

# Heidelberg University

# Student Handbook

(This document was published on August 19, 2020,  
for the academic year of 2020-2021.)

## **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.

## **TABLE OF CONTENTS**

### [Safety Information And Emergency Procedures](#)

[Emergency Code Blue Phones](#)

[Campus Escort Service](#)

[Missing Students](#)

[Crime Prevention](#)

### [Campus Community Norms, Policies And Procedures](#)

[Academic Honesty](#)

[Accessibility Services \(Disability\)](#)

[Airport Shuttle Service](#)

[Alcohol](#)

[Board/Meal Plan](#)

[Cleaning And Maintenance](#)

[Closing Of University Housing](#)

[Cohabitation](#)

[Common Area Space In Residence Halls](#)

[Consent](#)

[Courtesy And Quiet Hours](#)

[Damages](#)

[Decorations](#)

[Disabilities \(See Accessibility Services\)](#)

[Dissent And Assembly Policy](#)

[Doors](#)

[Dress Standards](#)

[Drug Free Campus](#)

[Electrical Appliances](#)

[Emotional Support/Service Animal Policy](#)

[Explained Absences](#)

[Family Educational Rights And Privacy Act \(FERPA\)](#)

[Fire Safety](#)  
[Furnishings](#)  
[Good Samaritan Medical Amnesty](#)  
[Grade Appeals](#)  
[Guests And Student Visitors](#)  
[Harassment](#)  
[Health And Safety Inspections](#)  
[Health Insurance](#)  
[Housing Contract](#)  
[Identification Cards](#)  
[Incense/Candles](#)  
[Institutionally Recognized Name](#)  
[Keys](#)  
[Life Threatening Illness, Serious Infectious Diseases](#)  
[Marijuana](#)  
[Nondiscrimination](#)  
[Organizations](#)  
[Outside Speakers](#)  
[Personal Property](#)  
[Pets](#)  
[Postings](#)  
[Reporting A Violation](#)  
[Residency Requirements](#)  
[Room Changes](#)  
[Room Condition Reports \(RCR\)](#)  
[Room Consolidation](#)  
[Room Entry And Inspection](#)  
[Room Selection For Returning Students](#)  
[Sex Discrimination \(Title IX\)](#)  
[Solicitation & Fundraising](#)  
[Sports And Recreation](#)  
[Storage](#)  
[Tobacco Free Campus](#)  
[Vehicles](#)  
[Weapons](#)  
[Withdrawal From The University](#)  
[Leave Of Absence \(Stop Out\)](#)  
[Administrative Withdrawal](#)  
[Readmission/Reactivation](#)  
[Withdrawal For Medical Reasons](#)

## [Heidelberg University Student Code](#)

[Introduction](#)  
[Article I: Definitions](#)  
[Article II: Student Rights](#)  
[Article III: Proscribed Conduct](#)  
[Article IV: Student Conduct Code Procedures](#)  
[Article V: Interpretation And Revision](#)

# SAFETY INFORMATION AND EMERGENCY PROCEDURES

The Office of Campus Safety & Security is staffed 24 hours a day 365 days a year. Campus Security can be contacted by dialing (419) 448.2211.

To report University conduct violations and incidents occurring either on or off campus, log into [Incident Communication Form](#). To submit an anonymous report, enter “anonymous” in fields that ask for identification of person reporting incident.

For a complete list, please consult [EMERGENCY RESPONSE PROCEDURES](#).

## EMERGENCY CODE BLUE PHONES

Heidelberg University has Emergency Code Blue Phones located on 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 that 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 419-448-2211 and request 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. Dial 911 if you feel you are in danger.

## MISSING STUDENTS

### Policy

If any member of the Heidelberg University community has reason to believe a Heidelberg University student who resides in on-campus housing has been missing for at least 24 hours, they should promptly contact Campus Security at 419-448-2211. All students have the option to identify an individual to be contacted by the University within 24 hours after the student is determined to be missing in accordance with this policy. Student contact information will be registered confidentially and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Confidential contact information can be registered by the student in OASIS. If Campus Security makes an official determination that a student is missing, the Tiffin Police Department will be notified and emergency contact procedures will be initiated within 24 hours in accordance with the student's designation. In addition, the Dean of Student Affairs will be notified. If a missing student is under 18 years of age and is not emancipated, Heidelberg University is required to notify the missing student's custodial parent or guardian within 24 hours after the student is determined missing, in addition to notifying any additional contact person designated by the student.

### Procedure

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Security.
2. When a student is reported missing:
  - a. Campus Security will notify the Assistant Director of Safety & Security or the Director of Campus Safety if the Assistant cannot be contacted.
  - b. Campus Security will initiate an investigation to determine the validity of the missing person report.
  - c. Campus Security will contact the Dean of Student Affairs if the student cannot be located.
  - d. The Dean of Student Affairs shall notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
  - e. If the missing student is under the age of 18, the Dean of Student Affairs will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
  - f. Campus Security will notify the Tiffin City Police within 24 hours after determining that the student is missing.
3. The Dean of Student Affairs will notify the President of the University.
4. The Dean of Student Affairs shall initiate whatever action he deems appropriate, under the circumstances, is in the best interest of the missing student.

## **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:
  - a. Look into your car before getting in. Lock doors and roll up windows once inside for protection.
  - b. Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.
  - c. Raise the hood, and 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.

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

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 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 norms, policies or 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 that 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.

### **ACADEMIC HONESTY**

The University values honesty and integrity as fundamental to learning and personal success. All members of the University should respect the integrity of another's work and recognize the importance of acknowledging and safeguarding intellectual property.

Submitting the work of another person or resource as your own, allowing another person to submit your work as his or her own, or assisting another person to do either are all behaviors considered violations of the Academic Honesty Policy. Further examples include:

1. Plagiarizing. Plagiarizing is quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by the instructor. The source material can be in oral, written, digital, or online format, including another student's work- for example a test, lab report, or paper. Duplicating your own work from a previous assignment or another course is also considered plagiarism.

2. Giving or receiving unauthorized assistance during homework, quizzes, tests, or examinations.
3. Using unauthorized materials, including personal technology, during any quizzes, tests, or examinations.
4. Acquiring copies of an exam dishonestly.
5. Using other dishonest methods to complete course work.

#### Guidelines for Violations and Sanctions

Heidelberg University recognizes that not all violations of the Academic Honesty Policy are committed with the same intent, and the University's response to Policy violations should be commensurate with offenses and educate students on the value of academic integrity. For consistency, all parties engaged in determining consequences for documented violations of Academic Honesty will follow the guidelines suggested in the Academic Honesty Policy.

#### Academic Honesty Warning

Student behavior that results from scholarly negligence or inexperience with academic integrity principles and policies will result in an Academic Honesty Warning. This behavior is properly handled and remedied primarily by the faculty member teaching the course in which they occur.

What constitutes scholarly negligence will vary by course and instructor, particularly in courses where students are introduced to college-level scholarship. The following are examples of behavior that constitute scholarly negligence:

1. Single incidence of paraphrasing quoted material without citation.
2. Omitted citation in the final draft of a paper.
3. Copying on a small homework assignment or short quiz.
4. Engaging in unauthorized collaboration on an assignment, especially when the assignment instructions are unclear.
5. Signing in an absent student for class attendance/participation without instructor permission.

When an incident is identified, the instructor will notify and meet with the student as soon as possible to discuss the behavior and consequences. Using the online reporting procedure (described below), the instructor will notify the Executive Director of the Owen Center about the incident, a summary of the conversation with the student, and any additional actions taken. The student is then issued an Academic Honesty Warning.

In addition to reporting the incident, the instructor could take any of the following actions:

1. Set additional meetings with the student.
2. Reduce the grade for an assignment.
3. Require resubmission of the assignment with a grade reduction.
4. Other course-appropriate actions.

Sanctions for all behaviors receiving an Academic Warning will be determined by the course instructor and reported to the Executive Director of the Owen Center.

At the end of each semester, the Executive Director of the Owen Center and two elected faculty representatives will review accumulated Academic Honesty Warnings. Students who have two or more warnings for the same behavior or four or more warnings of different behaviors may, at the discretion of the reviewers, be placed on Academic Honesty Probation in the following semester.

## Academic Honesty Probation

Student behavior that violates the Academic Honesty Policy with intent or who have accumulated sufficient Academic Honesty Warnings will be placed on Academic Honesty Probation for a minimum of one complete semester. The nature and impact of a student's behavior, a student's prior disciplinary record, and a student's motivation at the time of the incident determine the appropriate level of sanctions issued to a student on Academic Honesty Probation, see below.

Sanctions may be issued by the course instructor, Executive Director of the Owen Center, and/or an Investigative Panel consisting of elected representatives of the faculty, students, and administration.

### Level One Violations

Policy violations are characterized as Level One when the actions are dishonest in character and/or may impact grades on significant assignments.

The following list contains examples of behavior that would qualify as Level One violations:

1. Copying entire homework assignments or labs from others.
2. Collaborating with others on an independent assignment when guidelines explicitly forbid it.
3. Reusing the same material in different courses, without permission of both instructors.
4. Intentionally providing another student with one's own assignment, paper, exam or quiz.
5. Making lab data available to a student without instructor permission.
6. Fabricating a citation in a paper.
7. Limited copying and pasting from sources without citation.
8. Possession of unauthorized aids when it cannot be determined if the aid was used.
9. Limited copying from another student during an exam or substantial quiz.
10. Allowing another student to copy during an exam.
11. Presenting a false excuse to miss an assignment, test/exam, class, etc. or to receive unfair accommodation.
12. Pattern of repeated behavior that would otherwise be considered scholarly negligence.

