed:

1. Special research or service assignments appropriate to the case,
2. A lowered course grade,
2. Dismissal from the course with a grade of "WF,"
3. Probation,
6. Dismissal from the University.

### Appeal to the Academic Policy Committee:

If a student wishes to appeal the decision of the faculty member or Provost, the student may appeal to the Academic Policy Committee within 48 hours of receipt of the decision. An appeal may be made if there is new evidence, if the proper procedures were not followed, or if the penalty involves dismissal from the University.

The letter of appeal must state specifically how the decision was in error and must be accompanied by evidence to substantiate that claim. The committee shall investigate the charge of error and respond in writing to the student, the instructor, the Chair/Director, and the Provost, within 15 working days of the receipt of the appeal.

The committee will review the evidence and will make its recommendation for dismissal of charges or for penalties to the Provost. The Provost will make final determination of the penalty to be assigned.

### Appeal to the President of the University:

The student has final recourse for appeal to the President of the University. An appeal may be made only under the same provisions described above. The President will review the evidence and either uphold or change the earlier decisions.

In all cases, a statement of the action taken against the student will be entered in the student's file in the Office of Academic Affairs. A copy will be sent to the instructor and to the student's advisor. At the time of graduation, the student may request that the statement of action be removed from the file.

### **Airport Shuttle Service**

Heidelberg offers a shuttle to the Columbus, Cleveland, Toledo, and Detroit airports. There is a cost for the shuttle, which is payable at the time the student makes the shuttle reservation.

To reserve a seat, students must register on-line one week prior to the shuttle departure. The shuttle dates and times are listed on the calendar pages of the Planner. When making reservations for the shuttle, students must provide the flight information as to the arrival and/or departure time and date, airline and flight number, as well as a contact phone number.

Students, who cannot schedule their air transportation to match the shuttle times, will be responsible for arranging their own transportation to the airport.

### **Disabilities**

Heidelberg University offers a variety of services and resources to help students succeed and, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, faculty and staff work closely with students who have documented disabilities requiring accommodation to ensure equal access to the University's programs, activities, and services.

Heidelberg University complies with all applicable state and federal laws and regulations related to the accommodation of students with physical disabilities, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). These acts prohibit the University from discriminating against "otherwise qualified" students with disabilities and require that the University provide equal access to educational programs. Students who request an accommodation must have a disability that "substantially limits a major life activity," such as learning. The requested accommodation must be reasonable and necessary for the student to participate in education programs fully. The University may also provide a reasonable alternative accommodation that achieves the same or similar effect as the accommodation requested by the student. It is up to the University, not the student, to decide which accommodation will be provided. Heidelberg University is also committed to maintaining the integrity of its educational programs and will only make accommodations that will not lower the quality of the education that it offers for all students at Heidelberg University.

It is the responsibility of the student with a disability to inform the University and request an accommodation. Students requesting services should complete the written request for accommodation and the Release of Information form and present these documents to the Disabilities Coordinator or Disabilities Intervention Team.

## **Dress Standards**

Heidelberg University encourages attire that is clean, neat and appropriate for classrooms and dining halls. Faculty members teaching courses, coaches or organization advisors may require or proscribe certain forms of dress.

## **Explained Absences**

Individual faculty members determine the attendance policy for the classes and should have them clearly stated in their syllabi. However, there are some circumstances that warrant special consideration to determine whether accommodation is possible. These cases are referred to as explained absences. There are two types of explained absences:

1. **Absences due to co-curricular activities and out-of-classroom curricular activities.** A co-curricular or out-of-classroom activity is when a student is representing Heidelberg University in a sanctioned event. University sanctioned events are those that are approved by the Provost as contributing to the overall erudition of the student as well as for the benefit of the institution. Examples include, but are not limited to, an athletic contest, a fine arts performance, or an academic field trip. Missing a regularly scheduled class for practice or other non-sanctioned events is not an explained absence.
2. **Verified moral obligations or physical conflicts.** There are many instances when a student has moral obligations that preclude their attendance of a class session. Examples include, but are not limited to, taking a sick child to the doctor or reporting for duty as required for the military reserve. Also, students may be unable to attend class due to serious illness or medical necessity, or death in the family. In these cases, undergraduate students will present evidence in a reasonable time frame to the Dean of Student Affairs who will verify the evidence of the moral obligation or physical conflict, and then contact the professors of the student's classes. Graduate students will present evidence to their instructor or director, if necessary.

It is important to note that an explanation of absence does not imply that the student is excused from the obligations of a course or the class work missed. It is the individual student's responsibility to consult with his/her instructor as to the effect of explained absences. Professors are expected to do their best to accommodate explained absences. This accommodation should in no way sacrifice academic rigor, and the University recognizes that there are cases for which there is no satisfactory make-up possible.

If prior to the end of the academic term, a student and instructor are in disagreement over accommodations for an explained absence, the student may seek mediation through the Department Chair or Director. Chairs or Directors may request additional mediation through the Academic Policy Committee.

To minimize potential problems, it is advised that the following protocol be observed for scheduled absences due to co-curricular activities and out-of-classroom curricular activities:

1. Instructors, coaches, and advisors must provide a list of known events that may conflict with the academic day to students during the first week of each term. Documentation should include the dates and times of events, and should instruct students to contact each of their professors to identify any potential conflicts.
2. Whenever possible, students should identify conflicts with their scheduled classes and notify professors the first week of class.
3. Professors should identify work that will be missed based on these conflicts and make a sincere attempt to find a solution.
4. Whenever possible, professors should present the student with a clear decision on the accommodations for missed work by the last day to add classes.

Some co-curricular events (notably winter or spring activities and national events, e.g., NCAA tournaments) may not be scheduled prior to the first week of classes. It remains the student's responsibility to approach his/her instructor with appropriate documentation as soon as the schedule is set to make arrangements regarding missed work. Again, instructors are expected to make a sincere attempt to accommodate for these absences and communicate their decisions in a timely manner.

Similarly, coaches/advisors are expected to accommodate for students' academic endeavors and may not deliberately punish a student for missing a co-curricular event to attend a class or course-required learning opportunity. If the student and the coach/advisor are in disagreement over accommodations for schedule conflicts, the student may seek mediation through the Dean of Student Affairs or his/her designee.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA) guarantees a student (1) access to his or her educational record, (2) the right to challenge the accuracy of the record, and (3) the right to limit release of information from the record. Please visit the Registrar's webpage for a link to the full policy.

