

# A LETTER FROM THE PRESIDENT...

Greetings and Welcome to the 2016-2017 Academic Year!

For over 100 years, Ohio Dominican University has served students as a private Catholic liberal arts institution, providing the highest quality education in a personal environment, guided by our university's motto, "To contemplate truth and to share with others the fruits of this contemplation."

With over 2,000 students from 19 states and 13 foreign countries, ODU offers a highly personalized student-centered approach. Our average class size is 17, and our student-to-faculty ratio is 14:1. Our faculty members not only excel in their fields and enjoy teaching, but also care about your success. You'll find that our university offers a variety of resources, in a supportive environment, to ensure your success.

Research has shown that students who are involved in co-curricular activities -- joining clubs, campus organizations, providing tutoring, and participating in athletics -- are much more likely to succeed and graduate. There are more than 40 student organizations on campus, so get involved!

This continues to be an exciting time for our athletics program. At an NCAA Division II institution, a student athlete is first a student, then an athlete. Since our move to the NCAA in 2011/2012, student interest in athletics has skyrocketed. One-third of our 2016-2017 freshman class will be new student athletes. If you've been active in high school athletics, I encourage you to consider trying out for one of our 12 intercollegiate sports teams, or participating in our intramural programs.

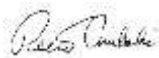
Regardless of which of our majors you choose, you'll discover plenty of hands-on learning opportunities outside the classroom, through internships, field work, study abroad, community service, and other opportunities enabling you to gain valuable work experience before graduation. As a result of Ohio Dominican's academic reputation, many of our students are placed in jobs prior to graduation.

With the excellent academic foundation provided by their undergraduate course of study, many ODU graduates continue post-graduate studies in our graduate programs. Others go on to pursue graduate programs in law, medicine, dentistry, pharmacy, psychology, veterinary medicine, nursing and allied medicine at many of the nation's most highly regarded colleges and universities.

At Ohio Dominican, we continue to create new and innovative academic programs to meet market demand. In July 2012, we launched our new Master of Science in Physician Assistant Studies program, to help meet the escalating need for well-educated and professionally trained health care professionals. We also have a new Bachelor of Science in Exercise Science major and a new Master of Education in Educational Leadership degree program, designed for principal licensure. We have also launched a program in partnership with Ohio University in which freshmen majoring in pre-med will already have been admitted to medical school providing they have a successful academic career at ODU.

Our campus landscape continues to change. Battelle Hall, our 25,000-square-foot science building, provides state-of-the-art instructional, research labs, a weather station, and collaborative and informal gathering space for faculty and students. St. Albert Hall, which is the new home of our Master of Science in Physician Assistant Studies program is a 10,000-square-foot facility which features state-of-the-art classroom and meeting space, student lounges, examination rooms, and a functional cadaver lab, among other features.

I invite you to become a partner in Ohio Dominican's legacy of success and achievement. When we see each other on campus, please say hello!



*Peter Cimboric*, Ph.D.

President

Ohio Dominican University

# **OHIO DOMINICAN UNIVERSITY STUDENT HANDBOOK 2016-2017**

## **ACCREDITATION**

Ohio Dominican University was chartered in 1911 as the College of St. Mary of the Springs. The name was changed to Ohio Dominican College in 1968. The College became Ohio Dominican University in 2002. The University is accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; 1-800-621-7440; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)) and approved by the Ohio Board of Regents. The education programs are approved for the preparation of teachers, by the State of Ohio Department of Education and have been granted initial candidacy status in the National Council for Accreditation of Teacher Education. ODU's Social Work Program has been granted initial accreditation by the Council on Social Work Education's (CSWE) Commission on Accreditation. The business programs are accredited by the International Assembly for Collegiate Business Education and have candidacy status in the Association of collegiate Business Schools and Programs.

## **OHIO DOMINICAN UNIVERSITY MISSION STATEMENT**

As a Catholic liberal arts University in the Dominican tradition, Ohio Dominican University is guided in its educational mission by the Dominican motto: to contemplate truth and to share with others the fruits of this contemplation. Ohio Dominican educates all individuals committed to intellectual, spiritual and professional growth to become lifelong learners, committed to serving others in a global society, as ethical and effective leaders grounded in the pursuit of truth, justice and peace.

## **NON-DISCRIMINATION POLICY AND DIVERSITY STATEMENT**

As stated in the University Mission Statement, Ohio Dominican welcomes to its student body sincere seekers of truth whatever their age, gender, race, religious background, or ethnic and cultural heritage. All whose aspirations, maturity, and preparation draw them to pursuing a liberating education mutually enrich one another in the quest for truth in this small community of students, faculty and staff, through curriculum, supporting services, and informal learning opportunities carried out in a climate of respect and freedom.

Consistent with the mission statement, Ohio Dominican University will not tolerate discrimination of any kind based on age, gender, race, religious background, sexual preference, disability or ethnic and cultural heritage.

## **HANDBOOK**

All students of Ohio Dominican University are held responsible for knowledge of the policies, procedures, expectations, and information contained in this Handbook. Students are expected to comply with all University policies and procedures. Students of both The Charles School and Ohio Dominican University are responsible for understanding and following the policies in both the student handbook of the Charles School and Ohio Dominican University. Separate handbooks govern administration, faculty, and staff. The University's academic policies and offerings are found in the University Catalog, published by the Office of Academic Affairs. This Handbook is published by the Office of Student Development. Failure to read this Handbook does not excuse students from the requirements and regulations described herein. This printed edition replaces any previous printed editions. The master and official copy of the Student Handbook is maintained on the University web pages.

## CAMPUS OFFICES

*All office hours are subject to change. Hours may vary during breaks, holiday, and summer.*

Academic Advising Center	251-4231	Erskine Hall, 214	Monday – Friday 8:30 am – 5:00 pm <a href="http://www.ohiodominican.edu/campus_life/student_services/advising">http://www.ohiodominican.edu/campus_life/student_services/advising</a>
Academic Affairs	251-4730	Erskine Hall 240	Monday – Friday 8:00 am – 4:30 pm <a href="http://www.ohiodominican.edu/academics">http://www.ohiodominican.edu/academics</a>
Academic Resource Center	251-4511	Spangler Learning Center, Middle Floor	Monday – Thursday 9:00 am – 5:00 pm Friday – 9:00 am – 3:00 pm Early Morning & Evenings by appointment <a href="http://www.ohiodominican.edu/academics">http://www.ohiodominican.edu/academics</a>
Academic Resource Center	251-4511	Spangler Learning Center, 207 Annex	Content tutoring by appointment <a href="http://www.ohiodominican.edu/arc/ace">www.ohiodominican.edu/arc/ace</a>
Math Lab	253-3619	Spangler Learning Center, 206A	See current schedule online at <a href="http://www.ohiodominican.edu/arc/mathlab">www.ohiodominican.edu/arc/mathlab</a>
Write Place	251-4510	Spangler Learning Center, 206B	Monday – Thursday 10:00 am – 9:00 pm Friday 10:00 am – 3:00 pm Sunday 6:00-9:00pm <a href="http://www.ohiodominican.edu/arc/writeplace">www.ohiodominican.edu/arc/writeplace</a>
Admissions	251-4500 1-800-955-6446	Griffin Student Center, 2nd floor	Monday – Thursday 8:00 am – 5:00 pm Friday 8:00 am – 4:30 pm Saturday – various dates during the fall/spring semester <a href="http://www.ohiodominican.edu/academics">http://www.ohiodominican.edu/academics</a>
Adult and Continuing Education	251-7400	Griffin Student Center	Monday-Thursday 9:00 am – 6:00pm Friday 8:30 am – 4:00 pm <a href="http://www.ohiodominican.edu/academics">http://www.ohiodominican.edu/academics</a>
Alumni Relations	253-3502	Guzman House	Monday – Friday 8:00 am – 5:00 pm <a href="http://www.ohiodominican.edu/alumni">http://www.ohiodominican.edu/alumni</a>
Athletics	251-4537	Alumni Hall, 221	Monday – Friday 8:00 am – 4:00 pm <a href="http://ohiodominicanpanthers.com">http://ohiodominicanpanthers.com</a>
Bookstore	251-4545	Griffin Student Center, 1st floor	Monday – Thursday 9:00 am – 6:00 pm Friday 9:00 am – 3:00 pm Saturday 11:00 am – 3:00 pm <a href="http://ohiodominican.bncollege.com">ohiodominican.bncollege.com</a> Hours vary in the summer and for special events.
Business Office	251-4550 FAX:	Erskine Hall 133	Monday – Friday 8:30 am – 5:00 pm Summer Hours: Monday – Friday