Examples of sanctions for Level One violations include any or all of the following:

1. Ineligibility to hold a student leadership role in any university recognized organization.
2. Mandatory attendance at an educational program related to the violation type.
3. Failing grade (0%) for the assignment or exam.
4. Re-submission of an assignment as requirement for course completion although the original assigned grade does not change.

### Level Two Violations

Policy violations are characterized as Level Two when the actions are one or more of the following: flagrantly dishonest in character, impact a major or essential portion of the course grade, involve significant planning and deliberation, or serious breaches of professional and personal integrity.

The following list contains examples of behavior that would qualify as Level Two violations:

1. Any level of violation committed by a graduate student.
2. Copying from others where the copied material represents a significant part of the course grade.
3. Splitting up large assignments and copying parts from each other without instructor permission.
4. Providing another student with an assignment when explicitly prohibited.
5. Extensive copying and pasting from sources without attribution.
6. Possession and obvious use of unauthorized aids.
7. Extensive copying during an exam or quiz.
8. Fabricating data for a lab or research paper.
9. Taking an exam for another person (or vice versa).
10. Stealing or fraudulently obtaining answers, or an advance copy of an exam.
11. Submitting an entire paper or assignment written by another person or for another class.
12. Replacing the name on another's assignment and handing it in as one's own.
13. Pattern of repeated behavior that would otherwise be considered Level One violation.

Examples of sanctions for Level Two violations include any or all of the following:

1. Ineligibility for membership or participation in any university recognized organization.
2. Failing grade in the course.
3. Failing grade in the course with a transcribed academic dishonesty designation that cannot be replaced by retaking the course (on or off campus).
4. Academic suspension.
5. Dismissal from the institution.
6. Revocation of degree and withdrawal of diploma.

#### Reporting Violations of Academic Honesty

The University expects members of the academic community to complete their work honestly and to report suspected violations of the Academic Honesty policy using an [online complaint form](#). Instructors who suspect or observe a violation of the Academic Honesty Policy are required to report the incident within a week of when the incident was first suspected.

#### Student Reporting

Students are encouraged to report any behavior they observe that appears to violate the Academic Honesty Policy using The [online complaint form](#). The Executive Director of the Owen Center will review the report in consultation with the instructor of record to determine the appropriate action.

#### Complaint Form

The [online complaint form](#) for reporting complaints is digitally filed with the Executive Director of the Owen Center, who will oversee all actions pertaining to the reported incident.

#### Determination of Sanctions

Course instructors have the authority to assign grades; therefore, any sanctions that pertain to grades are at the discretion of the course instructor.



For all behaviors reported as Level One violations, the Executive Director of the Owen Center, course instructor, and student will meet to discuss the incident. The Executive Director of the Owen Center and course instructor will determine appropriate sanctions based on guidelines for Level One violations. Students may request review of the incident, report, and/or sanctions by a full Investigative Panel (described below) to assess the incident and determine sanctions.

For all behaviors reported as Level Two violations, the report and all related documentation will be reviewed automatically by an Investigative Panel (described below). The Investigative Panel will review all existing documentation and may request to interview any parties involved in the case as part of their investigation, and/or collect additional information. Involved parties may choose to appear before the investigative panel and/or submit a written statement. The panel will determine by simple majority if the student violated the standards of academic honesty. When an academic honesty violation is upheld, the panel will assign an appropriate set of sanctions according to the sanctions guidelines.

All reporting forms, evidentiary documentation, sanctions, and student information letters associated with violations of the Academic Honesty Policy will be placed on file in the student's academic record for the remainder of the student's enrollment at Heidelberg University. In cases where additional sanctions have been assigned, the instructor of record and the student's adviser will receive a copy of the student's notification letter.

With the exception of permanently transcribed sanctions, a student may request to have any reports or action statements be removed from their academic file upon graduation, see Level Two Sanction for exceptions. Students should address requests to the Executive Director of the Owen Center.

#### Investigative Panel

All alleged violations of the Academic Honesty Policy will be directed to the Director of Academic Assessment and Effectiveness. The Director, with the assistance of the Director of the Honors Program, will determine whether a violation has occurred. If an investigative panel is necessary per the policy, the Director will call the panel together to discuss sanctions and review warnings consistent with the level of the violation. For the 2020-2021 academic year, this panel will consist of faculty members, including one faculty member from a program related to the student's major and a faculty representative of UAPC or GSC; the Director of Academic Assessment and Effectiveness will sit on each panel in an ex-officio role. The panel will not include student representatives for the 2020-2021 academic year.

Investigative Panels that review reports of Academic Honesty Violations will consist of a representative of the Undergraduate Academic Policy Committee (UAPC) or the Graduate Studies Committee (GSC), an elected faculty member from the student's academic school, and two students from a trained pool of 10-15 members representing a range of academic standing, co-curricular involvement, and degree program. The Executive Director of the Owen Center, or designee, will attend the investigative panel in an ex-officio role. To provide a timely response, the panel may need to convene using Skype or teleconferencing.

#### Appeals

Students wishing to appeal the decision of the Executive Director of the Owen Center and/or Investigative Panel should submit an [appeal form online](#) through the Office of the Registrar within 30 business days. An appeal may be made when there is new

evidence, when proper procedures were not followed, or when the penalty involves suspension or dismissal from the University. The appeal will be reviewed by the Undergraduate Academic Policy Committee (UAPC) or Graduate Studies Committee (GSC); the representative for UAPC or GSC that served on the original investigative panel will recuse themselves from all discussion of the appeal. The Executive Director of the Owen Center, or designee, will inform the student and instructor of the outcome within 30 business days of the receipt of the appeal.

## **ACCESSIBILITY SERVICES (DISABILITY)**

Heidelberg University welcomes all of its students, including students with disabilities and other accessibility needs. To help these students meet their unique and individual needs, Heidelberg University operates an Office of Student Accessibility Services.

The mission of Student Accessibility Services is to provide the student with disabilities and/or accessibility needs the services and support to achieve equal access while pursuing higher education. Student Accessibility Services also serves the wider campus community as a resource in understanding disability, accessibility, and inclusivity. A student with disabilities and other accessibility needs who requires housing, dining, and/or academic accommodations to overcome barriers to their educational experience are encouraged to contact the Coordinator of Student Accessibility Services. The Coordinator will review the student's rights and responsibilities, and guide them through the confidential, interactive process of arranging appropriate accommodations. This process includes an interview with the Coordinator and the student providing documentation. Specific requests are not guaranteed, and the interactive process may reveal alternative accommodations that are more appropriate for each individual student.

Unlike primary schools, in colleges and post-secondary education it is the student's responsibility to notify the University and request appropriate accommodations. Accommodations cannot be made retroactively. If you feel you need accommodations, please contact the Office of Student Accessibility Services to start the process.

For more information about the rights and responsibilities of students with disabilities in higher education, please review this [pamphlet from the U.S. Department of Education](#).

Refer here for more information about [Student Accessibility Services](#).

## **HOUSING ACCOMMODATIONS**

1. Student Accessibility Services works closely with Residence Life & Housing to coordinate housing accommodations for students with disabilities, severe environmental allergies, chronic medical conditions, or with other housing-related accessibility needs. These accommodations include, but are not limited to
  - a. Single rooms;
  - b. Air Conditioning;
  - c. Centralized housing;
  - d. Private Restroom;
  - e. Elevator;
  - f. Off campus approval;
  - g. Any need that requires an exception to the established room selection or assignment process.

2. Requests for housing accommodations must be submitted to the Coordinator of Student Accessibility Services. The Coordinator will guide students through the process, which includes an interview and documentation. The Assistant Dean for Residence Life & Housing, or designee, following approval and direction from the Coordinator of Student Accessibility Services, will provide reasonable residential accommodations.
3. For more information and to begin the process, please contact the Coordinator of [Student Accessibility Services](#).

## **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 by the deadline prior to the shuttle departure. The shuttle deadlines, as well as, departure and arrival dates and times are listed [here](#). 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.

## **ALCOHOL**

The University expects all students to comply with the Ohio law regarding possession and consumption of alcoholic beverages.

To comply with state and local laws 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, alcohol boxes, or other alcohol paraphernalia, are prohibited, and may not be used as [room decorations](#).
2. No one under the legal drinking age is permitted to possess or consume alcohol on the University campus.
3. Students who are under the legal drinking age may not possess alcohol in their room. This includes alcohol brought to the room by any guest or visitor.
4. Students who are under the legal drinking age are not restricted from choosing to live with another student who is of legal drinking age. However, students of legal drinking age will be held responsible for policy violations if they do not take reasonable measures to ensure that underage residents do not gain access to the alcohol.
5. Students who are of legal drinking age may not bring or consume alcohol in another room where a student who is under the legal drinking age resides.
6. Those of legal age may possess only reasonable quantities of beer or wine for their personal use in their rooms. No large quantities (greater than one 12 oz. 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. No other forms of alcohol are permitted.

7. No alcohol is permitted to be possessed or consumed in any public area without the express permission of the Dean of Student Affairs or his designee. 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, may 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. No activity shall include any form of alcoholic drinking contest in either its promotion or its program. Drinking games are prohibited.
12. Hosts of overnight and weekend guests assume all responsibility for their guest(s). (See ["Guests & Student Visitors"](#) for further information.)
13. No recognized student organization, or individual student using the school name, shall obtain an F-1 permit in order to sponsor an off-campus activity at which alcoholic beverages are served.
14. Any recognized student organization or individual student sponsoring an on-campus activity at which alcoholic beverages are served shall adhere to the following guidelines:
  - a. Have all alcohol provided and served by the University's food service provider.
  - b. Coordinate with food service provider to check 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.
  - c. Coordinate with the food service provider to ensure that alcoholic beverages are not served to individuals who appear to be intoxicated.
  - d. Provide non-salty snacks and food when alcohol is present.
  - e. The consumption of alcoholic beverages shall occur only within the approved area for the activity.
  - f. Non-alcoholic beverages shall be available at the same place as alcoholic beverages and shall be featured as prominently as alcoholic beverages.
  - g. A reasonable allotment of the budget for an activity shall be designated for the purchase and serving of food.
  - h. No activity shall include any form of alcoholic drinking contest in either its promotion or its program. Drinking games are prohibited.
  - i. Organizations shall not use alcohol as the predominant feature in advertisements or promotions. For example, a picture of alcohol should not be your only or largest graphic and any text detailing alcohol being served should not be your only or largest text. Additionally, no promotions can include the unauthorized use of trademarked images.