The Educational Record includes all records, files and documents directly related to the student and maintained by Heidelberg University. These records include, but are not limited to, biographical data and address information; the admission application and supporting documents; the academic record including departmental files, class schedules, grade reports, and transcript of record; athletic records; disciplinary records; financial records; placement credentials; public safety records; and residence life records. Not covered under FERPA are medical and counseling records, and security records.

Under FERPA, contents of a student's academic record can be distributed on a "need to know" basis within the University. Recipients might include faculty and peer facilitators, department chairpersons, staff and administrators, individuals conducting institutional research, student employees, etc.

**Directory Information**, as designated by Heidelberg University, includes: name, enrollment status, Heidelberg assigned email address, Campus Center mailbox, photo, dates of attendance, class (Gr, Fr, So, Jr, Sr), major field of study, degrees at this institution, date of graduation, and honors and awards. In addition, for athletes, participation on specific teams, height and weight are also released.

NOTE: All items of Directory Information are subject to release without prior written consent unless the student notifies the Office of the Registrar in writing during the first week of the academic year of his or her objection to release of the information. This objection is good until the student provides in writing the expiration date. The Directory Information list is purposely brief to allow maximum comfort to students, and ease of processing standard inquiries. A student should think carefully about the consequences of requesting that this list not be released. Students should understand that if they are listed as a dependent on a parent(s) most recent income tax return, and if the parent(s) provides a copy of that information to the Registrar, the University is legally able to provide the parent(s) information from the academic record without consent, but is not required to do so.

**Access** to Educational Records is provided under FERPA. Within 45 days of receipt of a written request to the Office of the Registrar, the appropriate University official will make arrangements for access, and will notify the student of the time and place where the record may be viewed (copies are not required by law). If the records are not maintained by the Registrar, the request will be forwarded to the appropriate University official. Depending on the record in question, the request will likely be processed by one of the following individuals: Registrar, Dean of Student Affairs, Provost, VP for Enrollment, Honors Program Director, Athletic Director, or the academic department chair.

FERPA also guarantees the **right to request amendment** of the student's educational records that the student believes is inaccurate. After inspecting the record, if a student wishes for the university to consider an amendment to his or her record, he or she should complete the Request for Record Amendment form available in the Office of the Registrar. This written request should clearly identify the specific part of the record a student wishes to have changed and should specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her 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.

Please be aware that if a student objects to any part of the directory information, all will be withheld. This means that the student will be required to provide a signed, written release for each legitimate need for information to be released. This would include standard reporting to loan agencies for deferral of loan payments, reporting to athletic eligibility offices, verification of enrollment for insurance purposes, scholarship and award inquiries, etc. It becomes the responsibility of the student to determine when these requests must be submitted.

For additional FERPA resources, please visit the Registrar's webpage, or the U.S. Department of Education.

## **Grade Appeals**

### **1. Overview**

If a student believes that a final course grade has been assigned in an erroneous, capricious, or discriminating manner, the student may appeal the grade. No grade appeal may be initiated until the Registrar has released the official grade to the student. The grade appeal process must be started within the first regular semester following assignment of the final course grade. Grade appeals must move through the following stages until a satisfactory resolution to the problem is reached.

## 2. Appeal to the Instructor

The appeal process begins with the instructor who assigned the grade. The student should meet with the instructor and attempt to resolve the dispute informally. Any such resolution of a grade appeal must be approved in writing by the instructor's Department Chair and the Provost.

## 3. Appeal to the Department Chair

- a. Should an informal resolution of the grade appeal be inconvenient or undesirable to either the student or the instructor, the student shall submit a written letter of appeal to the Department Chair. The student's written appeal shall state the basis (or bases) of the appeal—i.e., error in computation or recording, capriciousness, or discrimination—and provide evidence in support of the appeal. The latter two of these three claims are very serious and should be undertaken only in cases where the student has considerable evidence to substantiate the claims. Appeals must be accompanied by copies of all pertinent graded work, the course syllabus, and any relevant course handouts (such as assignment prompts). The letter(s) of appeal and supporting evidence will comprise the appeal portfolio and will remain in the custody of the Department Chair or the Provost, or a designee, until the dispute is resolved, at which time all materials belonging to the student will be returned. The student should keep a copy of all appeal materials.
- b. Upon receipt of the appeal letter, the Department Chair will notify the instructor and provide the instructor with a copy of the materials from the appeal portfolio. The Department Chair will conduct an investigation, including a review of the student's work included in the appeal portfolio and interviews of the student and the instructor, within fifteen (15) class days of the receipt of the appeal letter. The Department Chair's ruling shall indicate either that the instructor's grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Chair will obtain grade-change approval from the Provost and then submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal.

## 4. Appeal to the Provost or the designee

If either the student or the instructor believes that the Department Chair has erred in his or her decision, the student or the instructor may submit a written appeal of the Department Chair's decision to the Provost or the designee. The letter of appeal must state specifically how the Department Chair erred in his or her decision and must be accompanied by evidence to substantiate that claim. The Provost or the designee shall investigate the charge of error and respond in writing to the student, the instructor, and the Department Chair, within fifteen (15) class days of the receipt of the appeal. The Provost's or the designee's ruling shall indicate either that the instructor's original grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Provost or the designee will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal.

## 5. Appeal to the Academic Policy Committee

- a. If the student or the instructor believes that the Provost or the designee has erred in his or her decision, the student or instructor may submit a written letter of appeal to the Academic Policy Committee. The letter of appeal must state specifically how the Provost or the designee erred in his or her decision and must be accompanied by evidence to substantiate that claim. The committee shall investigate the charge of error and respond in writing to the student, the instructor, the Department Chair, and the Provost or the designee, within fifteen (15) class days of the receipt of the appeal. The committee's ruling shall indicate either that the instructor's original grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Chair of the committee will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal. The decision of the committee is final.
- b. Should the Department Chair, Provost or the designee, or a member of the Academic Policy Committee be the instructor of record of the course under appeal, the Office of Academic Affairs will name an alternate to hear the appeal, if necessary. The alternate shall be either a faculty member within the department or in a related discipline, or another Department Chair.

## 6. Absent Faculty

In a case where the instructor is absent from campus or is no longer employed by the University, the appeal shall begin directly with the Chair of the department in which the course was taken. The chair will attempt to notify the instructor of the appeal, in writing, within five (5) class days of the receipt of the appeal. The instructor will have thirty (30) calendar days from the date of the Chair's notice to respond. It is the responsibility of the instructor to ensure that the Chair receives the response in 30 days. After 30 days, the Chair will follow the procedure above, if necessary.