	251-4456		8:00 am – 4:30 pm <a href="mailto:busoffice@ohiodominican.edu">http://busoffice@ohiodominican.edu</a> <a href="http://myodu.ohiodominican.edu/ForStudents/BusinessOffice/StudentAccounts.asp">http://myodu.ohiodominican.edu/ForStudents/BusinessOffice/StudentAccounts.asp</a>
Campus Ministry	251-4567	Sansbury Hall	Monday – Friday 9:30 am – 4:30 pm <a href="http://www.ohiodominican.edu/Campus_Ministry">http://www.ohiodominican.edu/Campus_Ministry</a>
Career Development Center	251-4733	Erskine Hall	Monday – Friday 8:30 am – 5:00 pm <a href="http://www.ohiodominican.edu/career">http://www.ohiodominican.edu/career</a>
Center for Dominican Studies	251-4722 251-4794	Erskine Hall, 103 Erskine Hall, 104	Monday – Friday 8:30 am – 4:30 pm <a href="http://www.ohiodominican.edu/about/dominicanstudies">http://www.ohiodominican.edu/about/dominicanstudies</a>
Center for Student Involvement	251-4726	Griffin Student Center,	Monday – Friday 8:00 am – 4:30 pm <a href="http://involvement@ohiodominican.edu">http://involvement@ohiodominican.edu</a>
Computer Helpdesk	253-3633 1-888-251-0773	Spangler Learning Center, middle floor	Monday – Thursday 8:00 am – 10:00 pm Friday 8:00 am – 5:00 pm Saturday 9:00 am – 2:00 pm Sunday 1:00 pm – 9:00 pm <a href="http://helpdesk.ohiodominican.edu">http://helpdesk.ohiodominican.edu</a>
Counseling Services	251-4570	Griffin Student Center, Wellness Center 235	Monday – Friday 8:30 am – 4:30 pm Evening hours by appointment only <a href="http://www.ohiodominican.edu/CounselingServices/">http://www.ohiodominican.edu/CounselingServices/</a>
Disability Services	251-4233	Erskine Hall, 214	Monday – Friday 9 am – 4:30 pm <a href="http://www.ohiodominican.edu/Disability_Services/">http://www.ohiodominican.edu/Disability_Services/</a>
Enrollment Management	251-		
Facility Reservations (non-classroom)	251-4702	Reservations-Griffin Student Center, 256	Monday – Friday 8:30 am – 4:00 pm <a href="mailto:FacilityRequests@ohiodominican.edu">FacilityRequests@ohiodominican.edu</a>
Financial Aid	251-4778	Erskine Hall, 147	Monday – Friday 8:30 am – 5:00 pm <a href="http://www.ohiodominican.edu/finaid">http://www.ohiodominican.edu/finaid</a>
Food Service & Catering Office	251-4598	Erskine Hall, 113 & Hamilton Hall	Monday – Friday 8:30 am – 5:00 pm Other times by appointment <a href="https://www.ohiodominican.edu/campus_life/student_services/dining">https://www.ohiodominican.edu/campus_life/student_services/dining</a>
Graduate Admissions	251-4615	Griffin Student Center	Monday – Friday 8:30 am – 5:00 pm <a href="mailto:graduateadmissions@ohiodominican.edu">graduateadmissions@ohiodominican.edu</a>
Gymnasium	251-4530	Alumni Hall	<a href="http://ohiodominicanpanthers.com">http://ohiodominicanpanthers.com</a>
Health Services	251-4570	Griffin Student Center Wellness Center, 232	Monday – Thursday 11am – 4:00 pm

			Friday 10am – 3pm <a href="https://www.ohiodominican.edu/campus_life/student_services/health">https://www.ohiodominican.edu/campus_life/student_services/health</a>
Human Resources	251-4560	Erskine Hall, 136	Monday – Friday 8:00 am – 5:00 pm <a href="mailto:hr@ohiodominican.edu">hr@ohiodominican.edu</a>
ID Card Office	251-4723	Griffin Student Center Suite 116	Monday – Friday 9:00 am – 4:00pm <a href="http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx">http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx</a>
International Office	251-4646	Griffin Student Center	Monday – Friday 8:00 am – 4:30 pm <a href="http://www.ohiodominican.edu/international_office">http://www.ohiodominican.edu/international_office</a>
Library Circulation Library Reference	251-4752 251-4754	Spangler Learning Center	Monday – Thursday 7:30 am – 10:00 pm Friday 7:30 am – 5:00 pm Saturday 10:00 am – 5:00 pm Sunday 1:00 pm – 8:00 pm Extended hour for pre-finals weeks. For updated details at any time, refer to the library web site. <a href="http://www.ohiodominican.edu/library">http://www.ohiodominican.edu/library</a>
Maintenance	251-4547	Physical Plant Building	Monday – Friday 8:00 am – 4:30 pm
Mailroom	251-4596	Panther Plaza, 1	Monday – Friday 7:30 am – 4:00 pm
Marketing and Public Relations	251-4576	Erskine Hall, 238	Monday – Friday 8:30 am – 5:00 pm <a href="mailto:marketing@ohiodominican.edu">marketing@ohiodominican.edu</a>
Multicultural Affairs	251-4694	Griffin Student Center	Monday – Friday 8:00 am – 4:30 pm <a href="http://www.ohiodominican.edu/campus_life/student_services/multicultural">http://www.ohiodominican.edu/campus_life/student_services/multicultural</a>
President Office	251-4690	Erskine Hall, 238	Monday – Friday 8:00 am – 5:00 pm <a href="mailto:President'sOffice@ohiodominican.edu">President'sOffice@ohiodominican.edu</a>
Public Safety Office	251-4723	Griffin Student Center,	Office Hours: 8:30 am – 4:30 pm <a href="http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx">http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx</a>
Officer on Duty	251-4700	24 hrs day/ 7 day per week	
Purchasing	251-4654 Fax 251-7423	Panther Plaza, 2	Monday – Friday 8:00 am – 5:00 pm <a href="mailto:PurchasingDepartment@ohiodominican.edu">PurchasingDepartment@ohiodominican.edu</a>
Registrar	251-4650	Erskine Hall, 142	Regular hours Monday – Thursday 8:00 am – 4:30 pm Summer hours Monday – Friday 8:00 am – 4:30 pm

			Friday 8:00am – 3:00pm <a href="mailto:registrar@ohiodominican.edu">registrar@ohiodominican.edu</a> .
Residence Life	251-4718	Erskine Hall, 145	Monday – Friday 8:00 am – 4:30 pm <a href="http://www.ohiodominican.edu/reslife">http://www.ohiodominican.edu/reslife</a>
Student Development	251-4595	Griffin Student Center, 249	Monday – Friday 8:00 am – 4:30 pm <a href="mailto:studentdevelopment@ohiodominican.edu">studentdevelopment@ohiodominican.edu</a>
<b>Student Information Hotline</b>	<b>251-4590</b>	<b>Call 24-7 for important University announcements, sports updates, student activities and more.</b>	
Student Records/Registration	251-4650	Erskine Hall, 142	See Registrar Office <a href="mailto:registrar@ohiodominican.edu">registrar@ohiodominican.edu</a>
Student Success	251-4231	Erskine Hall, 214	See Academic Advising Office <a href="http://www.ohiodominican.edu/campus_life/student_services/advising">http://www.ohiodominican.edu/campus_life/student_services/advising</a>
University Advancement	251-4790	Guzman House	Monday – Friday 8:00 am – 5:00 pm <a href="mailto:AdvancementOffice@ohiodominican.edu">AdvancementOffice@ohiodominican.edu</a>

## **GENERAL INFORMATION AND SERVICES FOR STUDENTS**

### **ACADEMIC AFFAIRS OFFICE**

Erskine Hall, 240, 251-4730

<http://www.ohiodominican.edu/academics>

The Academic Affairs Office oversees and facilitates academic programs at both the undergraduate and graduate levels. Matters pertaining to the curriculum, faculty, and student progress are managed in the Academic Affairs Office. This office also has responsibility for the Registrar's Office, Office of P-16 Partnerships, the Library, Academic Resource Center, Office of Student Success, and the Center for Instructional Technology and eLearning. While managing academic programs of the University, the Academic Affairs Office works closely with Student Development personnel to ensure a holistic education for students. Working together, these offices provide a well-rounded set of courses (curricular) and activities (co-curricular) designed to education the whole person.

### **ACADEMIC RESOURCE CENTER**

Spangler Learning Center, Middle Floor, 251-4511

- Academic Center for Excellence (ACE), Spangler 207, 251-4511
  - Course-Specific Tutoring & Learning Strategies by appointment
  - <http://www.ohiodominican.edu/arc/ace>
- Math Lab, Spangler, 206A, 253-3619
  - Walk-in support for math courses, including statics
  - <http://www.ohiodominican.edu/arc/mathlab/>
- Writing Center, Spangler 206B, 251-4510
  - Walk-in assistance with all aspects of the writing process
  - <http://www.ohiodominican.edu/arc/writeplace/>

The Academic Resource Center provides a variety of academic support services to ODU students. Services include peer tutoring for most first year courses, group study sessions, individual-

ized academic coaching, online resources, and two drop-in centers: The Math Lab and The Write Place. All students should utilize these resources to improve their study habits.

## **ADULT & CONTINUING EDUCATION**

Griffin Student Center, 614-251-7400

Whether you're finishing your degree or pursuing a new one, Ohio Dominican's Adult & Continuing Education program prepares you for success in today's job market. We offer a certificate and five degrees as well as various professional development and continuing education possibilities:

- Certificate in Insurance & Risk Management
- Bachelor of Science in Accounting
- Associate of Science in Business Administration
- Bachelor of Science in Business Administration
- Bachelor of Science in Insurance & Risk Management
- Bachelor of Science in Cross-Disciplinary Studies

The program is designed to meet the needs of the working adult in a format that allows each student to take advantage of his or her professional background, while being challenged as an adult learner. Our courses offer flexibility with options of evening and online.

## **ADDRESS/PHONE NUMBERS**

It is the responsibility of all students to keep current address, phone, and contact information on file with the University. Address and phone number changes must be reported to the Registrar's Office.

## **ALUMNI RELATIONS**

Guzman House, 253-3502

<http://www.ohiodominican.edu/alumni>

The Alumni Relations Office offers alumni the opportunity to stay connected with friends, classmates and the University through events, publications, and social media. This office also offers benefits to alumni such as insurance products at a discount, ODU Library access, social events, travel opportunities and lifetime email forwarding.