15. Any recognized student organization, or individual student that 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:
    - i. 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.
    - ii. Ensuring that alcoholic beverages are not served to individuals who appear to be intoxicated.
    - iii. Arranging transportation for those individuals who appear to be intoxicated.
    - iv. Arranging for the presence of security personnel at all times during the activity.
    - v. Providing non-salty snacks and food when alcohol is present.
  - 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. Non-alcoholic 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. Drinking games are prohibited.
  - 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 organization shall use alcoholic beverages as a recruitment tool, at new member education events, or at initiation activities.
17. The only exception to these policies are for religious observances of well-established, historically verified, religious institutions that use alcohol during a religious ritual.

## **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 of the Residence Halls/Apartments. Outside dumpsters are marked either Trash or Recycling. Please place discarded items in the appropriate outside dumpsters. Campus Houses have individual disposal bins for trash and recycling that must be taken to the curb each week. Students are responsible for retrieving trash/recycling bins from the curb and returning them next to the house/apartment before the end of the day after pick up.
4. Residents cannot leave personal items or 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 to ensure these areas are in compliance.

## **CLOSING OF UNIVERSITY HOUSING**

1. University Breaks
  - a. All University residence halls 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 Residence Life and Housing 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 Residence Life & Housing Office. Arrangements will be made to assist students in extenuating circumstances only. For students who utilize break housing, an additional cost to stay may be assessed to their student account.
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. The room should be returned to the same, if not better, condition as it was when you checked in. Further instructions will be provided by Residence Life and Housing 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, HD, and full-time staff member of Residence 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 Residence Life and Housing 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. (Please read the [Guest and Visitors policies](#) for further information).

## **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 Life staff 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 Life and Housing staff 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.

## **CONSENT**

(Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#).)

## **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.

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. All empty alcohol containers, including but not limited to alcohol, beer and wine containers, alcohol boxes, or other alcohol paraphernalia, are prohibited, and may not be used as room decorations.

**DISABILITIES** (see [ACCESSIBILITY SERVICES](#))

## **DISSENT AND ASSEMBLY POLICY**

### Policy on Dissent

By its very nature, the University is a place where diversity of thought is embraced, civility is cultivated, and freedom of speech is protected through ideas and opinions being formulated and exchanged. Members of the University have a right to freely



express their position and to engage in constructive dialogue with others whether they assent to or dissent from existing situations in the University or society. To ensure that freedom is maintained, expressions of assent or dissent cannot be permitted to infringe on the rights of the members of the University community or the community itself – not only their freedom to express positions, but their freedom to engage in other legitimate activities. Actual or threatened coercion or violence are abhorrent in a University because they can destroy those rights and freedoms that are necessary for the existence of the University.

### All Forms of Assembly

All forms of assembly are permissible forms of freedom of speech for recognized Heidelberg student organizations, groups of Heidelberg students that do not hold official organizational status, or for individual Heidelberg student(s) with the agreed upon understanding that participants create an environment that shows care and consideration for the institution. They must respect those who work at and attend Heidelberg ensuring their ability to pursue their work and/or academic endeavors. To this end, Heidelberg expects all groups or individuals who assemble to:

1. Gather in such a fashion as to refrain from physically hindering entrances to, exits from, or passageways within any University building or other structure, or hinder the normal flow of pedestrian or vehicular traffic on or through the campus.  
Manage volume of noise that ensures members of the University can carry on their normal activities.
3. Ensure the physical safety of all members of the campus community and care for campus property.
4. Enter a private office only when invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.
5. Keep to normal closing times for each building unless other arrangements are approved in advance by the Dean of Student Affairs.

Individuals who assemble outside the agreed upon policies and understanding articulated above could be subject to the appropriate University judicial process and face possible disciplinary sanction.

### **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.

### **DRESS STANDARDS**

Heidelberg University encourages attire that is clean, neat and appropriate. Members of Heidelberg University faculty, staff, and administration may proscribe certain forms of dress.

### **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.

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 that 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.

## **ELECTRICAL APPLIANCES**

1. Residents are permitted to have a 4.5 cubic feet or less refrigerator in their room (one per room).

With the exception of air corn poppers, microwaves, and auto-off coffee makers, all other cooking appliances that have a heat source are prohibited. Multiple taps and electrical extension cords are prohibited. UL approved power strips with surge protectors are acceptable for use (1 per resident only).

3. All electrical equipment must be UL approved.
4. Window air-conditioning units are not permitted. (For air conditioning required due to medical need, see Special Residential Accommodations.)
5. Space heaters are not permitted in any residential facility, unless specifically issued by Krammes Service Center on an emergency basis.
6. Halogen Bulbs are not permitted in any residential facility, due to the high risk of fire associated with them.

## **EMOTIONAL SUPPORT/SERVICE ANIMAL POLICY**

Heidelberg University recognizes and supports students who require an animal to assist with a disability. Approved animals include both Service Animals and Emotional Support Animals. Students requiring an animal on campus must coordinate this through the Office of Student Accessibility Services. Students approved to have an animal on campus are required to follow all Student Code of Conduct policies.

### **Emotional Support Animal (ESA)**

#### **I. Definitions**

- (A) A Service Animal is an animal individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include but are not limited to: guiding individuals with impaired vision; alerting individuals who are hearing impaired to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. (Outlined in ADA Policies)
- (B) An Emotional Support Animal (ESA) is an animal selected to play an integral part of a person's treatment process. The ESA must demonstrate

a good temperament and reliable, predictable behavior. An ESA is **not** a Service Animal. Unlike a service animal, an ESA does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An ESA is incorporated into a treatment process to assist in alleviating the symptoms of that individual's disability. This treatment occurs within the person's residential room and therefore may be considered for access to university housing.

- (C) An Animal (as the term is used in these guidelines) refers to an Emotional Support Animal.
- (D) A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an ESA, and therefore, it is not covered by these guidelines. Pets are not permitted in University buildings, residence halls, houses, or apartments.
- (E) To be allowed to have an ESA reside in campus housing, the student must first contact the Office of Student Accessibility Services and complete the appropriate documentation requirements.

## II. Guidelines and Requirements

- (A) A person may keep an Animal in a university residence hall, house, or apartment as a reasonable accommodation if:
  - (1) the person has a disability and has provided appropriate documentation to Disability Support Services;
  - (2) the Animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and
  - (3) there is an identifiable relationship or nexus between the disability and the assistance the Animal provides.
- (B) An Animal must be prescribed to an individual with a disability by a psychiatrist and approved by the University Office of Disability Services.
- (C) Permission for an Animal in residence is granted for an approved Animal provided that its behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for other residents. If the noise (crying, barking or meowing especially when student is not around) is excessive as judged by Residence Life staff, it may be grounds for the student to lose their accommodation to keep their animal on campus.
- (D) The Animal must be contained within the student's room at all times, except when transported outside the private residential area. While student is away from assigned bedroom, the Animal must be contained using appropriate means (i.e. cage, kennel, aquarium, etc.). It may not be taken into hallways, lounges, bathrooms, laundry facilities, or other areas of the residence hall or apartment. It also cannot be taken into classrooms or other buildings on campus. Animals cannot be left alone in the room for extended periods of time, including overnight, school breaks, or other periods of leave. Owner is responsible for making off campus accommodations for Animal during such time. Alternative plans will be documented with the Disability Service Office.

## III. Contractual Agreement for Emotional Support Animals

Once a student has been determined to qualify to have an Animal by Disability Services, the following additional requirements must be met.

- (A) The student is responsible for ensuring that all veterinarian-recommended vaccinations are completed and documented. Proof of vaccination must be provided to Residence Life and Housing before moving the Animal into the residence. Heidelberg University reserves the right to request an updated verification at any time during the Animal's residency. Students with an Animal must adhere to all state, local and municipal statutes, codes and guidelines regarding animal care, vaccination, licensure, leash control, cleanup rules animal health, etc. Any animal found on campus not in compliance may be subject to removal or impounding by Residence Life or Security. Owners and/or handlers may be subject to disciplinary action.
- (B) The student is responsible for properly containing and disposing of all animal waste in appropriate outside trash dumpsters. Litter boxes should be placed on mats on tiled or vinyl bathroom floor so that feces and urine are not tracked onto carpeted surfaces. All animal waste must be disposed of immediately into outside trash dumpsters. Animal waste found outside the residential facility where an Animal is living could be grounds for removal or impounding by Residence Life or Security. Owners and/or handlers may be subject to disciplinary action.
- (C) The student residence may be inspected for fleas, ticks or other pests as needed by Krammes or Pest Control personnel. Residence Life & Housing staff will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. Student will be billed for the expense of any pest treatment. If the problem reoccurs, the student may lose their accommodation to keep their animal on campus.
- (D) The student must register the approved Animal with Disability Services and Residence Life by providing all necessary documentation.
- (E) The student is responsible for assuring that the Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community. Disability Services and Residence Life & Housing will work with students in situations where an accommodation for an Animal negatively impacts another student covered by the Americans with Disabilities Act. Housing relocation may be utilized to resolve such conflicts. The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- (F) The student is financially responsible for the actions of the Animal and for all claims involving bodily injury or property damage. This includes, but is not limited to any replacement of furniture, carpet, window or wall covering as well as cleaning costs considered above the normal cleaning provided for rooms.
- (G) The student must notify Residence Life and Disability Services in writing if the Animal is no longer needed as an emotional support animal or is no longer in residence. To replace one Animal with a different Animal, the student must file a new request.
- (H) The student agrees to continue to abide by all other residential policies. An exception to the policy that otherwise would prohibit having an Animal does not constitute an exception to any other policy. Students may be charged

with violations to the University Code of Conduct and or Residence Hall Regulations for significant residence hall disruptions caused by an Animal in their care.