## 7. Working Days Defined

In counting time, "working days" are Monday through Friday when the University is in session during the regular Fall and Spring semesters. The grade appeal process must be started within the first regular semester following assignment of the final course grade.

## 8. Extensions

Requests for an extension of a deadline shall be made in writing to the Provost or the designee. Interpretation of this appeal process shall be conducted by the Provost or the designee in consultation with the Academic Policy Committee. The Provost's or the designee's decision shall be final in extending deadlines and interpreting this policy.

## **Harassment**

Heidelberg University does not and will not tolerate harassment of our students on the basis of race, color, sex, sexual orientation, religion, national origin, age or disability. The University recognizes the adverse impact of harassment on academic and residential success, and recognizes that those being harassed may personally suffer adverse effects. All students are entitled to an environment free from all forms of unlawful discrimination and harassment. In order to properly educate students about harassment and sexual misconduct, programming is offered in University residence halls and through the Dean of Student Affairs Office. This policy demonstrates the University's commitment to addressing this important concern.

### Harassment

Harassment is physical conduct, verbal conduct or other expressive behavior, including written, pictorial, or electronic expression that explicitly demeans any person(s), and 1) interferes with education, employment or other University-authorized activity; or 2) creates an intimidating, hostile or demeaning environment for education, University-related work, or other University-authorized activity. It is a violation of University policy to engage in harassment, or to retaliate against anyone bringing forth an honestly perceived complaint of harassment.

Verbal harassment includes, but is not limited to, name calling, slurs, and epithets, jokes or other remarks that demean the victim and/or discourage the individual's full participation in the University's community. Physical harassment occurs when a person's body, possessions, or residence are threatened or abused.

In addition to the preceding definition, harassment refers to behavior that is not welcome, which is particularly offensive, which debilitates morale and which therefore interferes with the work, academic effectiveness, or living environment of its victims, their co-workers or peers.

Harassment of students will not be tolerated. Students who have questions about harassment or who wish to discuss a complaint should contact the Dean of Student Affairs Office. Students are also free to contact the Tiffin City Police Department to file appropriate charges. If the case cannot be resolved at this level, the appropriate grievance procedure will be employed. Students charged with harassment will be referred to the appropriate conduct body (see Heidelberg University Student Code on page 32 for more information).

### Reporting

To report harassment or to obtain assistance in determining whether or not you have been or are a victim of harassment, students should contact the Dean of Student Affairs in Campus Center Room 328, or by calling (419)448-2062. As an alternative to the Dean of Student Affairs, students may also contact the Director of Safety and Security in Campus Center Room 127 or by calling (419)448-2211. Students are also free to contact the Tiffin City Police Department to file appropriate charges.

### Investigation Procedures

Harassment between students will be investigated by the Dean of Student Affairs Office. Harassment between students and staff or students and faculty will be jointly investigated by the appropriate Vice President and the Dean of Student Affairs. Students are also free to contact the Tiffin City Police Department to file appropriate charges.

All complaints will be investigated in a timely and responsible manner. Students charged with harassment will be referred to the appropriate conduct body. Confidentiality of all information obtained during the investigation will be protected, as much as possible, to the extent the investigation is not compromised. All witnesses and those interviewed during the investigation are encouraged to treat the matter as confidential. All students (and others) who are part of the investigation have the duty to answer all questions honestly and completely. Individual(s) alleged to have committed harassment have the right to be presented with the allegations and have a responsibility and a right to respond to the allegations. Both the person(s) claiming harassment and the accused have the right to a prompt and complete investigation of the claim.

## Disciplinary Action

If evidence indicates that a student is responsible for harassment, the sanction may include suspension from Heidelberg University. If evidence supports a finding that a charge of harassment is false, the student responsible for bring the false charge may be subject to disciplinary action up to and including suspension.

## Confidentiality And Retaliation

The University will keep all complaints of harassment and all communications, such as interviews and witness statements, in strict confidence. The University will not tolerate retaliation against any student who complains of harassment or provides information in connection with any such complaint. Any student who impedes an investigation, covers up the truth, or retaliates against a complainant shall be subject to disciplinary action up to and including suspension from Heidelberg University.

## Identification Cards

The University will issue each student a Heidelberg University identification card. Students are responsible for carrying their University ID card at all times and presenting it, upon request, to any University official. Students should report lost or stolen cards to the Campus Life Office. Lost cards will be replaced at a cost. The Heidelberg University ID card is the property of the University and can be confiscated at any time. Students who leave the University must return their ID cards to the Campus Life Office.

## Missing Students

A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety and Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students can identify in OASIS an individual to be contacted by the University in case a student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a missing student is under the age of 18 years of age, Campus Safety and Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety and Security that the student is missing. Campus Safety and Security will also notify the Tiffin City Police not later than 24 hours after it determines that the student is missing. The Dean of Student Affairs shall have the responsibility to make provisions of this policy and its procedures available to students.

## Nondiscrimination

The current nationwide emphasis on nondiscrimination, equal employment opportunity, and affirmative action is entirely in keeping with Heidelberg's belief in the dignity of each individual. Throughout its history, Heidelberg University has been a nondiscriminatory institution.

The President appoints an Affirmative Action Council representing the various groups of which the University is comprised.

The Council, which is advisory to the President, developed the Heidelberg University Affirmative Action Plan and carried out the self-evaluations required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It continually reviews University policies and practices and recommends procedures, which will fulfill the University's commitment to nondiscrimination, equal employment opportunity, and affirmative action.

The Heidelberg Affirmative Action Grievance Procedure was set up in 1975 to consider grievances concerning any type of alleged discrimination. The University is subject to federal affirmative action regulations, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. This grievance procedure is published here in compliance with those regulations.

Any student or employee who at any time has questions about discrimination or wishes to discuss a complaint should see the appropriate contact person listed below. Every attempt will be made to resolve the problem at the personal level. If that is impossible, the appropriate grievance procedure will be employed.

For Students

Contact Person: Dean of Student Affairs

Grievance Procedure: Hearing Body

For Faculty

Contact Person: Provost

Grievance Procedure: Faculty Grievance Procedure, Faculty Manual

For Non-teaching Employees

Contact Person: Director of Human Resources

Grievance Procedure: Heidelberg Staff Handbook

## **Organizations**

Membership - Student organization membership records shall be filed with the Office of Student Engagement.