## **ATHLETICS**

Alumni Hall, 251-4537

<http://ohiodominicanpanthers.com>

Regulations affecting student athletes are provided in the Athletic Department Student Handbook. The Athletic Department Academic Handbook includes the scholarly expectations for student athletes. The University seeks to comply with all NCAA (National Collegiate Athletic Association) and GLIAC (Great Lakes Intercollegiate Athletic Conference) bylaws and eligibility standards. The University and its student-athletes comply with the policies and procedures of this organization and the ODU Athletic Department. ODU also participates in the national and campus initiative "NCAA Strategic Platform" program which supports learning, balance, resourcefulness, sportsmanship, passion, and service.

Before deciding to participate in a sport that necessitates absence from class, the student should carefully weigh the consequences of absences upon his or her academic performance. Absences from class for participation in these sports will be considered excused absences provided proper procedures are followed. Although an excused absence will not be counted by the professor as a class cut, it does not relieve the student from the responsibility of learning course material. An excused absence simply means the professor will not count the absence as a class cut.

As soon as a student is placed on the official roster, she/he will inform his or her professor that she/he will be participating in an intercollegiate sport, and will provide a schedule of games which may conflict with class schedules. The student will make provision for make-up exams in advance of the examination date so that she/he is not penalized for the excused absence. This policy includes travel time associated with scheduled games but excludes practice. Special provisions may be made in the event a team competes during the post-season.

The gymnasium will be closed during scheduled practice times seven days a week. ODU students, faculty, and staff are permitted to use the intramural floor of the gymnasium when properly staffed and during published hours of operation.

## **BARNES & NOBLE BOOKSTORE**

Griffin Student Center, 1st Floor, 251-4545

[ohiodominican.bncollege.com](http://ohiodominican.bncollege.com)

The bookstore sells and rents textbooks, class materials, gift items, greeting cards, apparel, and other supplies. The return policy of the bookstore requires a cash register receipt be presented for any return or exchange of merchandise. The bookstore will issue refunds in the original form of payment for textbooks purchased at the bookstore returned in the original new condition, with any accompanying software package unopened, within the first (one) week of classes for the traditional term and within five days of class start dates for Adult and Continuing Ed students. Summer semester text return policy will vary according to the length of the term for each particular class. Textbooks are available for purchase or rent approximately one month prior to the start of the term and for four weeks after the term begins. Upon request, the bookstore will place special orders for books and supplies that are not typically in the store. Panther points are accepted in the bookstore for convenience items only.

## **BEHAVIORAL INTERVENTION TEAM**

[www.ohiodominican.edu/bit](http://www.ohiodominican.edu/bit)

The safety and well-being of students, faculty, staff and visitors is of utmost importance to Ohio Dominican University. Disruptive and disturbing behaviors that interfere with the academic, work or learning environment or behaviors that serve as a direct threat or potential harm are addressed by the Behavioral Intervention Team. Members of the BIT come from Academic Affairs, Student Development, Residence Life, Public Safety, and Counseling. Members of the community are encouraged to report concerning behaviors by using the online form or emailing the BIT. A member of the team will respond and follow-up with the student to ensure a solution that meets the needs of the individual and community.

## **BUSINESS OFFICE**

Erskine Hall, 133, 251-4550

[http://busoffice@ohiodominican.edu](mailto:busoffice@ohiodominican.edu)

<http://myodu.ohiodominican.edu/ForStudents/BusinessOffice/StudentAccounts.asp>

The Business Office is the primary point of contact for all students' financial transactions with the University. At the Business Office students can pay their bills, buy Commuter Meal Points on their Panther ID card and obtain information about the "Nelnet Monthly Payment Plan". An ODU ID card is required for all transactions. For more information regarding tuition and fees and payment due dates, visit the Student Accounts webpage.

## **CAMPUS INFORMATION SYSTEMS**

Information on campus activities and events is available through the Ohio Dominican University Web pages and campus email. Bulletin boards are available in public areas (See *Posting*). The Campus Calendar (located at <http://myodu.ohiodominican.edu>) lists all events for the campus and can be searched by type of event or date. Class cancellations are communicated online through the myODU calendar and are automatically emailed to students registered in the class.

## **CAMPUS MINISTRY**

Sansbury Hall, 251-4567/251-4568

[http://www.ohiodominican.edu/Campus\\_Ministry](http://www.ohiodominican.edu/Campus_Ministry)

The Office of Campus Ministry welcomes people of all faiths. Campus Ministry is a source of pastoral care and compassion for the Ohio Dominican Community. All are welcome. The Office strives to provide Catholic, ecumenical, and inter-religious programming. As a Catholic University, the full Catholic experience is provided along with many ecumenical opportunities. In addition, interfaith programs are also included. Spiritual direction, prayer, Mass, Reconciliation, educational programs, community service, bible studies, and discussion groups are some of the opportunities



Campus Ministry can provide. Christ the King Chapel in Sansbury Hall is available to the campus community for prayer, meditation, or a quiet time-out. A prayer/meditation space in the Griffin Student Center welcomes people of all faiths.

## **CAREER DEVELOPMENT CENTER**

Erskine Hall, 251-4733

<http://www.ohiodominican.edu/career>

The Career Development Center provides comprehensive career development support to current students and alumni. Our staff works directly with individuals who wish to explore career and major options, find internships, engage in professional development and search for job and graduate school opportunities. Students and alumni are encouraged to contact the Career Center with questions or make appointments for advising.

## **CENTER FOR DOMINICAN STUDIES**

Erskine Hall, 103, 251-4722

<http://www.ohiodominican.edu/about/dominicanstudies>

The Mission of the Center for Dominican Studies is to promote the Dominican charism of preaching; to provide opportunities for members of the University and the community to understand and experience the meaning and value of Dominican education; and to serve as a public voice at the University and in the community regarding issues of importance to church, culture, and society. The Center for Dominican Studies at Ohio Dominican University focuses on the Dominican motto: "to contemplate truth and share with others the fruits of this contemplation" and the four pillars of Dominican life: study, prayer, community, and ministry.

## **CENTER FOR STUDENT INVOLVEMENT**

Griffin Student Center 228, 251-4726

The Center for Student Involvement coordinates a wide range of opportunities for students to be involved outside the classroom – all geared to improving the overall student experience, creating a dynamic campus life, and adding to the spirit and tradition students expect. Leadership development opportunities include an Emerging Leaders Program for those just beginning to tap into their leadership potential, to campus-wide, community, and national leadership offerings, to specific programs for organization executives, honors and scholars programs, athletes, and Student Senate. This Office also serves as a resource for any student who is trying to become more involved in campus life, from late night programming, to all-campus programs like Homecoming, Little Sibs Weekend, and ODU Day, to involvement in clubs and organizations. The University supports and promotes a wide range of organizations.

## **CLOSING OF UNIVERSITY FOR INCLEMENT WEATHER OR OTHER EMERGENCY**

When there is a decision to close the University due to inclement weather or for other emergency reasons, notice is sent to the media, posted on the ODU website and communicated to the university community via ODU email. This information is also available on the Student Information Hotline (614) 251-4590. ODU Alert will also be engaged in case of a snow emergency or other campus crisis which entails closing a building or the entire campus. All students should be registered on ODU Alert when they register for classes. An up-to-date list of class cancellations can be found on myODU online.

## **COMPUTER HELPDESK**

Spangler Learning Center, Middle Floor

<http://helpdesk.ohiodominican.edu>

The Information Services Department provides a Computer Helpdesk to manage customer service and support for the university's technology resources. The Computer Helpdesk assists students, faculty, and staff with computer hardware and software questions, printing and network connectivity. For questions about services, please visit the Computer Helpdesk on the middle floor of the Spangler Learning Center at our walk-up help window, online at

<http://helpdesk.ohiodominican.edu>, by phone (614)253-3633 (Toll Free 1-888-251-0773), or by

email at [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu). If you bring your own device to campus you can connect to the "ODU-START\_HERE" wireless network, our online wizard will configure your computer for secure wireless network connectivity. You are then required to complete our network registration process, which will scan your computer and ensure that your computer is up-to-date with all system patches. Your system will automatically be checked to make sure it has current anti-virus software loaded. If you do not have current anti-virus protection, the Computer Helpdesk recommends installing Microsoft Security Essentials:

[http://www.microsoft.com/security\\_essentials](http://www.microsoft.com/security_essentials). This will assure that your system is protected, as well as protects the campus network from virus outbreaks. Your personal computer's security is important to us and this system will help protect your computer. It is recommended that you download the latest security updates for your computer (<http://www.update.microsoft.com>) and install virus protection before coming to campus and connecting to the ODU Network. If your computer is heavily infected it may not pass the security check to allow access to the network. For additional assistance, please visit the Computer Helpdesk.

## **COUNSELING SERVICES**

Griffin Student Center, Wellness Center, 251-4570

<http://www.ohiodominican.edu/CounselingServices/>

Counseling Services provides individual counseling and consultation to students who are experiencing personal adjustment, developmental, social, and/or psychological problems, or diagnosed mental illnesses that may impact or interfere with a successful college experience. The Counseling Services Office also offers:

- A staff of professional counselors licensed by the State of Ohio, with extensive experience in college mental health, as well as interns in training, who are supervised in their work;
- Counseling services are free to any student enrolled full or part-time.

## **DISABILITY SERVICES OFFICE**

Erskine Hall, 214, 251-4233

[http://www.ohiodominican.edu/Disability\\_Services/](http://www.ohiodominican.edu/Disability_Services/)

No student on the basis of disability will be excluded from participation in, or denied benefits of, or subjected to discrimination in any college class or program at Ohio Dominican University. The University is aware that students with varying types and degrees of disabilities may have special requirements for assistance so that the educational process as well as educational materials shall be effectively communicated. The University is prepared to make reasonable accommodations and adjustments on a case-by-case basis to assure nondiscrimination.