- (I) Should the Animal be removed from the premises for any reason, the student is expected to fulfill her/his housing obligations for the remainder of the housing contract.
- (J) Residence Life has the authority to relocate a student and the Animal as necessary per current contractual agreements.
- (K) Students must meet priority housing deadlines required for all students, and make request with reasonable advance notice to ODS and HU Residence Life & Housing in order for accommodation to occur.
- (L) Any violation of the above rules may result in immediate removal of the Animal from Heidelberg University. If this occurs, the student has a right to appeal the decision through Disability Services.

### **Service Animal Policy:**

Heidelberg University understands the importance of supporting students, faculty, staff, and visitors who possess a disability and strives to provide the most accessible environment possible. Therefore, it is the policy of Heidelberg University and in accordance with Federal and State Laws, as well as within the guidance of the Council for the Advancement of Standards in Higher Education to allow Service Animals on campus including, buildings, classrooms, dorm rooms, dining areas, and into campus events. Heidelberg University does distinguish Service Animals from Emotional Support Animals (ESA), as an ESA is prohibited from all areas outside of a student's bedroom.

Service Animals may be prohibited from specific areas due to health or safety concerns. These considerations will be made on a case by case basis. Service animals must also meet the requirements of the state of Ohio and Seneca County regarding licensing of a dog.

### **Definition:**

Service Animal – a Service Animal or Assistance Animal under Ohio Law, henceforth referred to as a Service Animal, is a dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. Examples of tasks include but are not limited to: guiding individuals with impaired vision; alerting individuals who are hearing impaired to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. Dogs who only provide comfort or emotional support are not considered Service Animals. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. Assistance Animals under ORC § 955.011, are defined as a guide dog that has been trained or is in training to assist a person who is blind, deaf or hearing impaired, or who is mobility impaired, including a person diagnosed with autism. The dog must have been trained by a nonprofit special agency and be covered by the liability insurance provided by the nonprofit special agency.

In accordance with ADA regulations, a miniature horse, trained to do work or perform tasks for people with disabilities, can also be considered a Service Animal. Miniature horses must range in height from 24 inches to 34 inches, measured to the shoulders, and can weigh between 70 pounds and 100 pounds.

Handler – the individual utilizing the Service Animal for assistance due to a disability.

**Procedure:**

1) Individuals requiring the use of a Service Animal on campus:

Should

1. Contact the Disability Services Office
  - a. Individuals will speak with a Heidelberg University employee. If the need for a Service Animal is not visibly apparent, the individual will be asked two questions:
    - i. Is the Service Animal required due to a disability?
    - ii. What work or task has the animal been trained to perform?
- \*The individual does not have to disclose the specific disability requiring the use of a Service Animal. Additionally, documentation proving the animal is certified as a Service Animal is not required.
2. Receive University approved identification for the Service Animal
  - a. Individuals are not required to publicly display the identification
  - b. Individuals can utilize the identification to inform others of the approval to have the Service Animal on campus
3. Check with their insurance provider to determine coverage for potential liability regarding any injuries, fees, or charges due to the Service Animal.

Must

1. Maintain control of the Service Animal at all times by using a harness, leash, tether, or through using voice, signal, or other effective controls.
  2. Maintain up to date shots and vaccinations for the Service Animal, in accordance with the policy identified in the Administrative Provisions of the Seneca County General Health District
  3. Adhere to all state, local, and municipal statutes, codes, and guidelines regarding animal care
  4. Properly contain and immediately dispose of all animal waste in appropriate outside trash dumpsters. Heidelberg University retains the right to designate a specific area for dogs to be toileted.
  5. Maintain proper hygiene of the Service Animal. Students are prohibited from cleaning Service Animals in residence hall shared bathrooms. Poor animal hygiene due to weather conditions is understood.
  6. Assure the Service Animal does not unduly interfere with the routine activities of other residents or cause difficulties for students who reside in or around the Service Animal.
  7. Instruct others on appropriate interactions with the Service Animal.
  8. Be financially liable for actions of the Service Animal, involving but not limited to, bodily injury or property damage beyond normal wear or leading to above normal cleaning costs.
- 2) Student/Individual requesting to live on campus with a Service Animal, in addition to the above steps:

Should

1. By June 30, prior to the upcoming academic year, submit request for housing, in order to provide the Department of Campus Life ample time to

appropriately place the student in a housing assignment. Requests submitted after the deadline are subject to current availability of housing.

2. Create a contingency plan for the Service Animal, to be cared for off campus, in case of emergency and/or the handler is unable to care for the Service Animal
- 3) Student Rights
1. Students have the right to take their Service Animal to any locations open to the public, other students, or visitors of the campus that includes dining locations.
  2. Students have the right to be free from disclosing the nature of their disability as well as free from undue inquiries.
  3. Students have the right to appeal a decision to remove the Service Animal. This must be done within 7 days of the decision to remove, put in writing, and submitted to the Dean of Student Affairs Office.
  4. Students have the right to receive reasonable accommodations if the Service Animal is removed.
- 4) University Responsibilities
1. Allow the Student/Handler and Service Animal access to all areas of the campus. Some areas may be deemed "off limits" due to health and safety concerns. These will be determined on a case-by-case basis.
  2. Members of the Heidelberg Community are not to touch, pet, feed and/or view the Service Animal as a pet.
  3. Questions regarding the Service Animal will be directed to the Disabilities Coordinator in Stoner Health, Counseling & Disabilities Center.
- 5) Removal of the Service animal from campus
1. Heidelberg University may remove the Service Animal from campus due to the following stipulations:
    - a. The Service Animal is out of control and the handler does not take effective action to control it.
    - b. The Service Animal is not house broken.
    - c. The Service Animal unduly interferes with the routine activities of students, faculty, or staff.
- 6) Accommodating a miniature horse
1. Heidelberg University will determine the ability to accommodate a miniature horse by assessing:
    - a. Whether the miniature horse is housebroken
    - b. Whether the miniature horse is under the owner's control
    - c. Whether the facility can accommodate the miniature horse's type, size, and weight
    - d. Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

## **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 within ten (10) academic days after the absence 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 classwork missed. It is the individual student's responsibility to consult with their 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 University 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 students' responsibility to approach their 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 students' academic endeavors and may not deliberately punish students 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, they may seek mediation through the Dean of Student Affairs or his designee.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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.

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.

Please visit [FERPA](#) or the [U.S. Department of Education](#) for additional resources.

## **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 Residence Life and Housing 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 - Residence Life staff will check the detector quarterly 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. Homemade or non-university rented lofts are prohibited in all residential buildings.
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. The university will provide furniture in residential rooms and may provide other furnishings as determined.
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 Residence Life and Housing staff member.
7. All University furniture must stay in the designated room in which it was intended at all times.

## **GOOD SAMARITAN MEDICAL AMNESTY**

To safeguard students so they receive the help they need without fear of consequences or retribution, the Good Samaritan Medical Amnesty Policy has been adopted. Students who seek emergency medical attention for themselves, or for a student who needs medical assistance, as a consequence of consumption of alcohol, drugs, and/or substances will not be held accountable for violations of the Heidelberg University Code of Student Conduct, providing they do the following:

1. Contact and obtain assistance from Residence Life staff, Campus Security, medical professionals, and/or local law enforcement;
2. Complete an assessment/evaluation with a licensed mental health professional or substance abuse counselor or an approved educational workshop in a timely manner and be responsible for any associated costs;
3. Meet with the Dean of Student Affairs or his designee to discuss the incident.

To honor the culture of respect of self and others, this policy is only for those students who initiate the assistance and not for those discovered by the University employees or other emergency personnel or law enforcement.

## **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 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 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 or Graduate Studies 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 or Graduate Studies 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 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 or Graduate Studies 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 class days of the receipt of the appeal. The instructor will have 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 or Graduate Studies Committee. The Provost’s or the designee’s decision shall be final in extending deadlines and interpreting this policy.

### **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 Residence Life and Housing Office. Guest registration can be obtained from the Residence Life and Housing Office. 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 two 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 by host.
  - 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.

## **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 the University about harassment and sexual misconduct, programming is offered by the University. 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](#) for more information).

## **HEALTH AND SAFETY INSPECTIONS**

1. Health and Safety Inspections will be conducted by the Residence Life and Housing staff quarterly 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 Residence Life and Housing staff.
3. Repeated health and safety violations may result in fines, reassignment or referral to the conduct system.

## **HEALTH INSURANCE**

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. For answers to other health care questions, please refer to [Health Care](#).

## **HOUSING CONTRACT**

1. All students residing in University-owned housing must sign and submit to the Residence Life and Housing 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.

## **IDENTIFICATION CARDS**

The University will issue each staff/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 Residence Life and Housing 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 Residence Life and Housing Office.

## **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.

## **INSTITUTIONALLY RECOGNIZED NAME**

The University recognizes that any faculty, staff, or student may choose to identify themselves within the University community with a preferred name, [Institutionally Recognized Name \(IRN\)](#), that differs from their legal name. As long as the use of a preferred name is not for the purpose of misrepresentation, the University acknowledges that a preferred name should be used whenever possible in the course of University business and education.