Contractual Agreements - Contractual agreements made by a campus organization must be in writing and on file with the Office of Student Engagement. Any contractual agreement over \$100 or which creates a long-term relationship between an outside party and the University or campus organization must be approved by the Office of Student Engagement, the campus organization's student representative, and the campus organization's faculty or staff advisor.

## **Outside Speakers**

Outside speakers scheduled to address a Heidelberg University audience must be invited and sponsored by a campus organization, academic department or administrative division with advance approval from the group's faculty or staff advisor(s). Guests from outside the University community are expected to adhere to University policy while on campus or otherwise representing Heidelberg University.

The sponsoring organization is responsible for making arrangements for publicity of, scheduling of, preparation for, and conduct of, the speaking event in a manner appropriate to this campus.

## **Sex Discrimination**

Heidelberg University does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disability in its education programs or activities.

The Sexual Discrimination policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment. Heidelberg University does not discriminate on the basis of sex, gender or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972.

Title IX is a federal law that provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Heidelberg University, as an educational community, will promptly and equitably respond to all reports of sexual discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community.

This policy applies to all members of the University community, including students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University.

An insert of the Sex Discrimination policy is included with each student handbook. Additionally, the full policy can be viewed online at the Inside Heidelberg website ([inside.heidelberg.edu/resources/policies/sex-discrimination](https://inside.heidelberg.edu/resources/policies/sex-discrimination)). Copies may also be obtained in the Dean of Student Affairs Office, Human Resources Office, or the Office of Academic Affairs.

## **Solicitation & Fund Raising**

To protect members of the campus community from annoyance, soliciting is not permitted on campus without the written authorization of the Office of Student Engagement. In general, no solicitation requests involving personal gain or by agencies or individuals from outside the University are approved. In addition, door-to-door solicitation in residence halls by campus clubs, organizations, or individuals is prohibited.

All fund raising efforts by student groups must be approved by the Office of Institutional Advancement and the Office of Student Engagement.

## **Vehicles**

All Heidelberg University students are eligible to have a vehicle on campus. There is a \$50 registration fee for students living on campus, and a \$25 registration fee for students who commute. All fees are paid through the Business Office. Students, who choose to bring vehicles to campus, must follow these guidelines:

1. Motorized vehicles (autos and motorcycles) must be registered at the Business Office within five (5) class days following a student's first enrollment in each academic year, or five (5) class days following the acquisition of the vehicle.
2. The registration parking pass must be displayed at all times so that it is clearly visible.
3. According to Ohio law, all motor vehicles must carry personal and property liability insurance. The University has no liability, and assumes none, for a student driving or riding in a private car, nor does the University assume any responsibility for the loss or damage to motorized vehicles brought to campus or for liability whatsoever related to the ownership or use of student vehicles.

4. The owner and/or operator of a motor vehicle is responsible for any fines and costs incurred by the user of the vehicle.
5. Any fines incurred must be paid at the Business Office five days from the date of issue. Fines not paid within five days will be posted to the student's account.

## **Weapons**

The Heidelberg University Board of Trustees mandates the following ban on all weapons. Additionally, the Board gives the administration the authority to enforce this policy.

The possession, manufacture, transfer, sale, or use of weapons by anyone on University property, which includes personal vehicles, or at any University event, without the written authorization of Heidelberg University, is expressly prohibited. Likewise, the possession, manufacture, transfer, sale, or use of weapons is prohibited while conducting University business, whether or not on University property, or at a University sponsored event. This prohibition exists whether or not a federal or state license to possess a weapon has been issued to the possessor.

Weapons are defined as any device or substance that is designed, used, or likely to be used to cause bodily harm, or property damage. Included are firearms, which are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used. Other weapons include but are not limited to Taser/stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives, or incendiary devices.

This prohibition includes other items deemed by the Office of Campus Safety and Security to be dangerous, including but not limited to hazardous chemical or biological material of any sort, displays or collections of the weapons, ornamental weapons and ornamental ammunition. Prohibited items are subject to the immediate removal of the weapon from University property or at the University event.

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling, or using a weapon and who reasonably believes that the individual is doing so without the consent of Heidelberg University should immediately report this to the Office of Campus Safety and Security. Likewise, any member of the community who observes unattended items they reasonably believe to be weapons should also immediately contact the Office of Campus Safety and Security with a description and location of these items.

The only exceptions to this policy are:

1. Authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent they are legally permitted to possess weapons in the State of Ohio.
2. Persons legally permitted to possess weapons in the State of Ohio, to the extent that such possession is necessary as a part of an academic, research, or work-related activity. Such use must have received prior written approval by the Director of Campus Safety and Security.
3. A State of Ohio Concealed Handgun licensee, who is transporting a handgun and where the handgun and all of the ammunition remains inside the person's privately-owned motor vehicle while the person is physically present, or each handgun and all the ammunition is locked within the trunk, glove box or enclosed compartment or container within or on the person's privately-owned motor vehicle and the vehicle is in a location where vehicles are permitted.

## **Withdrawal from the University**

A withdrawal from the university occurs when a student wishes to drop all of their courses within a semester or does not plan to return for a semester following their current enrolled semester.

Students who wish to withdraw should complete the online withdrawal form in their OASIS account. After completing the form, students must meet with the Dean of Student Affairs to determine their withdrawal date.

The Dean of Student Affairs Office will assign a withdrawal date based on the criteria below:

1. The student's withdrawal date will be determined by the date the student submits an official intent to withdraw notice to the Dean of Student Affairs Office. Typically, this notice is submitted through the student's OASIS account.
2. If records show that a student attended classes later than the date submitted to the Dean of Student Affairs office, then the last date recorded by a class instructor will be used as the date of withdrawal.

3. If records show that, at a date later than any date cited above, the student met with an advisor, participated in a study group or academic support activity, completed assignments in Moodle, or had some other documented academic interaction with university personnel, then a determination shall be made by the Dean of Student Affairs Office as to whether the date of the activity will serve as the effective date of withdrawal.
4. If the Dean of Student Affairs office determines that the student, through no fault of their own, was unable to submit a timely, official withdrawal notice to the Dean of Student Affairs Office, then the Dean of Student Affairs Office may determine a withdrawal date earlier than the official notice date based on class attendance, completed assignments in Moodle, attendance at a meeting with an advisor, attendance at a study group, or any other academic interaction with university personnel.
5. Finally, if the last date of attendance cannot be determined, then the last date of final exams may be used.