- It is the obligation of the student, not the parents or other external parties, to self-identify to the coordinator of Disability Services and provide appropriate documentation which substantiates the disability and establishes the need for accommodation(s). The University provides Guidelines for Documentation that can be obtained from the disability coordinator. The coordinator evaluates and determines what additional procedures or aid may be required
- Ohio Dominican cannot guarantee the availability of appropriate accommodations without adequate notice.

## **FINANCIAL AID**

Erskine Hall, 147, 251-4778

<http://www.ohiodominican.edu/finaid>

The Financial Aid Office offers a variety of financial aid programs to help students with their educational expenses. Scholarships, grants, loans, and work study opportunities are available for those who qualify. Any financial aid recipient who withdraws from the university prior to completing 60% of the current semester will have their financial aid eligibility recalculated based on the percentage of the semester enrolled. ODU maintains one refund policy for all federal, state, and institutional aid funds. Additional information on financial aid, including Satisfactory Academic Progress for Financial Aid eligibility, is available through the Financial Aid website.

## **FOOD SERVICES**

**Hamilton Hall, 251-4598**

[https://www.ohiodominican.edu/campus\\_life/student\\_services/dining](https://www.ohiodominican.edu/campus_life/student_services/dining)

### **Resident Students**

Students living on campus may select from four different meal plan options. Students are asked to inform the Residence Life Office of the meal plan selection before the start of classes. Panther Points are added to the meal plan on a per-semester basis. Panther Points are stored value (they work like cash) that can be used at all dining venues on campus. Meal plans can be used in Hamilton Hall and in the Student Center. Only one meal may be used per meal period. Any excess Panther Points at the end of each semester will not roll over to the new semester.

Residents who may miss a mealtime due to their class schedule may contact Dining Services at (614) 251-4627 to make arrangements for a “to go” meal. Students who are ill can arrange for a food tray to be brought back to their room.

### **Commuter Students**

Commuter students may purchase Points or use cash for meals in any food service venue. Commuters who wish to bring their lunch to campus are welcome to eat in Panther Plaza or The Griffin Student Center.

### **Special Needs**

Students with special dietary needs are encouraged to meet with Dining Services who will seek to address these needs. Dietary information is available to students upon request. Students with a severe medical condition requiring very specific dietary restrictions may appeal to the Dean of Student Life to be released from a required meal plan. A letter from the student’s primary physician with accompanying medical documentation must accompany this request.

## **HEALTH SERVICES**

Griffin Student Center, Wellness Center, 232, 251-4570

[https://www.ohiodominican.edu/campus\\_life/student\\_services/health](https://www.ohiodominican.edu/campus_life/student_services/health)

Health Services is open to all students requiring primary care, assessment, evaluation, and treatment options. There is no cost for services, cold care kits, or over-the-counter medications. Health services offers:

- A physician assistant is available 4 days a week, Monday – Thursday
- Athletic physicals, allergy injections, TB screening
- Testing for Group A Streptococcus, Infectious Mononucleosis, Influenza A&B, urinary tract infections, blood glucose levels
- Consultation and referral to health care providers in the community as indicated Please call for an appointment.

## **IDENTIFICATION CARD**

All students, faculty, and staff are provided the Panther Card, the official ID card of the University. To obtain a Panther Card, students must be accepted for admission and registered for classes. The student then must have his/her image captured in the Public Safety Office. An ID card is required for access to the facilities, food service plans, learning and information services, entry to campus events, and all transactions in the Business Office.

Lost, stolen, or damaged ID cards should be reported to the Public Safety Department (614) 251-4723 immediately. Replacement cards are obtained through the Public Safety Office for a replacement fee of \$15.00. The ID must be carried at all times and presented upon request by a University official. Any student using a University ID card improperly or loaning his/her ID to anyone is in violation of University policy and subject to disciplinary action.

## **INSURANCE**

Students are encouraged to carry health insurance coverage. The University assumes no responsibility for meeting the health needs or expenses of students. International students are required to

carry health insurance in accordance with visa requirements. Students participating in intercollegiate sports are included in a sports injury policy this provides secondary coverage for University sports related injury only.

## **INTERNATIONAL OFFICE**

Griffin Student Center, 251-4646

<http://www.ohiodominican.edu/internationaloffice>

Ohio Dominican University recognizes that we live in a diverse society, globally and domestically. The International Office serves as a primary resource for achieving global education for current ODU students as well as incoming international students. This includes:

- Support for incoming and current international students including orientation, immigration information and advising services to international students with U.S. student visas; hosting programs for new and current international students.
- The Office manages the University's education abroad programs, including the faculty-led programs and international service immersion programs.

## **LIBRARY**

Spangler Learning Center, 251-4752

<http://www.ohiodominican.edu/library>

The ODU Library, located in Spangler Learning Center, is a valuable resource offering an online catalog with a collection of over 172,000 books, videos, and DVDs; access to over 270 online and full-text research databases, and nearly 15,000 continuing subscriptions to print and electronic journal publications. Access to additional material, including digital media, is provided through the library's membership and strong reciprocal participation in the statewide academic library consortium, OhioLINK. In addition, the Library maintains agreements with some national and international libraries to share materials across borders. The ODU Library offers exceptional services as well. In-depth research and reference assistance, course-integrated instruction, instructional collaboration, online research tutorials and documents, orientations, and other assistance with the selection of new information resources are all available for the ODU community. We strive to help patrons search effectively so that they can find the most relevant information, evaluate what they find, and use that information in socially responsible and ethical ways.

## **MAILROOM**

Panther Plaza, 1, 251-4596

Mailboxes for all University faculty and staff are located in the University mailroom in Panther Plaza. Mailboxes are accessible whenever Erskine Hall is open.

## **MEDICAL/MENTAL HEALTH WITHDRAWAL**

Students who incur class absences due to medical or mental health hospitalization, conditions that require ongoing treatment that may impact academic attendance or studies, or other circumstances that come to the attention of University administrators, may consider a voluntary medical withdrawal or stop out to pursue treatment. Students should see Dean of Student Life to initiate this process.

## **MULTICULTURAL AFFAIRS OFFICE**

Griffin Student Center, 251-4694

[http://www.ohiodominican.edu/campus\\_life/student\\_services/multicultural](http://www.ohiodominican.edu/campus_life/student_services/multicultural)

The Multicultural Affairs Office has been established to provide education-based services that support the academic success and personal development of minority students and promote a sense of community that enhances the well-being of all students.

This office serves as a primary point of contact for underrepresented student populations and provides a variety of programs and discussions on the issues facing all people in a diverse community. These objectives are achieved through advising sessions, referrals to appropriate offices and sponsorship of campus programming designed to educate and foster the exchange of dialogue in a setting where civility is observed.

## **OFFICE OF STUDENT SUCCESS**

Erskine Hall, 214, 251-4232/4234

[http://www.ohiodominican.edu/campus\\_life/student\\_services/advising](http://www.ohiodominican.edu/campus_life/student_services/advising)

The Office of Student Success is the primary source of academic advising for all first-time freshmen and new transfer students. Center advisors also conduct primary advising services for undeclared majors. The Center is open to all students seeking assistance in the following areas:

- Outlining appropriate educational success plans;
- Clarifying academic and long-term goals; reviewing ENGAGE surveys;
- Improving decision-making skills;
- Evaluating degree progression;

Academic Advising is an essential component of the educational process. As such, students are responsible for utilizing such resources and making informed decisions based on their experience, goals, and the advice of University professionals.

## **PHOTOGRAPHY**

Ohio Dominican University reserves the right to take and use photographs taken in classrooms, during ODU sponsored activities/events or on the ODU campus(es), of ODU students, faculty, staff, alumni, and community members for the purposes of instruction, advertising and promoting Ohio Dominican University. Persons who do not wish to comply with this policy must notify the Marketing & Communications Office in writing.

## **POSTING**

The University allows the use of bulletin boards for University recognized student organizations, faculty and University offices. The purpose is to allow the promotion of campus events, activities, and services. Personal postings, commercial services and products, or "off-campus" postings are allowed limited posting sites. Postings are to be placed ONLY on appropriate bulletin boards around campus. No postings are to be placed on car windshields in any parking lot on campus. No postings are to be taped to building entrance/exit doors or walls. Inappropriate postings will not be permitted, as well as postings in unauthorized locations, and will be promptly removed.

## **PUBLIC SAFETY DEPARTMENT**

Griffin Student Center, 1st Floor 251-4700

[http://www.ohiodominican.edu/University\\_Resources/Public\\_Safety.aspx](http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx)

Ohio Dominican University provides this information in order to comply with federal law 20 U.S.C. 1092(f) the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. These laws require ODU to publish safety and security policies and certain crime statistics. The report is distributed to the campus community on the Public Safety website, [http://www.ohiodominican.edu/University\\_Resources/Public\\_Safety/Ohio\\_Dominican\\_University\\_Clearly\\_Act\\_Policy.aspx](http://www.ohiodominican.edu/University_Resources/Public_Safety/Ohio_Dominican_University_Clearly_Act_Policy.aspx). Copies of the report are also available upon request at the ODU Public Safety Administrative Office during normal business hours. The information is compiled and submitted to the Department of Education by October 1st of each year.