Please note that some records may require the use of legal names only, such as federal and medical documentation. Individuals who are utilizing an IRN should always be prepared to reference their legal name as well as provide their University identification when necessary.

## **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 Residence Life and Housing 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.

## **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 Health

Insurance Portability and Accountability Act of 1996 (HIPAA) 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.

## **MARIJUANA**

Marijuana is the most commonly used illicit drug in the nation. It is considered a Schedule I drug in the United States, which means it is illegal under federal law, although some states have legalized its use. Marijuana is also referred to as pot, weed, herb, grass, bud, Mary Jane, ganja, and many other slang terms. It is a greenish-gray mixture of the dried flowers of the plant *Cannabis sativa*. Delta-9-tetrahydrocannabinol (THC) is the main psychoactive chemical found in marijuana that produces intoxicating effects that people seek. Marijuana can be smoked in hand-rolled cigarettes (joint), in pipes, water pipes (bongs), or in blunts (rolled in cigar wraps). Marijuana can also be consumed when mixed with foods such as brownies or cookies (edibles).

Although Ohio State law now permits the use of medical marijuana under certain conditions, federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. educational institutions. Federal law also requires any institution of higher education, which receives federal funding to have policies in place and prohibit possession and use of marijuana on campus. Therefore, the use, possession, and/or cultivation of marijuana for medical purposes is not allowed in any Heidelberg University residence hall or on any other Heidelberg University property. No exceptions will be made for any student based on their possession of a medical marijuana certification, registry ID card, or any other proof of medical marijuana eligibility. This policy is in accordance with the following federal and state acts: [The](#)



[Drug-Free Schools and Communities Act](#), [Federal Drug-Free Workplace Act](#), and [The Federal Controlled Substances Act](#). See the [Drug Free Campus Policy](#) above for further information.

## **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.

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....Appropriate Conduct Process

### For Faculty

Contact Person.....Provost

Grievance Procedure....Faculty Grievance Procedure, Faculty Manual

### For Non-teaching Employees

Contact Person.....Office of Human Resources

Grievance Procedure...University Policies Handbook

## **ORGANIZATIONS**

Membership - Student organizations must keep up-to-date membership records in Google Drive and be able to provide them to Student Senate or the Office of Student Engagement upon request. Changes in leadership must be immediately reported to the Student Senate Liaison to Student Organizations.

Starting a New Organization – Undergraduate student organizations must be chartered by Student Senate in order to be officially recognized by the University. New organizations must be founded on an ideal/premise that is broad enough or attractive enough to recruit members beyond the founding group and not conflict with the policies and core values of Heidelberg, must have at least seven members that are full-time, undergraduate students at the University, and must have a faculty or staff member as an advisor to the organization. Students interested in starting a new organization that meets the parameters above are encouraged to contact the Student Senate Liaison to Student Organizations to start the charter process.

In order for student organizations to remain in good standing, they must submit a roster of all members to the Student Senate Liaison to Student Organizations each semester, attend SOLiD annually, and host a minimum of two events and meetings each semester.

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.

## **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. 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.

## **POSTINGS**

Rules for Hanging Signs, Fliers and Banners

1. Only members of recognized student organizations and departments of the Heidelberg University community are allowed to post fliers and hang signs on the designated bulletin boards and stairwells inside campus buildings.
2. All posters, fliers, signs and other notices must clearly state the name(s) of the sponsoring organization(s), date, time, venue, contact information and if they are open and free to both the Heidelberg and Tiffin communities.
3. Fliers and signs must be approved by the Office of Student Engagement before they are posted.
4. Fliers must not exceed 11 inches by 17 inches, and they may be push-pinned, thumbtacked or stapled to bulletin boards.
5. Banners must not exceed 4 feet by 8 feet in size.
6. Please be considerate, and observe the limit of one poster or flier per bulletin board.
7. Fliers not stamped (i.e. approved) will be removed without warning. Please note that stamping a flier is for posting purposes only and does not in any way reflect approval of content.
8. All fliers, signs and banners may be stamped during the normal office hours of 8 a.m. to 4:30 p.m.
9. Recognized student groups are responsible for removing their fliers, signs and banners within 24 hours after the event. Fliers, signs and banners that are not removed will be discarded.
10. Do not post fliers, signs or banners on walls, door, windows, tree, lampposts, sidewalks, University signage or traffic and street signs. Fliers, signs or banners found in these locations will be removed immediately.
11. Fliers, signs or banners are not permitted in Hoernemann Refectory.

12. Community-based fliers can only be posted on the designated Community Bulletin Boards located by the mailboxes on the lower level of Campus Center. See [On Campus Publicity & Fliers](#) for further information.

## REPORTING A VIOLATION

Students who have first-hand knowledge to any violation should report it to the appropriate entity. Do not assume that someone else will report it. To report any violation of the student code, local/state/federal law, or any behavior that is concerning, please access the [online Incident Communication Form \(ICF\)](#). This form will provide you with step-by-step instructions. You can also contact the Office of Campus Safety & Security at (419) 448-2211, or a hall staff member (Resident Assistant or Hall Director) to report a violation.

## RESIDENCY REQUIREMENTS

Heidelberg University requires all full-time undergraduate students to reside in University-owned housing during their time at Heidelberg. 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.

### 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 35-mile driving radius of the University;
  - b. Parent or Legal Guardian Verification of at-home residency will be confirmed.
2. Commuter Status will not be granted mid-year unless extenuating circumstances exist.
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.

### 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.
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.

## **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 Residence Life and Housing Office. Students who wish to request a room change must first contact their Resident Assistant to start the room change process.
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 obtained by contacting the Residence Life and Housing Office.

## **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 checkout procedures for University-owned housing. Students should review the Room Condition Report thoroughly for accuracy and completeness.
2. RCRs will be used by the Residence Life and Housing 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. Residence Life and Housing, Maintenance, Custodial and Computer Services staff will charge residents for room damages that are discovered during closing procedures.

## **ROOM CONSOLIDATION**

The Residence Life and Housing 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 Residence Life and Housing 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 reasonable grounds 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. Residence Life and Housing staff may enter housing units to ensure that the unit is unoccupied. Closets may be opened. If Residence Life and Housing staff discovers contraband items through ensuring that rooms are vacant during fire alarms or other normal functions, they will confiscate the item(s) and document the violation.
  - e. a quarterly Health and Safety Inspection has been advertised at least 24 hours in advance of the inspection. Residence Life and Housing staff will enter and conduct smoke detector and health and safety inspections quarterly 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 Residence Life and Housing 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 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. For additional information, see [Room Selection Guidelines and Policies](#).

## **SEX DISCRIMINATION (TITLE IX)**

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.

Further, it is our policy to support and abide by all legal requirements assuring non-discrimination in employment and admission for all qualified persons without regard to race, sex, disability, religion, national origin, color, age, veteran status, sexual orientation, marital status, parental status, socio-economic status, gender identity, and gender expression, or any other characteristic protected by law. The Sex Discrimination policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment.

See here for the full [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#). Copies may also be obtained in the Dean of Student Affairs Office, Office of Human Resources & Title IX Coordinator, or the Office of Academic Affairs.

## **SOLICITATION & FUNDRAISING**

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, solicitation requests involving personal gain or by agencies or individuals from outside the University are not approved. In addition, door-to-door solicitation in residence halls by campus clubs, organizations, or individuals is prohibited.

Heidelberg University depends upon the ongoing, increasing and generous financial support it receives each year from alumni, friends, parents, local businesses, corporations, foundations and other donors. Consult the [full policy for Fundraising](#).

All on- and off-campus fundraisers must be requested with the Event Request Form and approved by the Office of University Advancement.

## **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 not available on campus. There are several private storage facilities in Tiffin or surrounding communities. Heidelberg does not endorse any particular storage facility but recommends students bring home all personal items or utilize an outside storage facility. Any personal items left at the end of the year will be donated or discarded and charges assessed to students accounts.

## **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.

Though possession is not a violation, 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 Residence Life and Housing staff or Security to question and/or document an alleged violation. As such, students are cautioned to use good judgment within this setting.

## **VEHICLES**

All Heidelberg University students are eligible to have a vehicle on campus.

### Vehicle Registration

All Heidelberg University students must register their vehicle annually within the first five (5) days of their first class or five (5) days following the acquisition of a new vehicle. There is a \$100 registration fee for students living on campus, and a \$50 registration fee for students who commute. Failure to register a vehicle will result in a \$75.00 fine for each ticket issued. Faculty and staff must register all vehicles driven to campus within the first five (5) days of their date of hire. To register your vehicle, log onto OASIS, and click on "Personal Information." Once your registration is complete, you may pick up your parking hanger by presenting your student ID at the Business Office. Vehicle Registration fees are billed to the student's account. The issued parking hanger must be hung on the inside rearview mirror so the numbers are visible from the outside of the vehicle. Purchasing a parking permit does not guarantee that a parking space will be provided.

Students who choose to bring vehicles to campus must follow these guidelines:

1. Motorized vehicles (autos and motorcycles) must be registered on-line through OASIS 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. Registration tags can then be picked up in the Business Office.
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 (5) days from the date of issue. Fines not paid within five days will be posted to the student's account.

### Abandoned Vehicles

No person shall willfully leave an abandoned vehicle on University property for more than 72 hours when classes are not in session without permission of the

Office of Campus Safety & Security. The driver of any inoperable vehicle must notify Campus Security of the location of the vehicle, the nature of the problem and when the vehicle will be moved.

Any abandoned vehicle remaining on University property more than 72 hours without permission from the Office of Campus Safety & Security will be towed at the owner's expense. The University will make reasonable attempts to contact the owner or driver of the vehicle through the University's vehicle registration system. Vehicles not listed in the registration system will be reported to the Tiffin police department.