A student may rescind an official notification to withdraw by submitting a written statement to the Dean of Student Affairs Office that they are continuing to participate in academic activities and intend to complete the enrollment period. The rescind notice must be submitted prior to the end of the enrollment period in which the student was withdrawn.

#### Leave of Absence

Students are expected to enroll in consecutive Fall and Spring terms until their degree is complete. If a student chooses to take time away from Heidelberg University for any reason, they can request a Leave of Absence. Students requesting a Leave of Absence should complete the Withdrawal Form located in OASIS. After completing the form, the student must meet with the Dean of Student Affairs as soon as possible for final approval.

Eligibility Requirements - To be eligible for a Leave of Absence, students must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
3. Students who were admitted as new first semester freshmen or transfer students but did not attend any classes are not eligible for a Leave of Absence. Instead, they should contact the Office of Admissions.
4. Be in good academic standing, on academic watch or probation.
5. Have no hold (e.g., conduct, financial, etc.) which would normally restrict registration.

Students are permitted a Leave of Absence for no more than two semesters. Students on a Leave of Absence and ready to return must contact the Office of Admissions to reactivate their account. Students on a Leave of Absence are not considered enrolled at the University and do not have access to any amenities that are associated with full time enrollment.

#### Administrative Withdrawal

Students are expected to be properly registered for courses prior to the initial drop/add date as outlined in the University catalog. Additionally, students are expected to regularly attend all courses in which they are enrolled. A student may be administratively withdrawn from one or more of their courses, or from the University when:

1. The student is not registered for classes prior to the semester drop/add date.
2. The student has not attended courses for which they are registered prior to the semester drop/add date.
3. The student's attendance and work for over half of those courses is erratic.
4. The student is on academic probation and is not following through with expectations for academic recovery.

Undergraduate students are administratively withdrawn the semester immediately following the last date of attendance. Graduate students are administratively withdrawn one year following the last semester attended.

#### Readmission/Reactivation

Students who have withdrawn, taken a leave of absence or were administratively withdrawn but wish to return to the University will following the readmission policy with the Admissions Office.

## HEALTH AND WELLNESS

### Alcohol

The possession and/or consumption of alcohol is not condoned by Heidelberg University. The University expects all students to comply with the Ohio law regarding possession and consumption of alcoholic beverages.

To comply with state and local law and University policies, the following guidelines are established:

1. The possession of empty alcohol containers in University-owned housing is prohibited. Prohibiting empty containers supports the enforcement of the University alcohol policy, combats health and odor issues in University-owned housing and helps to maintain a higher image of Heidelberg University and its students. For the purpose of consistently meeting these goals, all empty containers, including but not limited to alcohol, beer and wine containers, are prohibited. (See Decorations under Residential Norms, Policies and Procedures for further information.)
2. No one under the age of 21 is permitted to possess or consume alcohol on the University campus.
3. Students who are under the legal drinking age of 21 may not possess alcohol in their room. This includes alcohol brought to the room by any guest or visitor over the age of 21.
4. Although students under the age of 21 are not restricted from a room of students 21 or over who are consuming alcohol, one's presence in a room under such circumstances is reasonable grounds for Campus Life staff or Security to question and/or document all present as alleged violators. As such, those under 21 are cautioned to use good judgment within a setting where alcohol is being consumed or is present.
5. Persons over the legal drinking age of 21 may not consume alcohol in rooms of underage students under any circumstances.
6. Those of legal age may possess only reasonable quantities of alcohol for their personal use in their rooms. No large quantities (greater than one 6-pack per person) of beer or its equivalent will be permitted on University-owned property. Kegs, party balls and large quantities of alcohol are not permitted on University-owned property.
7. No alcohol is permitted to be possessed or consumed in any public area without the express permission of the Dean of Student Affairs. Public areas are defined as areas, indoors and outdoors, that are used in common by the University community, such as lounges, hallways, parking lots, green spaces, and athletic facilities. In some instances, private spaces, such as residence hall rooms, may become public by action of the occupants.
8. Any student who appears at a University function or on campus in an intoxicated condition, or who creates a disturbance, when it is apparent the student has been consuming alcoholic beverages, will be subject to disciplinary action.
9. Under no circumstances is a person of legal drinking age permitted to furnish alcoholic beverages to a minor.
10. Hosts of private social gatherings are responsible for ensuring adherence to state law and University regulations.
11. Students are responsible for carrying their University identification card at all times and presenting it, upon request, to any University official.
12. No activity shall include any form of alcoholic drinking contest in either its promotion or its program.
13. Overnight and weekend guests' ages must be validated by the resident assistant on duty. The host assumes all responsibility for his or her guest. (See "Guests & Visitation.")
14. No recognized student organization, or individual students using the school name, shall obtain an F-1 permit in order to sponsor an off-campus activity at which alcoholic beverages are served.
15. Any recognized student organization, or individual student which sponsors an off-campus activity at which alcoholic beverages are served under the alcohol permit of another agent (e.g., a hotel, a country club, or a restaurant) shall observe the following guidelines:
  - a. Each organization sponsoring an off-campus activity at which alcoholic beverages are served should consider the following:
    - Checking identification of individuals who are being served alcoholic beverages to ensure that alcoholic beverages are not accessible or served to persons under the legal age of consumption.
    - Ensuring that alcoholic beverages are not served to individuals who appear to be intoxicated.

- Arranging transportation for those individuals who appear to be intoxicated.
  - Arranging for the presence of security personnel at all times during the activity.
  - Providing non-salty snacks and food when alcohol is present.
  - Refer to FIPG recommendations found at [www.fipg.org](http://www.fipg.org) for appropriate social activities involving alcohol.
- b. No one in the sponsoring organization shall be designated as a server of alcoholic beverages.
  - c. The consumption of alcoholic beverages shall occur only within the approved area for the activity.
  - d. Nonalcoholic beverages shall be available at the same place as alcoholic beverages and shall be featured as prominently as alcoholic beverages.
  - e. A reasonable allotment of the budget for an activity shall be designated for the purchase and serving of food.
  - f. No activity shall include any form of alcoholic drinking contest in either its promotion or its program.
  - g. No advertisements promoting the serving of alcoholic beverages at off-campus activities shall be displayed or distributed on campus.
  - h. Informational materials (e.g., invitations, memoranda, or advertisement fliers) used by student organizations to announce off-campus activities shall not make reference to the amounts of alcoholic beverages (e.g., the number of kegs of beer) to be served.
16. No recognized student organizations shall use alcoholic beverages at its membership recruitment activities, new member education process, or initiation activities.
  17. There shall be no consumption of alcoholic beverages at Heidelberg University athletic events or in the University athletic facilities.