ODU Public Safety Officers may be reached 24 hours a day, 7 days a week by calling (614) 251-4700. All Officers complete a basic training program and periodic in-service training. All officers are certified in CPR, First Aid, and Blood-borne Pathogens.

Officers are not police officers and have no police authority. Public Safety Officers enforce University rules and policies and work with local police in criminal matters. Any crime that occurs on campus should be immediately reported to Public Safety. Public Safety Officers are first responders to criminal, fire, and medical emergencies.

The ODU Public Safety Administrative Office is located on the first floor of the Griffin Student Center. The hours are 8:30am-4:30pm, Monday - Friday and can be reached by calling (614) 251-4723.

The ODU campus public crime log is available on the ODU Public Safety website. The ODU Public Safety Activity Logs are also available for review during normal business hours. Security Alerts are

made in a timely manner to the campus community about crimes considered to be a threat to students, staff, and faculty.

**Crime Prevention:** Incoming students are given security and crime prevention information at orientations. The Public Safety Office provides Panther ID Cards to all Students and Faculty/Staff members of ODU. The Public Safety Office also issues Parking Permits for Students and Faculty/Staff member parking on Campus. All vehicles parked on Campus are required to display a valid Parking Permit in their vehicle at all times when parked on Campus. Students may purchase permits online at [http://www.ohiodominican.edu/Parking\\_and\\_Transportations/](http://www.ohiodominican.edu/Parking_and_Transportations/).

## **REGISTRAR (STUDENT RECORDS)**

Erskine Hall, 142, 251-4650

The Office of the Registrar provides a variety of services to students, faculty, and staff including: interpreting and implementing registration policy and procedure; registering students for Independent Study, Directed Study, and Internship courses; collecting and reporting mid-term and final grades; evaluating and approving student programs for graduation; processing veteran's benefits and teacher licensure applications; approving petitions for transient credit; evaluating transfer credit; managing waitlists; providing CLEP information and related areas. The office also assists students with ODU Online registration, adding and dropping courses requiring instructor approval, withdrawals from the University, Academic Stop-Out requests, transcript requests, enrollment verifications, classroom reservations, and financial loan deferments. The Office of the Registrar is also a repository for all student academic records. You may contact the Registrar's office at 614-251-4650 or [registrar@ohiodominican.edu](mailto:registrar@ohiodominican.edu). Policies and procedure for withdrawal and stop out are:

### **WITHDRAWAL FROM THE UNIVERSITY**

During the course of a semester, it may be necessary for a student to withdraw from the University. To officially withdraw, students must contact the Office of the Registrar. If withdrawal occurs during the normal withdrawal from course period, the student's transcript will indicate grades of W. If a student withdraws after the official period has ended, the transcript will indicate a grade of WP for passing or WF for failing. Failure to officially withdraw from any course will result in a grade of F in the course. Withdrawals are not accepted during final exam week. Financial Aid is impacted by a withdrawal and students should consult with the Financial Aid Office for details. Students who withdraw from the University will be required to move out of the residence hall. There will be no refund on room charges. The board charges will be pro-rated as follows:

Withdraw during weeks 1 & 2 will receive a refund of 80%.

Withdraw during weeks 3 & 4 will receive a refund of 60%.

Withdraw during weeks 5 & 6 will receive a refund of 40%.

Withdraw during weeks 7 & 8 will receive a refund of 20%.

Withdraw after week 8 will receive a refund of 0%.

### **ACADEMIC STOP OUT**

This option is available to students in good academic, financial, and conduct standing who wish to take an academic leave of absence from ODU for up to two semesters, excluding summer. Upon return, the student will remain under the academic degree requirements of the catalog at the time of the stop out. Students may **not** take course work at another college or university while on Academic Stop Out. Additional information and forms are available in the Office of the Registrar.

## **RESIDENCE LIFE**

Erskine Hall, 145, 251-4718

<http://www.ohiodominican.edu/reslife>

Residence Life provides housing, programs, and support services for resident students. The residence halls are a community living environment, where students must not only be concerned about themselves, but also the people living with and around them. Residence halls offer an environment

where students can grow socially, emotionally, and intellectually. For many, the residence life program presents an opportunity for meaningful interactions with new people from various backgrounds and cultures, as well as an opportunity to make the most out of campus programs and activities. A complete list of Residence Life Policies is available at the end of this handbook.

## **RESIDENCY REQUIREMENT**

All full-time students are required to live on campus if:

- a. have earned less than 60 credit hours or have not lived on campus for 4 semesters
- b. are not living with a parent/guardian within a 40 mile radius from campus
- c. are receiving athletic aid

## **STUDENT DEVELOPMENT OFFICE**

Griffin Center 249, 614-251-4595

[studentdevelopment@ohiodominican.edu](mailto:studentdevelopment@ohiodominican.edu)

The Dean of Student Life is responsible for Health Services, Counseling Services, Career Development, Multicultural Affairs, Student Involvement, Residence Life, and Patriots Program. The focus of the office, and the entire division, is to ensure the holistic development of all students and to provide comprehensive programs and services to ensure a co-curricular involvement, leadership, service, diversity, and spiritual and vocational growth.

The Dean of Student Life connects individual students with resources to address specific needs and concerns including: emergency funds for textbooks; need for medical stop-out; filing a complaint; expressing concerns or seeking problem resolution related to another student, faculty or staff; any campus life issues affecting academic success, or how to access resources. The Dean also serves as the liaison with faculty if student have situations that may impact class attendance and success.

## **Technology Resources**

Computing resources are available to all students, faculty, and staff. Network and Internet access is available from public computer stations located in the Spangler Learning Center, in computer labs across campus and in technology classrooms. These stations, as well as network access, provide optimum connectivity to learning and technology. There are over 1900 ports on campus for students to use in accessing campus network services. All residence halls are wired and wireless to provide a network access for students. Ohio Dominican University uses the Microsoft Office 2010 Suite of software products (Word, Excel, Access, and PowerPoint) as well as other discipline-specific computer programs. Procedures for establishing your network account, ODU minimum hardware and software configuration, and more information about computing services are posted on the Computer Helpdesk website at <http://helpdesk.ohiodominican.edu>. Students are expected to comply with all posted copyright regulations and network security regulations as well as the policies of the network. Failure to do so will result in disciplinary action. Remember, never leave a computer unattended after logging in and never share your login and password with anyone. If you have forgotten your password, there is an easy to use self-service option for resetting your password available at the Computer Helpdesk website. For more information, contact the Computer Helpdesk, Spangler Learning Center at (614) 253-3633; outside 614 area, 1-888-252-0773) or email at [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu).

## **UNIVERSITY ADVANCEMENT**

Guzman House, 251-4790

The Advancement Office offers alumni, friends, parents, students, faculty and staff the opportunity to help move forward the priorities of Ohio Dominican University through fundraising, engagement and events. Advancement Office constituents are invited to be advocates and ambassadors for the University; to help recruit prospective students; to help provide internships and jobs to current students; to provide financial support especially for scholarships and operations; and to keep the University in Prayer.

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

Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, has set down requirements designed to safeguard student privacy both of access to student educational records and to the release of such records. Official educational records are maintained by the Office of the Registrar. Copies of records are provided to the Office of Academic Affairs, other administrative offices, and academic advisors. Official educational records are released upon the student's written request only or, in the case of students who are defined as dependent according to the Internal Revenue Service, their parents. Ohio Dominican University defines directory information as a student's name, address, telephone number, e-mail address, class, athletic participation, degrees awarded, dates degrees awarded, dates of attendance, and honors. Each time a student registers, they have the opportunity to notify the Office of the Registrar of their requests that this information not be released outside the institution except to individuals, institutions, agencies, and organizations authorized in the Act. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records can be inspected.
2. The right to request amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, 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 hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including safety and security personnel, health staff, and coaches); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Policy also permits disclosure without consent when the University informs parent(s) of violations of Federal, State, or local law, or any rule or policy of the University governing the use or possession of alcohol or a controlled substance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Officer

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **PHILOSOPHY OF STUDENT CONDUCT**

The University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Student Development Division is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.



A community exists on the basis of shared values and principles. At Ohio Dominican University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, responsibility, respect, social justice, and community.

1. **Integrity** – All members of the community are expected to exemplify honesty and respect for the truth, and behave in congruence with university standards and expectations in all personal and community interactions.
2. **Responsibility** – Members of the Ohio Dominican Community are expected to take ownership for individual choices and the consequences that occur as a result of these choices.
3. **Respect** – All members of the community are expected to honor the rights and freedoms of each unique individual, and to understand the value and worth of each individual, while demonstrating care for both person and property.
4. **Social Justice** – the University is committed to developing consistent, honest, and just systems and requires a good faith commitment from members of the community to justice and equality.
5. **Community** – Learning to live as a member of a community is an important developmental process for all of our students. Each person must learn to respect the needs of others, voice their own expectations, and resolve conflicts and differences peacefully to promote the common good.

Each member of the University community is responsible for his/her conduct. When members of the community fail to exemplify these five values by violating any of the rules which follow, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

The Code of Student Conduct and the student conduct process apply to all students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The Code of Student Conduct applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus. The Dean of Student Life or designee determines when on and off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interest of the University;

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. Most online speech by students involving University networks or technology will be protected as free expression and not

subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individual”;
- Speech posted online about the University or its community members that causes a significant on-campus disruption.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of University may seek resolution of violations of the Code of Student Conduct committed against them by members of University community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Student Development Office, Behavioral Intervention Team and/or Public Safety.