An abandoned vehicle as defined by the Ohio Revised Code (Section 4513.64) is a motor vehicle that has been so left without permission or notification.

#### Temporary Parking Permit for Visitors

Visitors are not charged for temporary visitor permits. A temporary visitor permit can be obtained from the Office of Campus Safety & Security in the Campus Center, Office 129 or by email at [campus-security@heidelberg.edu](mailto:campus-security@heidelberg.edu). The temporary visitor permit must be displayed on the dashboard of the visitor's vehicle.

1. Visitors to the Admission Office are welcome to use Parking Lot A. A temporary parking permit will be provided to you by the Admission Office.
2. Visitors conducting business with offices in University Hall or Founders Hall are welcome to use the 15 minute parking spaces in Parking Lot A. Visitors using Parking Lot A for longer than 15 minutes must obtain a temporary parking permit from campus security.
3. Visitors to the Athletic Department between the hours of 7:00am and 5:00pm on Monday-Friday are welcome to use Parking Lots F and G. A temporary parking permit will be provided to you by the Athletic Department or you can contact the Office of Campus Safety & Security.
4. Visitors for Athletic Events in Seiberling Gymnasium or Hoernemann Stadium should use Parking Lots F and G or the Lots at Peaceful Valley for Baseball and Softball or Hidden Valley for Soccer. NO parking permit is required for Athletic Events.
5. Overnight visitors must park in Lot G and obtain a temporary parking permit from Campus Security.
6. All other visitors must use Parking Lots F and G and obtain a temporary parking permit from Campus Security.

#### Restricted Parking Areas

##### *No Overnight Parking*

Several parking spaces on campus are restricted for specific use. Parking spaces marked 'Handicapped' 'Service Vehicle' or 'University Vehicle' are restricted at all times. The following lots are restricted for the use noted. Restrictions apply from 8:00am – 5:00pm Monday through Friday.

Overnight parking in these lots is not permitted. Campus Security will ticket any vehicle parked in these lots after 2:00am.

1. Lot A - University Hall lot – President, Provost, Admissions visitors and guests of Heidelberg University
2. Lot B - Founders lot – Faculty and staff
3. Lot D - Berg Bistro 1850 guest dining only



4. Lot E - Area next to the education building directly behind France Residence Hall – Faculty/Staff
5. Lot F - Gillmor lot – Faculty, staff, commuters and visitors
6. Lot J - Aigler lot – Faculty, staff and commuters
7. Lot K - Breneman lot – Faculty and staff

### *Berg Bistro 1850*

Community guests dining at the Berg Bistro 1850 and Parkhurst business partners and vendors are welcome to park in Lot D. Faculty, staff, and students are not permitted to park in Lot D at any time, even when dining in the Bistro.

### *24-Hour Parking*

Vehicles registered to residential students may park in these lots 24/7.

1. Lot C - Lot on north side of tennis courts next to railroad tracks
2. Lot E - Lot behind Brown Hall and France Hall
3. Lot G - Large lot beside Rock Creek on Rebecca Street
4. Lot H - King Hall East lot
5. Lot I - Krieg Hall lot

### Ticket Fines

Any vehicle that is operated without due regard for safety within the campus area will be ticketed.

1. Failing to register vehicle - \$75.00
2. Parking in a handicapped space - \$50.00
3. Parking in a fire lane - \$50.00
4. Parking in a Faculty, Staff, or Commuter space - \$35.00
5. Failing to display parking registration tag - \$25.00
6. Parking or driving on grassed area or sidewalk - \$25.00
7. Overnight parking violation - \$25.00
8. Failing to park in a marked stall - \$25.00
9. Parking in a restricted area - \$25.00
10. Parking in or blocking a driveway - \$25.00
11. Parking in the National Machinery Lots - \$25.00

### *Billing Process*

An email will be sent explaining the reason for the ticket, the fine and the appeal process. Parking fines will be billed to the student or employee account. Fines are to be paid in the business office.

### *Appealing Your Ticket*

If you receive a ticket you have five (5) class days to appeal the ticket. If the ticket is not waived or appealed, the fine will be billed to your student or employee account. All appeals for a violation must be submitted via email to the Office of Campus Safety & Security at [campus-security@heidelberg.edu](mailto:campus-security@heidelberg.edu) within five (5) class days.

The responsibility of finding a designated parking space rests with the vehicle owner/operator. Lack of space is not considered a valid excuse for violating parking

regulations. Other unacceptable reasons for appealing a ticket include but are not limited to:

1. I only parked illegally for a few minutes
2. I was late for a class or event
3. I did not know the parking regulations
4. I parked there before and did not receive a ticket
5. Bad weather, train, etc.

### Parking in the Community

Heidelberg University will work with its neighbors to address issues that arise from inappropriate parking in the surrounding neighborhoods. It is inappropriate to park across a private resident's driveway, to park longer than 48 hours on public streets, or in the National Machinery parking lots (which are east of France Hall and Williard Hall). Violators are subject to potential tickets and or fines, and towing (at the owner/operator's expense) by the Tiffin City Police Department.

### Towing

The Office of Campus Safety & Security will contact the Tiffin City Police Department to have vehicles towed at the vehicle owner/operator's expense for the following reasons:

1. emergency situations
2. blocking other vehicles
3. creating a safety hazard
4. abandoned/disabled vehicles
5. any other situation determined necessary

The owner/operator of the vehicle will be responsible for all towing expenses and/or ticket fines. Any damages incurred as a result of the vehicle being towed will be the responsibility of the owner/operator. On campus parking privileges will be suspended until all ticket fines and registration fees are paid.

### Special Needs Parking

Special needs parking will be coordinated and managed by the Office of Campus Safety & Security and should be requested by contacting Campus Safety & Security at [campus-security@heidelberg.edu](mailto:campus-security@heidelberg.edu). Reserved spaces are not guaranteed and will be approved based on need and availability.

## **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 paintballs), 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 on-line withdrawal form in their OASIS account. (Please go to your OASIS account and login. Select the Student tab, and then select Registration. There you will find a link to Online Withdrawal Form. To begin the form choose Tiffin Campus and Select Term (which is the last term that you attended classes). Next, Start a new online withdrawal form.

After completing the form, students must meet with the Dean of Student Affairs, or a designee, for an exit interview 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 (Stop Out)

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 follow the readmission policy with the Admission Office.

### 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 are expected to uphold all rights and responsibilities of an adult, as outlined in the Student Code. Within the context of protecting the integrity and welfare of the University community, the student conduct process is centered on developing the student holistically. The conduct process stresses personal integrity and a behavior that positively reflects oneself and the University community.

### ARTICLE I: DEFINITIONS

1. The term “**Administrative Hearing**” is the opportunity for the Reporting Party to meet with the Dean of Student Affairs, Hearing Officer, Conduct Board, or any other designee assigned by the Dean of Student Affairs to administer the prescribed conduct process. The hearing process may or may not be recorded; however, determination from this process will be left to the discretion of the Dean of Student Affairs, or designee as listed above.
2. The term “**Administrative Request to Meet**” is the official communication sent from a Hearing Officer to an individual, who is believed to have first-hand knowledge of a potential policy violation. Failure to comply with this notice may result in a Charge Letter.
3. The term “**Advisor**” is any person affiliated or not affiliated with the Heidelberg University community that serves as a consultant to the Reporting Party or Responding Party during the duration of the conduct process, excluding Title IX processes. The Advisor may only communicate directly with the student and not actively participate in the conduct hearing. The Advisor can be removed at any

time of the conduct process if the University official has determined the Advisor has violated the conduct process.

4. The term “**Alumni**” includes any and all people who have successfully completed course work toward graduation from the University.
5. The term “**Appeals Board**” means any person(s) authorized by the Dean of Student Affairs to consider an appeal from a student to determine if a decision from a Hearing Officer or Conduct Board was appropriate. The Appeals Board will make recommendations regarding the appeal status to the Dean of Student Affairs.
6. The term “**Authority**” is the scope and reach of the University to take appropriate actions that will most effectively protect, preserve, and restore the welfare of the students and the interest of the University. All actions associated through this authority may take place in conjunction with or prior to all criminal and/or civil proceedings.
7. The term “**Charge Letter**” is the official notice of communication to a Reporting Party outlining the hearing process of the alleged violation of the Student Code that contains details of who, when, where, and why the Reporting Party is meeting with a Hearing Officer or Conduct Board.
8. The term “**Clubs or Organizations**” means any persons who have complied with the formal requirements for University recognition.
9. The term “**Consent**” means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of activity. Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for additional information.
10. The term “**Conduct Board**” means any person(s) authorized by the Dean of Student Affairs, or a designee, to determine whether a student has violated the Student Code, offers the opportunity for the student(s) to be heard, and to impose sanctions when a policy violation has been committed.
11. The “**Dean of Student Affairs**” is the person designated by the President as the Conduct Administrator overseeing a fair and equal process for students. The Dean of Students may identify other designees to serve as the Conduct Administrator.
12. The term “**Guest**” is any person visiting the University that is not enrolled in coursework or employed at the University. These individuals may not have the right to the same privileges as those enrolled or employed at the University unless authorized by the Dean of Student Affairs, or a designee.
13. The term “**Hearing Officer**” means any person who is authorized by the Dean of Student Affairs, or a designee, to facilitate the Student Conduct process. The Hearing Officer has the right to investigate any and all potential violations of the Student Code and impose sanctions when a policy violation has been committed.
14. The term “**Impact Statement**” refers to any statement regarding the impact of the events.
15. The term “**May**” is used in the permissive sense.
16. The term “**Mediation**” means a resolution can be disposed of administratively by mutual consent of the parties involved. Mediation is a problem solving process guided by a neutral third party who assists in understanding the issues and exploring options, with the goal of resolving the dispute without processing the issue through the conduct system. All parties have the opportunity to express their concerns. The mediator will not choose sides and will not attempt to determine who is telling the truth or who is lying.