### **Drug Free Campus**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited by Heidelberg University. The University adheres to the Drug-Free Schools and Communities Act Amendments of 1989.

Violations (e.g., possession, sale, use, transfer, purchase and/or delivery of illegal drugs or drug paraphernalia) will result in an administrative hearing and/or a hearing before a Conduct body. Refer to the Student Code of Conduct section of this handbook for information on the social conduct system process and the disciplinary sanctions.

In addition to the University's disciplinary sanctions, violators are subject to legal sanctions under local, state, or federal law.

The University recognizes drug abuse not only as a likely safety and security problem, but as an illness and major health problem. Consistent with the concern related to all life threatening illnesses and serious diseases, the University offers a range of resources and services as follows:

Student education and information, counseling and support services, and referral to agencies and organizations which offer supportive services are available through Stoner Health and Counseling Center, as well as the office of the Dean of Student Affairs. Education programs dealing with controlled substance abuse are sponsored by the Student Affairs staff.

### **Health Services and Health Insurance**

The Stoner Health and Counseling Center at Heidelberg University provides day-to-day medical care for all students when classes are in session. The Stoner Health and Counseling Center is fully staffed and is prepared to provide professional service for illnesses, injuries, and additional health and counseling services. However, unexpected accidents and illnesses can result in the need for health care that is beyond the scope of the Stoner Health and Counseling Center and results in additional costs to the student. It is because of these unexpected expenses that all Heidelberg University students registered/enrolled for 12 or more semester hours are required to hold current health insurance.

### **Life Threatening Illness, Serious Infectious Diseases**

Heidelberg University recognizes that students with life-threatening illnesses or serious infectious diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including academic pursuits.

As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to others, the University will be sensitive to their conditions and ensure that they are treated consistently with other students.

In order to help the University ensure the safety and well-being of an individual student and the University community as a whole, students are encouraged to report cases of life-threatening illness or serious infectious diseases to the Stoner Health and Counseling Center (419-448-2041). The Director of Health & Counseling Services will act in accordance with the guidelines of the Family Educational Rights and Privacy Act (1974) in developing a plan of support for the student and ensure that the student's condition does not present a health or safety threat to others.

### **Tobacco Free Campus**

Heidelberg University remains committed to the health and wellness of its employees, students and the broader campus community. Among the efforts to be implemented by the University are efforts to promote and assist health awareness, wellness, and smoking/tobacco cessation and to enhance air quality and concern for the health and wellness of others throughout campus.

Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited in all facilities owned or leased by Heidelberg University and on the grounds of any property owned or leased by the University. This means all buildings owned or controlled by Heidelberg University, including shelters, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls, and parking lots. Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited on sidewalks that adjoin University property. Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is also prohibited in any vehicle or equipment owned, leased or operated by Heidelberg University.

Students, faculty, and staff violating this policy may be subject to University action. Visitors who violate this policy may be denied access to Heidelberg University campus and may be subject to prosecution for trespass.

*Smoking* is defined as inhaling, exhaling, burning of any lighted cigar, cigarette, shisha pipe, pipe, water pipe (hookahs) or other lighted smoking device for burning tobacco or any other plant.

*Smokeless tobacco* includes, but is not limited to, chew, snus, snuff, sticks, strips and orbs.

*Electronic smoking devices*, commonly referred to as electronic cigarettes or e-cigarettes, are battery operated devices and closely resemble cigarettes.

For the purpose of enforcement the presence of smoking devices, smokeless tobacco or electronic smoking devices in a residence facility may be reasonable grounds for Campus Life staff or Security to question and/or document an alleged violation. As such, students are cautioned to use good judgment within this setting.

### **Withdrawal For Medical Reasons**

- A. Appropriate action may be implemented when there is clear and convincing evidence that certain physical, psychological, or emotional health conditions interfere with the student's ability to function effectively in the academic environment, i.e.:
  1. The student's state of health poses a substantial danger to the health or well-being of other members of the University community; or
  2. The student is suffering from a mental disorder and as a result of that disorder engages or threatens to engage in behavior which:
    - a. Poses a substantial danger or risk of causing harm to self or to others;
    - b. Poses a substantial danger or risk to University property, or to the property of another member of the University community; or
    - c. Results in conduct which substantially impedes or disrupts the authorized activities of other members of the University.
- B. When the health of a student is alleged to be as defined in paragraph (A) above, the Dean of Student Affairs, or designee, shall consult with the student about the student's health status. If the Dean of Student Affairs decides it is necessary, the student may be required to submit to examination(s) deemed sufficient by the University health service, or other person/agency deemed by the Dean of Student Affairs, to evaluate such condition. The office of the Dean of Student Affairs will then review the case, including any medical evidence or opinion available, and determine appropriate University action. If the student fails to submit to an examination, or fails to furnish relevant health condition information, or if the review by the Dean of Student Affairs discloses the existence of an immediate danger to the University community as set out in paragraph (A) above, the student may be subject to one or more of the following measures:
  - conduct action;
  - an immediate involuntary order to leave the campus;



- conditions appropriate to protect the University community may be placed upon continued enrollment; or immediate involuntary withdrawal from the University with an order to leave the campus.

In arriving at appropriate action, the Dean of Student Affairs will take into account reasonable action on the part of the University to accommodate the student's condition. Involuntary withdrawal will be used as a last resort.

- C. If a student has been ordered to leave the campus, withdraw, or otherwise experienced modification of enrollment status by reason of health conditions enumerated in paragraph (A) above, the student may petition for revision of that status through the office of the Dean of Student Affairs.
1. Such request must be accompanied by supporting documentation that the conditions for revision of enrollment status have been fulfilled, and/or that the health condition has changed sufficiently to make such revision appropriate. Upon receipt of such request, the Dean of Student Affairs will evaluate the evidence, or consult with appropriate University health service and administrative officials for that purpose, and decide to:
    - a. Revise the status, without condition;
    - b. Revise the status, with specified conditions of continuation, such as medical treatment or disciplinary action; or
    - c. Not revise the status.
  2. The student must, in addition, meet all normal and appropriate standards for admission or enrollment set by the academic requirements of the University.