## **STUDENT PROBLEM RESOLUTION**

The University considers that any problem or concern a student may have deserves attention and consideration. The purpose of the following procedure is to provide all parties adequate protection of their rights and to insure that redress of grievances maybe accomplished in an amicable fair and expeditious way. Students are encouraged to act on problems, complaints, and grievances in a constructive manner. Normal channels of communication ought to be used as the first mode of seeking resolution. When a person has a complaint, that person should take his/her case to the person immediately accountable for the department or function involved. If an adequate solution cannot be found at this level the person with the complaint should follow the normal channels until he/she has reached the chief administrator of the appropriate area of the university (i.e. Academic Affairs, Admissions, Student Development). Students seeking assistance in identifying the appropriate channel are encouraged to consult with Student Development.

Academic Grievance Procedures and Grade Disputes: Students with academic complaints are required to pursue the following informal procedures in registering their concerns with the institution. 1. Complaints of an academic nature, including but not limited to grade disputes, should first be discussed and resolution sought with the course instructor. 2. If resolution is not reached at the instructor level, the undergraduate student should bring the matter in writing to the Dean or Chair of the Academic Division in which the course is offered. The graduate student should appeal to the Director of the program in which the course is offered. The Dean, Chair or Program Director will verify that all department or division policies have been followed and that the student has been treated fairly. The Dean, Chair or Program Director will render a written judgment in the matter. 3. If resolution is not reached with the Dean, Chair of the Division, or the Program Director, the matter may be brought to the Associate Vice President for Academic Affairs (AVPAA). At his/her discretion, the AVPAA may call a meeting of the student, the professor, and the Dean, Division Chair, or Program Director to discuss the case. The AVPAA will verify that the student has had a fair opportunity to express him/herself fully, will review the decision of the Dean, Chair, or Program Director, and will verify that all institutional policies have been followed. The AVPAA will render a final written decision in the matter.

Other Student Complaints/Grievances/Disputes:

Any student who has a complaint or concerning interaction with another student or staff member should meet with the Dean of Student Life to express and document their concerns. Typically the Dean will offer potential options for resolving the issue from direct student communication with the other party, to the Dean contacting the other party, to a mediated conversation with solutions proposed and acted on. If student issues cannot be settled through informal or normal means, and formal proceedings are required, it becomes the duty of the person making the complaint to

request in writing that a formal consideration of the issue be undertaken. This written request must establish the exact nature of the grievance, the reasons for initiating formal proceedings, and the circumstances surrounding the cause for the complaint. No claims for redress can be formally considered without this statement. This statement must be filed with the Dean of Student Life if it is a student issue, or the Vice-President in charge of the departmental area in which the grievance is alleged to have occurred. The chief officer in that area will review the record and, in consultation with the Dean of Student Life or other parties, make the final determination.

Allegations of discrimination in any matter protected by federal or state civil rights legislation should be communicated to the Equal Opportunity or Title IX Officer prior to invoking a formal grievance procedure. The officer shall attempt to mediate the matter (except in sexual assault cases where mediation is not an option) in an effort to work out an informal solution. The Office of Human Resources may be reached at (614) 251-4560 and the Dean of Student Life/Title IX Coordinator may be reached at (614) 251-4593. Refer to informal and formal grievance procedures for sexual misconduct in the Behavioral Policies section of this handbook.

## **ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

Academic integrity presumes that each member of the academic community exhibits respect for him/herself, respect for others, respect for property (including intellectual property), and respect for authority. Honesty and respectful behavior are fundamental to the learning and development of each member of the academic community. ODU expects that all members of the community adhere to these values through the honest pursuit of learning and through the maintenance of an atmosphere of support and respect within the community.

#### **Honesty and the Pursuit of Truth**

The Dominican Motto, "To contemplate truth, and to share with others the fruits of this contemplation" guides the thinking and the actions of faculty and students at Ohio Dominican University. Sincere truth seekers, by definition, approach their work with a commitment to honest inquiry, principled discussion, and debate. ODU expects that all members of the community adhere to the Dominican academic tradition and adopt a strict standard of integrity as their own.

#### **Academic Dishonesty**

Academic dishonesty and cheating in any of its forms will not be tolerated. Offenses such as copying from another person or using unauthorized notes or materials during exams, unauthorized collaboration on tests or projects, falsifying research and using fictitious data and are strictly prohibited.

#### **Cheating**

Some examples of cheating include: using open textbooks, notes, electronic devices or other assistance during an exam, except those authorized by the instructor; copying from another person's work during an exam; Collaborating with another person on an assignment in a manner not authored by the instructor; substituting for another person or permitting another person to substitute for oneself in an exam.

#### **Plagiarism**

Plagiarism occurs when a student submits work purporting to be his/her own, but that borrows ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact.

Plagiarism may take many forms. The most flagrant form of plagiarism consists of directly reproducing someone else's work, whether published or unpublished, complete or in part. Examples of this would include books, articles, another's writings, a friend's paper in another class or school, or a page from the Internet.

Similarly, when the student's assignment involves research, she/he must be careful to acknowledge exactly what, where, and how she/he has employed the work of others. If the student uses the words of someone else, quotation marks must be used with some appropriate indication of its origin added. A citation is also required when the organization, content, and phraseology of another's thought

remains substantially intact.

Knowingly permitting one's own work to be submitted by another student as if it were the student's own also constitutes a form of plagiarism.

In a case where a student feels unsure about a question of plagiarism involving his/her work, she/he is obligated to consult the instructor on the matter before submitting it. Students who violate University and instructor policy on plagiarism are subject to University discipline.

### **Procedure for Addressing Academic Dishonesty (including Plagiarism)**

When a student engages in academic dishonesty, the professor will decide the appropriate course sanction, complete the Academic Disciplinary Action Form with appropriate supplementary material, and file this material in the Office of Academic Affairs.

If a student's actions form a pattern of academic dishonesty, the Office of Academic Affairs will bring formal charges against the student, and a hearing will be held following the Academic Disciplinary Hearing Procedure.

### **Classroom Civility**

Academic integrity demands that each member of the community treat all others with respect. Dominican scholars are expected to speak their minds openly, fully and responsibly, but they are also expected to listen to each other carefully, critically, and respectfully.

During classroom discussions students may argue points with passion, and debates may sometimes become heated. Students and faculty are cautioned to treat each other with respect and courtesy. Verbal and non-verbal expressions of disrespect have no place on campus.

It is the responsibility of the faculty member to facilitate the learning of all students, but learning cannot occur in an atmosphere of disorder or fear. Faculty members may establish and enforce behavioral standards for their classroom. Students who are not responsive to the faculty member, and who continue to be disruptive in class, may be immediately removed from the classroom and are subject to the charges of Disorderly/Disruptive Behavior or possibly, Intimidation/Harassment.

### **Removal of a Student from Class for Disciplinary Reasons**

The professor has the right to remove a student from the classroom because of disruptive or offensive behavior. At the professor's discretion he/she may also file an Academic Disciplinary Action Form. In either case, one of the following informal processes must occur before the student may be readmitted to the classroom:

1. The faculty member and student may meet outside of class to resolve the behavioral issues and return to the normal state of equilibrium.
2. The professor is free to arrange a meeting between the professor, the student, the Division Chair and/or the Dean of Undergraduate Studies, or the Dean of Student Life in order to set conditions for the student's return to class. This meeting should occur within three days from the date of the offense.

When the professor deems it necessary to remove a student permanently from the class, he/she must bring formal charges against the student and invoke the Academic Disciplinary Hearing Procedure.

### **Academic Disciplinary Hearing Procedure (adapted from Faculty Handbook)**

It is the responsibility of the faculty to assure that academic integrity prevails. When serious violations of academic honesty, classroom behavior, or other serious academic offences occur, the Academic Disciplinary Hearing Procedure may be invoked through the Academic Standing Committee.

In the event that the student indicates fault prior to the enactment of the hearing procedure, the Academic Vice President will determine the appropriate sanction.

- a. The Academic Standing Committee is chaired by the Vice President or Associate Vice President of Academic Affairs and also includes: 4 appointed Faculty Members, Director of the Academic Resource Center, Director of Counseling, the Dean of Student Life, Assistant Dean of Student Success, and the Registrar. This Committee will conduct a hearing in cases involving a serious charge of academic dishonesty. The course Instructor presents the

background of the alleged student violation. If there is determination of responsibility for the violation, the Vice President for Academic Affairs discusses appropriate sanctions with the Committee.

b. The Disciplinary Hearing Procedure

- (1) The Vice President for Academic Affairs will inform the student in writing of the alleged violation and the time and place of the hearing.
- (2) If, in the judgment of the Vice President, the student's continued presence on campus is thought to be detrimental to the University Community and/or any of its members, the student will be temporarily dismissed from campus until the time of the hearing.
- (3) The student will be given at least three days from the communication of the violation to prepare a case for the hearing. Within the time allotted, the student may obtain an advisor and witnesses in order to present the case before the committee.
- (4) This hearing procedure has been designed to afford fair procedures to accused students and to protect the individual rights of every student. It is not the University's intent to operate the hearing in accordance with the standards or procedures of a formal court of law. Therefore, legal counsel (an attorney) is not permitted. The hearing is intended to support investigation of allegations; to protect the rights, person and property of members of the University community; to assign responsibility and set appropriate sanctions in keeping with the disciplinary philosophy of the University.
- (5) At the hearing, the Vice President will state the violation and ask if the student accepts responsibility for his/her behavior or not.
- (6) If the student does not accept responsibility, the course instructor will present evidence in support of the case. The student will then be given the opportunity to present his/her case.
- (7) The student and the student's advisor, and members of the Committee, will be given an opportunity to question the parties making the charges, the parties charged, and any witnesses.
- (8) At the conclusion of the hearing, the Committee will deliberate the facts and arrive at a decision. The presenter of the case against the accused and the accused student will not be present during deliberation.
- (9) The members of the Committee will determine responsibility by a majority decision. The Vice President, while not having a vote, will poll the Committee to determine the correct vote.
- (10) If the committee finds the student responsible for the violation, appropriate sanctions will be discussed with the Vice President.
- (11) The Vice President will be responsible for notifying appropriate persons of the decision and for enforcing any penalties imposed. Those notified will include the Chair of the student's academic division.
- (12) The decision of the Committee will be final unless the student appeals in writing to the President of the University within five days of being notified of the Committee's decision. The decision of the Administrative Council, which handles such appeals, is final.