17. The term “**Policy**” means the written regulations of the University as found in, but not limited to, the Student Code, the Heidelberg University Student Handbook, the Heidelberg University Catalog, or on the Heidelberg University website.
18. The term “**Reporting Party**” means any person or university entity that reports a violation of the Student Code or federal/state/county/city law.
19. The term “**Responding Party**” means any person accused of violating the University policy, Student Code or federal/state/county/city law.
20. The term “**Sanction Letter**” is the official communication a Reporting Party will receive outlining the Hearing Officer’s or Conduct Board’s decision. This document will include the finding of the Hearing Officer or Conduct Board, listed sanctions imposed, and due dates for sanctions. This letter may include supplemental materials that further explain the imposed sanctions. The appeal process will follow at the end of this letter.
21. The term “**Shall**” is used in the imperative sense.
22. The term “**Student**” includes person taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies.
23. The term “**University**” means Heidelberg University.
24. The term “**University Official**” includes any person employed by the University, performing assigned administrative or professional responsibilities. This includes any person who is classified as faculty or staff or who is otherwise considered by the University to be an employed member.
25. 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).
26. The term “**Witness**” is any person identified with first-hand knowledge of an alleged policy violation in accordance with the Student Code.

## **ARTICLE II: STUDENT RIGHTS**

### **A. Rights of the Reporting Party**

1. The right to receive notification of the section(s) of the Student Code allegedly violated, which includes the date, time, and place of any hearing on the alleged violation.
2. The right to challenge the objectivity or fairness of any person(s) serving on a Conduct Board or as a Hearing Officer. The decision to uphold any challenge made rests with the Dean of Student Affairs, or designee.
3. The right in all disciplinary proceedings to have the presence of an Advisor. The Advisor may consult with the student, but may not address the Hearing Officer or Conduct Board or participate directly in the hearing. This Advisor may be an attorney at the student’s expense.
4. Upon request, the right to review a copy of each document pertinent to the alleged violation.
5. Upon request, the right to notification of the name of each person expected to testify at any hearing.
6. The right to introduce documents, to call witnesses, and present other evidence. The right to call witnesses is accompanied by the obligation to provide the name of each witness, in writing, two class days in advance of a hearing to the Hearing Officer, Dean of Student Affairs, or a designee.
7. The right to be present at Administrative Hearings regarding the alleged violation and to make or refrain from making statements. (This right is not



- applicable to appeal hearings with the Dean of Student Affairs, or a designee, unless requested to appear.)
8. The right to ask questions of any person participating in or providing information at a hearing. All questions asked by the Reporting Party are to be directed toward the Chair of the Conduct Board. In certain circumstances, questioning may be done outside the physical presence of those participating in the hearing.
  9. The right to request to answer questions posed by the Responding Party outside of the physical presence of the accused. The Dean of Student Affairs, or a designee, will determine if such a request will be granted.
  10. The right to submit, in writing, an impact statement to any conduct body. Impact statements are considered only after a decision is made that a violation occurred.
  11. The right to receive timely written notification of any decision made.
  12. The right to be granted, if reasonable available, a change in living assignment, academic arrangement, no contact order, or other steps necessary to prevent unnecessary or unwanted contact.
  13. The right to request postponement of a hearing for good cause shown. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a hearing rests with the Hearing Officer, the Dean of Student Affairs, or a designee.
  14. The right to appeal the decision of a hearing in accordance with University procedures.
  15. The right to review the student's own record that exists of any hearing in accordance with all state laws and the Family Education Rights and Privacy Act.

**B. Rights of Responding Party**

1. The right to receive notification of the section(s) of the Student Code allegedly violated, which includes the date, time, and place of any hearing on the alleged violation.
2. The right to challenge the objectivity or fairness of any person(s) serving on a Conduct Board or as a Hearing Officer. The decision to uphold any challenge made rests with the Dean of Student Affairs, or designee.
3. The right in all disciplinary proceedings to have the presence of an Advisor. The Advisor may consult with the student, but may not address the Hearing Officer or Conduct Board or participate directly in the hearing. This Advisor may be an attorney at the student's expense.
4. Upon request, the right to review a copy of each document pertinent to the alleged violation.
5. Upon request, the right to notification of the name of each person expected to testify at any hearing.
6. The right to introduce documents, to call witnesses, and present other evidence. The right to call witnesses is accompanied by the obligation to provide the name of each witness, in writing, two class days in advance of a hearing to the Hearing Officer, Dean of Student Affairs, or a designee.
7. The right to be present at Administrative Hearings on the alleged violation and to make or refrain from making statements. (This right is not applicable to appeal hearings with the Dean of Student Affairs, or a designee, unless requested to appear.)

8. The right to ask questions of any person participating in or providing information at a hearing. All questions asked by the Responding Party are to be directed toward the Chair of the Conduct Board. In certain circumstances, questioning may be done outside the physical presence of those participating in the hearing.
9. The right to request to answer questions posed by the Reporting Party outside of the physical presence of the accused. The Dean of Student Affairs, or a designee, will determine if such a request will be granted.
10. The right to submit, in writing, an impact statement to any conduct body. Impact statements are considered only after a decision is made that a violation occurred.
11. The right to receive timely written notification of any decision made.
12. The right to be granted, if reasonably available, a change in living assignment, academic arrangement, no contact order, or other steps necessary to prevent unnecessary or unwanted contact.
13. The right to request postponement of a hearing for good cause shown. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a hearing rests with the Hearing Officer, the Dean of Student Affairs, or a designee.
14. The right to appeal the decision of a hearing in accordance with University procedures.
15. The right to review the student's own record that exists of any hearing in accordance with all state laws and the Family Educational Rights and Privacy Act.

### **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 the University 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)(m).

#### **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 process and sanctions outlined in Article IV:

1. Abuse: Any kind of physical abuse, sexual misconduct, verbal or non-verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
2. 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 hearing 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.
3. Alcohol Violation:
- a. Use or possession of alcoholic beverages except as expressly permitted by University regulations.
  - b. Manufacturing of alcoholic beverages except as expressly permitted by University regulations.
  - c. Public Intoxication
  - d. Underage possession or consumption by any person under twenty-one (21) years of age.
  - e. Distribution of alcohol to any person under twenty-one (21) years of age.
  - f. Complicity. (See complicity policy below).
4. Behavior Unbecoming: Behavior unbecoming of a Heidelberg University student or behavior which reflects poorly upon the Heidelberg University community.
5. Bullying: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
6. Community Standards Violation: Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
7. Complicity: Complicity is condoning, supporting, or encouraging any violation of the Student Code. Students who anticipate or observe any violation of the Student Code or local/state/federal law are expected to remove themselves from association or participation in any such inappropriate behavior.
8. Computer Policy Violations: Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into an account to use, read, or change the content(s), 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 systems.
  - g. Use of computing facilities and resources in violation of copyright laws, or any local, state, federal, or international laws..
  - h. Any violation of the University's [Information Technology Use and Security Policy](#).
9. **Dating Violence**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
  10. **Destruction of Property**: Destruction of property is the attempt or actual damage to, and/or threat to property of the University, property of a member of the University community, or other personal or public property, on or off campus.
  11. **Dishonesty**: Acts of dishonesty, including but not limited to the following:
    - a. Furnishing false information to any University official, faculty member, office, or affiliate.
    - b. Forgery, alteration or misuse of any University document, record, or instrument of identification.
  12. **Disruption**: 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.
  13. **Domestic Violence**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
  14. **Drug Violation**: A drug violation may occur when:
    - a. Use or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
    - b. Manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
    - c. Improper use, distribution, or manufacturing of prescription drugs.
    - d. Complicity (See complicity policy above).
  15. **Email Violation**: Failure to regularly check campus mail and Heidelberg issued email account for important University information.
  16. **Failure to Comply**: Failure to comply with directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

17. **Gambling**: Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any University athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book, or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting, or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.
18. **Harassment**: harassment is any unwelcome advance, request, or other unwanted verbal or physical conduct when one or more of the following conditions are present:
  - a. Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a University program or activity;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or offensive working, academic, residential, or social environment under both an objective and subjective standard.
19. **Harmful Behavior**:
  - a. Harmful behavior is discrimination or unwelcome conduct, including but not limited to, verbal, written or electronic communication against another individual that is based upon an individual's protected category as defined by local/state/federal law that is so severe, pervasive, and objectively offensive that it substantially interferes with the ability to work, learn, live, or participate in, or benefit from services or activities or privileges provided by the University.
  - b. Conduct that is disorderly, lewd, or indecent.
20. **Hazing**: Hazing is 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.
21. **Intimidation**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
22. **Physical Assault**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
23. **Sexual Assault**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information..
24. **Sexual Exploitation**: Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.

25. **Sexual Harassment:** Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
26. **Sexual Misconduct:** Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
27. **Stalking:** Refer to [Title IX Sex Discrimination & Gender-Based Misconduct Policy](#) for further information.
28. **Theft:** 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.
29. **Unauthorized Entry or Use:** Unauthorized possession, duplication or use of keys or student identification at any University function/sponsored event, or unauthorized entry to or use of University premises. Permission to enter a premise or use alternate identification can only be approved by the Dean of Student Affairs, or a designee.
30. **Violation of any Federal, State, Local Law, University policy, rule, or regulation** published in hard copy or available electronically on the University website. (The electronically available policies, rules and regulations are the most current and active version of the Student Code.)
31. **Violation of Dissent and Assembly Policy:** Please see [Dissent and Assembly Policy](#).
32. **Violation of Privacy:** Violation of privacy is the making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s), or viewing or spying on any person(s) where there is an explicit expectation of privacy (such as a dwelling, bathroom, locker room, University employee's office, etc.) without knowledge and prior consent of all participants.
33. **Weapons Violation:** 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.