## **HEIDELBERG UNIVERSITY STUDENT CODE**

### **INTRODUCTION**

By enrolling as a student into Heidelberg University and its community, students recognize their individual and collective responsibilities toward the development of a fair, just, mature and diverse living and learning environment. Students neither lose the rights nor escape the responsibilities of an adult. Within the context of protecting the integrity and welfare of the University community, the student conduct process is student centered. The student conduct process stresses personal integrity and the willingness to modify inappropriate behavior, and the sincere desire to develop attitudinal changes.

### **ARTICLE I: DEFINITIONS**

1. The term "university" means Heidelberg University.
2. The term "student" includes persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students" as are persons who are living in University housing not enrolled in this institution. This Student Code does apply at all locations of the University.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Student Affairs or a designee.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "Conduct Board" means any person or persons authorized by the Dean of Student Affairs, or a designee, to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term "Conduct Administrator" means any person who is authorized by the Dean of Student Affairs to oversee the Student Conduct process and to select members of a Conduct Board or to assign Conduct Facilitators on a case-by-case basis. The Dean of Student Affairs may authorize the same Conduct Administrator to impose sanctions in all cases.

10. The term “Peer Conduct Board Administrator” means the person designated by the Dean of Student Affairs to be primarily responsible for the administration of the Peer Conduct Board.
11. The term “Member” refers to any member of the Peer Conduct Board.
12. The term “Peer Conduct Board” means any person or persons authorized to determine whether a student has violated the Heidelberg University Code of Conduct.
13. The term “Conduct Facilitator” means a University official authorized on a case-by-case basis by the Conduct Administrator to confer with Respondents, Claimants, and/or Victims to determine if a Student Code violation has occurred. The Conduct Facilitator may also impose sanctions upon any student(s) found to have violated the Student Code.
14. The term “Appellate Board” means any person or persons authorized by the Dean of Student Affairs or the Conduct Administrator to consider an appeal from a Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Conduct Administrator or Conduct Facilitator.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.
17. The Dean of Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
18. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, the Heidelberg University Planner, the Heidelberg University Catalog, and the Heidelberg University website.
19. The term “academic dishonesty” includes, but is not limited to: (1) Plagiarizing. Plagiarism is quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by an instructor. This includes internet sources and computer sources, such as CD-ROM encyclopedias. Submitting another person’s work—for example a test, lab report, or paper—as your own is plagiarism. (2) Giving or receiving assistance during any quizzes, tests, or examinations. (3) Using unauthorized materials during any quizzes, tests, or examinations. (4) Acquiring copies of an exam illegally. (5) Stealing materials from another person’s files, including computer files, or using such stolen materials. (6) Using other dishonest methods to complete course work. (7) Signing a faculty member’s name or initials on registration materials.
20. The term “plagiarism” includes, but is not limited to, quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by the instructor. This includes internet sources and computer sources, such as CD-ROM encyclopedias. Submitting another person’s work – for example a test, lab report, or paper – as your own is plagiarism. (At present items 16 & 17 are adjudicated through the Academic Conduct System.)
21. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
22. The term “Respondent” means any student accused of violating the Student Code.
23. The term “Conference” means the meeting between a Conduct Board, Conduct Facilitator, or Conduct Administrator with the Respondent(s). The purposes of this Conduct Conference meeting with the Respondent are to review the complaint, to discuss the process, and to discuss options for resolving the complaint.

## **ARTICLE II: STUDENT CODE AUTHORITY**

1. The Dean of Student Affairs, or a designee, reserves the right to take action that will most effectively protect the welfare of the students and the interests of the University.
2. The Dean of Student Affairs, or a designee, reserves the right to dismiss at any time a student who in the Dean of Student Affairs’ judgment is undesirable and whose continuation in the University is detrimental to the student or other members of the Heidelberg University community. Such dismissal may be made without specific charge.
3. The Conduct Administrator shall determine the composition of Conduct Boards and Appellate Boards and determine which Conduct Board, Conduct Administrator, Conduct Facilitator and Appellate Board shall be authorized to hear each matter.

4. The Dean of Student Affairs, or a designee, shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Conferences that are not inconsistent with provisions of the Student Code.
5. Decisions made by a Conduct Board, Conduct Administrator, and Conduct Facilitator shall be final, pending the normal appeal process.
6. A conduct body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration and be bound by the decision with no right of appeal.

### **ARTICLE III: PROSCRIBED CONDUCT**

#### **A. Jurisdiction of the Heidelberg University Student Code**

The University Student Code shall apply to conduct which occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. Violations of University policy which occur off campus are subject to University discipline. A degree awarded from the University may be revoked in accordance with Article IV(B)(2)(k).

#### **B. Conduct - Rules, Regulations, and Expected Community Norms**

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, faculty member, office, or affiliate.
  - c. Forgery, alteration or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public-service functions on or off campus or of other authorized non-University activities, when the conduct occurs on University premises.
3. Physical abuse, sexual misconduct, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of, damage to, and/or threat to property of the University or property of a member of the University community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation to, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Gambling.
8. A pattern of violations of the Rules, Regulations and Expected Community Norms.
9. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
10. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
11. Violation of federal, state or local law.
12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
13. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by University regulations, including:
  - a. Public intoxication

- b. Consumption of, distribution to, or possession of alcohol to any person under twenty-one (21) years of age.
14. Illegal or unauthorized possession of firearms, pellet guns, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
15. Participation in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
16. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
17. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but it not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
18. Behavior unbecoming of a Heidelberg University student or behavior which reflects poorly upon the Heidelberg University community.
19. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the University Computing Policies.
20. Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from a Conduct Board or University official to appear for a meeting or Conference as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Conduct Board.
  - c. Disruption or interference with the orderly conduct of a Conduct Board proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Conduct Board prior to, and/or during the course of, the Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Conduct Board prior to, during and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
21. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
22. Failure to regularly check campus mail and Heidelberg issued email account for important University information.