## **BEHAVIORAL POLICIES**

The following is a summary of some policies and regulations established to create a productive educational community. Although it does not and cannot include all behavior that may lead to disciplinary sanctions, it is a guide to behavioral expectations for students at Ohio Dominican University.

### **ACCESS TO FACILITIES**

Campus buildings are open and closed according to class and event schedules. After a building is closed only individuals with prior authorization from a faculty or staff member will be allowed access. Students who provide unauthorized access to others are in violation of University policy

and subject to disciplinary action. All faculty, staff, and students are required to carry their ODU ID card on campus at all times. A Public Safety Officer or other University personnel may request an identification card before granting access to certain areas of campus such as the Alumni Hall athletic facilities, computer labs, or residence halls. A card reader controls access to the Residence Halls. Any problems with card access should be reported immediately to the Public Safety Department, 251-4700.

## **ALCOHOL**

Excessive drinking and intoxication will not be tolerated and members of the Ohio Dominican community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of State Law, University policies or the rights of others. According to Ohio State code, it is unlawful for any person under the age of 21 to possess, purchase, or consume any beer, wine, mixed beverage, or other liquor. It is also unlawful for a person over the age of 21 to distribute, sell or give another person under the age of 21 any alcoholic beverage mentioned above. Ohio Dominican University upholds these laws with the following additions:

1. Only students age 21 or older are permitted to consume or possess alcohol in their rooms. Beer, wine and wine coolers that are not in glass containers are the only alcoholic beverages permitted. Liquor, energy drinks containing alcohol, and other beverages similarly classed are not permitted.
2. No alcohol may be present where any person in the room is under 21. This includes common areas in residence halls and other campus buildings.
3. Common sources of alcohol, including but not limited to, kegs, mini-kegs, party balls, and boxed wine (empty or full) are prohibited. Open containers are not permitted in any open areas
4. Any items present during a potential violation of alcohol policy, including but not limited to, funnels, beer bongs, or other items used for the rapid consumption of alcohol, are prohibited and will be documented.
5. Possession and/or consumption of alcoholic beverages is strictly prohibited on campus before the start of classes regardless of age. Campus is considered "dry" for new and returning students participating in pre-season athletics or other students who have been approved by Residence Life to return early.
6. Public intoxication is not permitted, regardless of the age of the individual. Any individual who enters the campus and indicates signs of intoxication (slurred speech, red eyes, smell of alcohol on breath or clothing, difficulty with motor skills, etc.) will be subject to disciplinary action. Public intoxication is determined either by University official(s) (Residence Hall Area Coordinators, Public Safety Officers, etc.) confronting the individual(s) or by the conduct officer on the basis of witnesses' accounts. The judgment of intoxication will be made by the University official and his/her judgment should be respected.

Minimum guidelines for sanctions associated with violations of the alcohol policy can include, but are not limited to, an alcohol awareness course, a fine, community service, non-participation/loss of privilege and parent notification. Sanctions will be based on the role of the individual as it relates to the incident and will be assigned at the discretion of the conduct officer, if warranted; the University reserves the right to impose more severe sanctions, especially when multiple alcohol violations occur during the academic year. Parental notification will occur through the Dean of Student Life or designee when appropriate.

## **AMNESTY**

- 1.) **For Victims**-The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. Educational options will be explored but no conduct proceedings or conduct record will result. A record regarding the amnesty will however be kept.
- 2.) **For Those Who Offer Assistance**-To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. A minor policy violation may include, but is not limited to the following examples: underage drinking, noise, guest policy. It is up to the discretion of

the hearing officer to determine whether policy violation would be considered minor in any given situation at the time of the incident. At the discretion of the conduct officer, amnesty may also be extended on a case by case basis to the person receiving assistance. Educational options will be explored but no conduct hearing or record will result.

- 3.) **For Those Who Report Serious Violations**-Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored but no conduct proceedings or record will result.
- 4.) Abuse of amnesty requests can result in a decision by the Dean of Student Life or designee not to extend amnesty to the same person repeatedly.

## **ASSAULT**

Assault is knowingly committing or attempting to commit an act of unwanted physical contact of one person by another, including punching, shoving, kicking or other such contact.

## **COMPLIANCE WITH CAMPUS OFFICIALS**

It is expected that students will cooperate fully with University officials at all times. The term "University official" applies to any University employee acting in accordance with their expected job responsibilities, including RA's, Residence Hall Area Coordinators, Public Safety, and other faculty, staff, and administrators. Any student who ignores or abuses the right to mutual respect and cooperation will be subject to sanctions. This includes failing to comply with the directions of or obstructing University officials acting in performance of their duties or failing to positively identify oneself when requested to do so. Abusive or defiant language or behavior towards University personnel will not be tolerated. In addition, students are required 1) to present their identification cards when requested by a University official, 2) to report to the office of a University official when requested to do so, 3) to respond favorably and in compliance with the directives of a University official. It is also expected that students will cooperate fully with notifications and sanctions related to the ODU student conduct process. This includes completing all sanctions in the manner in which they were assigned to the individual student and by the deadline provided. Any student who ignores or fails to meet the deadlines provided by a University official may incur additional violations and/or sanctions. All student conduct information will be provided via the student's ODU email account. Failure to check email regularly will not be an accepted excuse for failing to respond or comply with the conduct process.

## **COMPLICITY**

Complicity implies that a student has not actually violated University policies but has been in the presence of others involved in policy violations; or has supported, or encouraged any violation or aided and abetted another person in any violation and has not expressed disapproval, or attempted to persuade the student(s) involved to cease this activity. Students who observe a policy violation are expected to remove themselves from association or participation and report the incident.

## **CRIME**

Students are expected to comply with all federal, state, and local laws at all times. Students who violate these laws also violate University policy. The University reserves the right to take independent disciplinary action in cases where students are charged with violations of these laws.

## **DAMAGE AND DESTRUCTION**

Students are held responsible for any University property entrusted to their personal use. Also, any student who damages or destroys any property of the University, campus community member, guests, or others will be subject to University discipline, fines, damage charges, and/or civil penalties.

## **DEFAMATION OF COLLEGE REPUTATION**

It is a privilege for a student to be a member of Ohio Dominican University. Should a student defame the reputation of the University either in dealings with University officials or non-University persons, agencies, or vendors, or through inappropriate or irresponsible behavior, disciplinary action may be

warranted. Students using online social networking sites are not permitted to post images, photos, or narratives that show violations of University policies or in any way negatively represent Ohio Dominican. Each student represents the University and is therefore responsible as a member of the Ohio Dominican Community for how s/he advertises the image of the University by his/her behavior.

## **DISHONEST CONDUCT**

Dishonest conduct refers to behavior or actions that include, but are not limited to, furnishing false information to any college official, faculty member, or office; making a false accusation of misconduct, or knowingly initiating, filing or circulating a report or warning to a College official or official agency known to be false. This also includes lying to a university official during a conduct investigation or hearing.

## **DISORDERLY/DISRUPTIVE BEHAVIOR**

Disruptive behavior is any action that causes annoyance or alarm to others or which interferes with the rights of other individuals, including fighting, unreasonable noise, or abusive written or verbal language. Disruptive behavior may also involve disturbing the peace or endangering the wellbeing of another or causing physical harm. Persons, who engage in any disorderly or disruptive behavior, including intoxication or indecent conduct, while on campus or at a University related activity, will be subject to disciplinary action.

## **DRUGS/ILLEGAL SUBSTANCES**

Ohio Dominican University values the health and safety of its students and therefore supports local, state, and federal laws concerning illegal drugs and expects compliance with these laws from their students. **The University maintains a “zero tolerance” approach to all illegal drugs and other illegal substances.** The sale, purchase, possession, complicity, use and/or distribution of illicit drugs or drug paraphernalia on University premises or as part of any of the University’s activities are prohibited. The unlawful manufacture, distribution, possession, use or complicity with the use of a controlled substance is also a violation of University policy ***whether those activities occur on or off campus***. If residing on campus and a reasonable suspicion of marijuana or other drug use occurs, a search may be warranted and approved. Additionally, to enter the campus under the influence of any non-prescription drug is considered a violation and will be treated the same as if the individual used the drug on campus grounds. In off-campus cases involving legal procedures, the Dean of Student Life can impose additional sanctions, including suspending a student from the University. Violation of state and federal drug laws may also result in fines, prosecution, and/or incarceration.

### **Disciplinary Action**

The Dean of Student Life or other Student Development designee will investigate and/or conduct a hearing with students charged with violating the University policy regarding illegal substances and/or drug paraphernalia. Minimum guidelines for sanctions associated with illegal use of drugs are listed below. If warranted, the University reserves the right to impose more severe sanctions. Parental notification will occur through the Dean of Student Life or designee when appropriate.