**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 Administrative Hearing**

1. Any person may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Conduct Administrator, or through an on-line Incident Communication Form (ICF). Any charge should be submitted as soon as possible after the event takes place, preferably within twenty-eight (28) class days of the date of the incident. However, the University has the right to process any charge filed regardless of when the incident occurred.
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 through mediation or arbitration on a basis acceptable to the Conduct Administrator. Such disposition/mediation/arbitration 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 hearing, if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Reporting Party in written form. A time shall be set for an Administrative Hearing, not less than two but no more than fifteen (15) class days after the student has been notified (exceptions may be made if holiday or break schedules are . Maximum time limits for scheduling of Administrative Hearings may be extended at the discretion of the Conduct Administrator.
4. Administrative Hearings shall be conducted by a Conduct Board or Hearing Officer according to the following guidelines except as provided by Article IV(A)(7) below:
  - a. Administrative Hearings normally shall be conducted in private.
  - b. The Responding Party, Reporting Party and their advisors, if any, shall be allowed to attend the entire portion of the Administrative Hearing at which information is received (excluding deliberations). Admission of any other person to the Administrative Hearing shall be at the discretion of the Conduct Board and/or Hearing Officer.
  - c. In Administrative Hearings involving more than one Reporting Party, the Conduct Board or Hearing Officer, to their discretion, may permit the Administrative Hearing concerning each student to be conducted either separately or jointly.

- d. The Responding Party and the Reporting Party have the right to be assisted by an advisor they choose. The Responding Party and/or the Reporting Party is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Administrative Hearing before a Conduct Board or Hearing Officer. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Administrative Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor unless extenuating circumstances are approved by the Dean of Student Affairs, or a designee.
- e. The Responding Party, the Reporting Party, and the Conduct Board or Hearing Officer may arrange for witnesses to present pertinent information to the Conduct Board or Hearing Officer. 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 Responding Party and/or Reporting Party at least two class days prior to the Administrative Hearing. Witnesses will provide information to and answer questions from the Conduct Board or Hearing Officer. Questions must be directed to the Conduct Board Chair or Hearing Officer. Responding Party(s) or Reporting Party(s) may not ask direct questions to one another. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Conduct Board Chair or Hearing Officer.
- f. Pertinent records, exhibits and written statements (including absent witness reports) may be accepted as information for consideration by a Conduct Board or Hearing Officer at the discretion of the chair or Hearing Officer.
- g. All procedural questions are subject to the final decision of the Conduct Board Chair or Hearing Officer.
- h. After the portion of the Administrative Hearing concludes in which all pertinent information has been received, the Conduct Board or Hearing Officer shall determine (by majority vote if the Conduct Board consists of more than one person) whether the Reporting Party has violated each section of the Student Code for which they have been charged with violating.
- i. The Conduct Board's or Hearing Officer's determination shall be made on the basis of whether it is more likely than not (a preponderance of evidence) that the Reporting Party 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.
- k. There shall be a single verbatim record, such as a tape recording of all Administrative Hearings before a Conduct Board (not including deliberations). Deliberations shall not be recorded. Minutes of Administrative Hearings may be taken by a University administrative assistant. The record shall be the property of the University.



- l. If a Reporting Party, with notice, does not appear before an Administrative Hearing, the information in support of the charges shall be presented and considered even if the Reporting Party is not present. Ample attempts of contact to the Reporting Party or Responding Party will be made prior to a scheduled hearing.
- m. The Conduct Board or Hearing Officer may accommodate medical or physical disabilities, as well as concerns for the personal safety, well-being, and/or fears of confrontation of the Responding Party, Reporting Party, and/or other witness(es) during the Administrative Hearing 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), faculty, or staff of any or all levels of disciplinary sanctions.
2. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Deferred Suspension – This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is found responsible of violating the Student Code again, the suspension will take place immediately without appeal.
  - b. Discretionary Sanctions – Sanctions that work to restore, repair, or reverse the damage(s) done by a Student Code violation or other related discretionary assignments.
  - c. Educational Measures – Work assignments, essays, workshops, class(es), service to the University, or other related educational assignments.
  - d. Expulsion - Permanent separation of the student, group, or organization from the University.
  - e. Fines - Previously established and published fines may be imposed.
  - f. Housing Reassignment - Required move from housing unit to another on campus.
  - g. Interim Suspension - In certain circumstances, the Dean of Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Administrative Hearing. Interim suspension may be imposed only:
    - i. to ensure the safety and well-being of members of the University community or preservation of University property;
    - ii. to ensure the student's own physical or emotional safety and well-being; or
    - iii. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. 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 a designee, may determine to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through an Administrative Hearing, if required.

- h. Loss of Privileges - Denial of specified privileges for a designated period of time.
  - i. Notifications – A written notification to parent, guardian, coach, advisor and/or University officials regarding Student Code violation(s).
  - j. 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.
  - k. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - l. 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.
  - m. Suspension - Separation of the student/group/organization from the University for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission or reinstatement may be specified.
  - n. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - o. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the 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 Hearing Officer may result in a conduct hold being placed on the student's account until the sanction is completed as outlined.
  5. 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, or a designee. 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 seven years after the student leaves the University. In situations involving both a Reporting Party (or group or organization) and a student 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 Reporting Party and the student claiming to be the victim, because the

educational career and chances of success in the academic community of each may be impacted.

6. All recognized student groups, clubs, and organizations are subject to all sanctions listed above in Article IV(B)(2)(a)-(o).
7. In each case, in which a Conduct Board or Hearing Officer determines that a student group, club, or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Conduct Administrator, or a designee. In cases where 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, or a designee, in determining and imposing sanctions. The Conduct Administrator, or designee, is not limited to sanctions recommended by members of the Conduct Board. Following an Administrative Hearing, the Conduct Board and the Conduct Administrator, or a designee, shall advise the Reporting Party, group, club, or organization (and Responding students who believe they were the victim(s) of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

### **C. Appeals**

1. A decision reached by the Conduct Board and/or Hearing Officer, may be appealed by the Reporting Party(s) or Responding Party(s) to the Dean of Student Affairs, or a designee, 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 a designee, or the Appeals Board.
2. Except as required to explain the basis of new information, an appeal shall be limited to the following purposes:
  - a. To determine whether the Administrative Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the Responding party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Reporting Party 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 Reporting Party was based on preponderance of 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 that 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 Administrative Hearing, because such information and/or facts were not known to the person appealing at the time of the original Administrative Hearing.
3. If the Dean of Student Affairs or the Appeals Board upholds the appeal, one of the following will happen:
  - a. If the Reporting Party(s) or Responding Party(s) alleges that the sanction was inappropriate and the Dean of Student Affairs, or a

designee, or the Appeals Board finds the sanction to be inappropriate, the Dean of Student Affairs, or a designee, or the Appeals Board may reduce the sanction.

- b. If the Reporting Party(s) or Responding Party(s) alleges that there was a defect in procedure or new information is presented and the Dean of Student Affairs, or a designee, or the Appeals 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 a designee, or the Appeals Board will order a new hearing.
4. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

#### **D. Fines**

Fines are penalty fees payable to the University for violation of certain regulations within the Student Code of Conduct. Fines are designed to provide deterrents to prospective violators and to assign accountability to actual violators. The violations in the list below represent behaviors that contradict the Mission of the University and often result in damage to University property, reputation, or hazards to individual safety. Fines are in addition to other university sanctions. This list is not exhaustive, and may be amended at the discretion of the Dean of Student Affairs:

1. Student Conduct Fee: \$25 for sanctions processed for any university policy violations. Additional fines included below:
2. Alcohol policy violation: \$50 (Includes the costs for university educational programming).
3. Creating a false fire alarm: \$750, plus restitution for all costs associated with the false alarm, including, but not limited to, costs of any municipal and/or county fire responses. The student may be subject to additional fines in the criminal process.
4. Defacing University property (e.g. painting on walls, etc.): Costs for clean-up, repair, and/or replacement.
5. Drug possession, use (misuse), sale, or distribution: \$100 (Includes the costs for university educational programming).
6. Failure to attend a student conduct meeting or hearing: \$25
7. Failure to complete a sanction by the established deadline: \$25
8. Fire extinguisher relocation or tampering with any safety related system (i.e. fire suppression system, sprinkler heads, smoke detectors, carbon monoxide detectors, etc.): \$750, plus restitution for all costs associated with the false alarm, including, but not limited to, costs of any municipal and/or county fire responses. The student may be subject to additional fines in the criminal process.
9. Fire extinguisher discharged: \$750, plus costs for clean up, repair, replacement, and/or refill.
10. Pets or animals violation: \$35 (per day of violation), plus costs for clean up, repair, replacement, infestation treatment, and/or other restitution. Use of ESA or assistance animals shall be reviewed by appropriate University officials. Failure to ensure proper behavior of any assistance animal, including, but not limited to, damage caused by the ESA or assistance animal, interference with the orderly and safe operation of the University,

infestation and clean-up, may result in the assistance animal being banned from campus.

11. Restitution for lost, stolen, or damaged property: \$50 plus the cost of replacement
12. Smoking or use of tobacco, vaping, or burning of incense, candles or other incendiary devices in a residence hall or inside any university facility or on property: \$50
13. Violation of the weapons policy: \$150
14. Second violation of the same policy: Charge Doubled and additional sanctions
15. Third violation of the same policy: Charge Tripled and additional sanctions

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

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.

The Student Code shall be reviewed at least every three (3) years under the direction of the Dean of Student Affairs.

08/2019