### C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of a civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Affairs. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students, and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

### A. Charges and Conduct Board Conferences

1. Any member of the University Community may file charges against any student for violations of the Student Code. A charge shall be prepared in writing and directed to the Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within twenty-eight (28) calendar days of the date of the incident.
2. The Conduct Administrator, or a designee, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Conduct Administrator may later serve in the same matter as the Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a Conference if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Respondent in written form. A time shall be set for a Conduct Board Conference, not less than two nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of Conduct Board Conferences may be extended at the discretion of the Conduct Administrator.
4. Conduct Board Conferences shall be conducted by a Conduct Board according to the following guidelines except as provided by Article IV(A)(7) below:
  - a. Conduct Board Conferences normally shall be conducted in private.
  - b. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire portion of the Conduct Board Conference at which information is received (excluding deliberations). Admission of any other person to the Conduct Board Conference shall be at the discretion of the Conduct Board and/or its Conduct Administrator.
  - c. In Conduct Board Conferences involving more than one Respondent, the Conduct Administrator, in his or her discretion, may permit the Conduct Board Conferences concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Respondent have the right to be assisted by an advisor they choose. The Complainant and/or the Respondent is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Conduct Board Conference before a Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Conduct Board Conference because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Respondent, and the Conduct Board may arrange for witnesses to present pertinent information to the Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two weekdays prior to the Conduct Board Conference. Witnesses will provide information to and answer questions from the Conduct Board. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. In some circumstances, the Conduct Administrator may consider it inappropriate to allow the Respondent to directly question the Complainant. This would be conducted by the Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the Conference and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Conduct Board.
  - f. Pertinent records, exhibits and written statements (including absent witness reports) may be accepted as information for consideration by a Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Conduct Board.
  - h. After the portion of the Conduct Board Conference concludes in which all pertinent information has been received, the Conduct Board shall determine (by majority vote if the Conduct Board consists of more than one person) whether the Respondent has violated each section of the Student Code for which they have been charged with violating.
  - i. The Conduct Board's determination shall be made on the basis of whether it is more likely than not (a preponderance of evidence) that the Respondent violated the Student Code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording of all Conduct Board Conferences before a Conduct Board (not including deliberations). Deliberations shall not be recorded. Minutes of Conduct Board Conferences may be taken by a University administrative assistant. The record shall be the property of the University.
  6. If a Respondent, with notice, does not appear before a Conduct Board Conference, the information in support of the charges shall be presented and considered even if the Respondent is not present.
  7. The Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness(es) during the Conference by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Affairs, or a designee, to be appropriate.
- B. Sanctions
1. The Dean of Student Affairs or a designee, when appropriate, reserves the right to notify parent(s) or guardian(s) of any or all levels of disciplinary sanctioning.
  2. The following sanctions may be imposed upon any student found to have violated the Student Code:
    - a. *Warning* - A notice in writing to the student that the student is violating or has violated institutional regulations.
    - b. *Probation* - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
    - c. *Loss of Privileges* - Denial of specified privileges for a designated period of time.
    - d. *Fines* - Previously established and published fines may be imposed.
    - e. *Restitution* - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
    - f. *Educational Measures* – Work assignments, essays, workshops, class(es), service to the University, or other related educational assignments.
    - g. *Discretionary Sanctions* – Sanctions that work to restore, repair, or reverse the damage(s) done by a Student Code violation or other related discretionary assignments.

- h. *Housing Reassignment* - Required move from housing unit to another on campus.
  - i. *University Suspension* - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. *University Expulsion* - Permanent separation of the student from the University.
  - k. *Revocation of Degree* – A degree awarded from the University may be revoked for violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - l. *On Notice* - A written notice that a specified sanction may apply to any further violations.
  - m. *Withholding Degree* – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
3. More than one of the sanctions listed above may be imposed for any single violation.
  4. Failure to complete a sanction to the expectations of the assigning Conduct Facilitator will result in referral to the Dean of Student Affairs or his/her designee.
  5. (a) Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record with the Dean of Student Affairs Office. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than University Suspension, University expulsion, or revocation or withholding of a degree, upon application to the Dean of Student Affairs Office. Cases involving the imposition of sanctions other than University Suspension, University expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record eight years after final disposition of the case. (b) In situations involving both a Respondent(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  6. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Article IV(B)(2)(a)-(g).
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation. Loss of privileges, including University recognition, for a specified period of time.
  7. In each case in which a Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Conduct Administrator or her/his designee. In cases in which persons other than, or in addition to, the Conduct Administrator have been authorized to serve as a member of the Conduct Board, the recommendation of the Conduct Board shall be considered by the Conduct Administrator in determining and imposing sanctions. The Conduct Administrator is not limited to sanctions recommended by members of the Conduct Board. Following the Conduct Board Conference, the Conduct Board and the Conduct Administrator shall advise the Respondent, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

#### C. Interim Suspension

In certain circumstances, the Dean of Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Conduct Board Conference before a Conduct Board.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or the Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Conduct Board Conference, if required.

#### D. Appeals

1. A decision reached by the Conduct Board, a sanction imposed by the Conduct Administrator, or a sanction imposed by a Conduct Facilitator may be appealed by the Respondent(s) or Complainant(s) to the Dean of Student Affairs within five (5) class days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Student Affairs or the Appellate Board.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Conduct Board Conferences and supporting documents for one or more of the following purposes:
  - a. To determine whether the Conduct Board Conference was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original Conference, because such information and/or facts were not known to the person appealing at the time of the original Conduct Board Conference.
3. If the Dean of Student Affairs or the Appellate Board upholds the appeal, one of the following will happen:
  - a. If the Respondent(s) or Complainant(s) alleges that the sanction was inappropriate and the Dean of Student Affairs or the Appellate Board finds the sanction to be inappropriate, the Dean of Student Affairs or the Appellate Board may reduce the sanction.
  - b. If the Respondent(s) or Complainant(s) alleges that there was a defect in procedure or new information is presented and the Dean of Student Affairs or the Appellate Board finds that there was a defect in procedure or new information was presented, which was sufficiently substantial to have affected the outcome, the Dean of Student Affairs or the Appellate Board will order a new hearing.
4. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

#### **ARTICLE V: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Student Code shall be referred to the Dean of Student Affairs or a designee for final determination.
- B. The Student Code shall be reviewed every three (3) years under the direction of the Conduct Administrator.



# Frequently Called Numbers



2330	Admissions Office	2062	Dean of Student Affairs
2019	Athletics	2293	Financial Aid
2014	Beeghly Library	2291	Fireside Café Pub
2012	Bookstore	2000	Information
2040	Breynton Honors Center	2136	Instructional Resource Center
2183	Business Office	2062	International Affairs & Studies
2058	Campus Life	2391	Krammes Service Center
2066	Campus Ministry	2320	Mail Room (University Hall)
2088	CNIT Helpdesk	2390	Maintenance Requests
2193	Conference & Events	2412	Multicultural Student Affairs
2265	Commuter Lounge	2301	Owen Center
2196	Computer Center	2320	Print Shop
		2216	Provost
		2090	Registrar
		2211	Safety and Security
		2600	Saurwein Health & Wellness Center
		2041	Stoner Health, Counseling & Disabilities Center
		2207	Student Engagement