The sanction for the first offense possession and/or use of drugs or drug paraphernalia will be:

- a.) For **residential students**: For students found responsible for drugs or drug paraphernalia, the sanction will be mandatory expulsion from the residence halls with no refund. If a student is found responsible for an incident involving drugs, the student may receive a sanction for mandatory expulsion from the residence halls with no refund. Parents will also be notified at this time and other sanctions may be imposed depending on the nature and scope of the offense.
- b.) For **non-residential students**: If the student is found responsible, the sanction may include fines, community service, class-only limitation, non-participation in campus activities or possible probation or suspension. Non-residential students may be ineligible for housing at a later date.

A second offense for possession or use of drugs and drug paraphernalia will include other more serious sanctions commensurate with the severity of the violation.

### **Federal and State Laws Regarding Drugs and Alcohol**

Ohio Law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled



substances, including cocaine, heroin, amphetamines, and marijuana; knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat, or deception with the intent to cause serious harm or if harm results. The law also prohibits knowingly obtaining, possessing, or using a controlled substance, and permitting drug abuse on the premises or in one's vehicle. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to \$1,000.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to twenty years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of Federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to \$10,000. Federal trafficking penalties are set forth in a chart at the following Web location:

<http://www.usdoj.gov/dea/concern/abuse/chap1/penal/chart1.htm>

### **Federal Student Financial Aid Penalties for Drug Law Violations**

Students convicted under any federal or state law for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid, are ineligible for aid for a period of time based on the type and number of convictions.

## **EMERGENCIES**

The full cooperation of all students is mandated in emergency situations. Failure to cooperate with the directives of University officials or civil authorities will result in University discipline and/or civil penalties.

### **Fire**

All persons inside a campus building when a fire alarm sounds must move quickly to the nearest building exit or to the exit noted on posted emergency instructions. The Public Safety department should be contacted at ext. 4700.

### **Tornado**

When information regarding tornado warnings affecting the campus is received, University officials and Public Safety Officers will cooperate to notify campus community members. The cooperation of all persons in any University building in moving to a safe area is expected.

### **Medical**

If a potentially life threatening medical emergency arises, call 911 Emergency **and** notify Public Safety at ext. 4700 immediately.

## **FAILURE TO PAY FEES, FINES, ASSESSMENTS**

Students must pay fees, fines, and other assessments by the dates specified. Only the Business Office may authorize extended payment plans. A finance charge will be incurred on any unpaid balance. Ohio Dominican reserves the right to impose one or more of the consequences including, but not limited to those described below:

- **Failure to pay tuition, computer, other fees, room, or meal charges**

Loss of permission to register for classes; withholding of transcript; withholding of diploma; suspension of privilege to participate in commencement exercises; cancellation of room and/or meal contract; dismissal from the college; assignment of account to collection agency.

- **Failure to pay parking fines**

Towing; suspension or cancellation of parking privileges; loss of permission to register for classes; withholding of transcript; suspension of privilege to participate in commencement exercises.

- **Failure to pay library fines**

Withholding of transcript; suspension of privilege to participate in commencement exercises.

- **Failure to pay disciplinary fines or damage assessments**

Loss of permission to register for classes; withholding of transcript; suspension of privilege to participate in commencement exercises; disciplinary referral to Dean of Student Life or designee

## **FALSIFICATION OF UNIVERSITY RECORDS**

Falsification of University records or forms, including identification cards, application forms, grade reports, time sheets/cards, transcripts, permits, and any other document or publication bearing the name, logo, or seal of the University is a serious offense and will result in disciplinary action.

## **FIRE ALARMS**

Campus buildings are equipped with fire alarm systems. Ohio Dominican University students may not interfere, tamper, or misuse fire or safety equipment including, but not limited to , fire alarms, heat sensors, smoke detectors, and fire extinguishers; hinder or impair the ability of others to respond to the instructions of emergency or safety personnel, or interfere, disrupt, or hamper the actions of emergency or safety personnel. Any person who activates the emergency fire system in the absence of an emergency will face serious University penalty, as well as the possibility of civil prosecution. Failure to evacuate a building when a fire alarm is sounding will result in disciplinary action.

## **GUESTS**

Ohio Dominican University students are held fully responsible for the behavior of their guests while on campus or at University functions. Guests must be escorted by or in the presence of their ODU host while on campus. Should a guest's behavior come into question, the University may require that such guest leave the premises and/or insist that the guest's privilege to visit be terminated. Guests or visitors with a vehicle on campus are required to contact the Public Safety office at 251-4700 and abide by all University parking regulations. Students are advised to inform their non-student guests of University policy.

## **HARASSMENT**

Is the act of systematic and/or continued unwanted and annoying actions of one party or group, including threats or demands. Harassment typically takes the form of unwelcome words or actions that has the purpose or effect of violating that person's dignity, or creating an intimidating, hostile, degrading, or humiliating environment. Examples of harassment include but are not limited to: unwelcome or unwanted conversations, suggestions, demands, or attentions; prank phone calls or text messages; racist or degrading language, remarks or jokes, or inappropriate sexual language or gestures; or unwanted physical contact or threats. Such behavior that degrades the dignity due all persons is not acceptable and will be treated seriously and dealt with severely.

Any allegations of harassment, discrimination or retaliation will be quickly and discreetly investigated. To the extent possible, confidentiality of the person making the complaint and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Witnesses and any other parties involved are expected to cooperate during the investigation process. When the investigation is completed the person making the complaint will be informed of the investigation.

The student discipline process provides an opportunity for a student to report another student who is engaging in intimidating or harassing behavior that is tormenting, disturbing, or threatening. Any student who believes she/he has experienced harassment from anyone (faculty, staff, or student) should report this to the Dean of Student Life immediately. Individuals can raise truthful concerns and make reports without fear of reprisal or retaliation. Retaliation against any student for filing a

complaint or participating in an investigation is strictly prohibited. Any student that knowingly makes a false claim of harassment will also be subject to disciplinary action.

## **HAZING**

Hazing is defined as any group or individual action/activity that inflicts physical or mental harm or intends to coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participants. Hazing includes, but is not limited to, forced consumption of any food, alcohol, controlled substances, drugs, or any other substance, forced physical activity, deprivation of food or sleep, physical abuse of any nature, and verbal abuse, including yelling or demands. In the State of Ohio hazing is also a criminal offense. The hazing law of the State of Ohio is set forth in Section 2307.44 of the Ohio Revised Code. Any person, who is subjected to hazing, may also commence a civil action for injury or damages, including mental and physical suffering that may result from the hazing.

## **HOVERBOARD USE**

Ohio Dominican University bans the use of hoverboards (also known as self-balancing scooters) on the University campus and prohibits the use of these devices on campus grounds and inside any and all campus buildings. This ban extends to all property owned, rented, leased, and controlled by Ohio Dominican University, and aims to reduce risks and maintain the safety of members of the Ohio Dominican Community. This is in response to recent reports from the Consumer Product Safety Commission with regard to potential fire hazards resulting from the lithium-ion batteries that power hoverboards and the lack of safety standards in place for these devices.

## **INTIMIDATION**

Intimidation occurs when a person's actions either make another afraid or when such actions result in another person's feeling unreasonably threatened. Any student who believes he/she has been unreasonably intimidated, by a campus community member or by someone on campus property may enlist the help of Student Development Staff, Public Safety or any campus official.

## **OFFENSIVE BEHAVIOR**

All students and University employees deserve to be treated with respect. Abusive language, including but not limited to, profanity and threats, prank phone calls, e-mails, text messages; racist or degrading language, remarks or jokes; inappropriate sexual language or gestures that discriminate against an individual or group, or unwanted physical contact or threats are considered offensive behaviors and are not acceptable. Accessing and viewing pornographic material on public computers that offends or causes concern to other students, faculty, or staff is also considered offensive behavior. Such behavior degrades the dignity due all persons and will be treated seriously and dealt with severely.

## **PARKING**

All students who park vehicles on campus must purchase and display a parking permit. Applications for a parking permit are available on the ODU website. The Public Safety Office enforces traffic and parking regulations. Failure to comply with parking regulations, especially parking in a handicapped space, will result in parking fines, wheel immobilization, towing, or revocation of parking permit.

- a. In lieu of towing or in other specific instances, a wheel immobilization device may be used. Public Safety must be contacted to have the apparatus removed
- b. Wheel immobilization may occur for unknown, non-registered vehicles that have received 4 or more parking violations in a given academic year
- c. Wheel immobilization may occur for registered vehicles that have a total of 8 or more violations which have not been paid or appealed within 15 days of last issuance.

Vehicles may also be towed for illegal parking. Towing charges are determined by and payable in cash or credit card (if accepted) to the towing service at the time of retrieval. Any forged or unregistered parking permits will also result in disciplinary action and similar sanctions.

## **SEXUAL DISCRIMINATION AND MISCONDUCT**

Ohio Dominican University is a community of trust, committed to respect and the promotion of an ethical, just way of life. All members of this community, guests, and visitors are expected to conduct themselves in a manner that does not infringe on the rights of others. Therefore, Ohio Dominican University is committed to providing a healthy learning, working, and living environment that promotes personal integrity and mutual respect. It is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual misconduct. This type of conduct will not be tolerated within our community.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. It states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed policies and procedures that prohibit sex discrimination in all of its forms.

It is the policy of Ohio Dominican University, as well as federal, state, and local discrimination statutes, to forbid illegal discrimination and/or retaliation in the workplace and with admission to the University. The law and the policies of ODU prohibit disparate treatment, hostile environment, or retaliation on the basis of sex or any other protected characteristic.

The following persons have been designated to handle inquiries regarding this policy:

### **Sharon Reed, Dean of Student Life/Title IX Coordinator**

Ohio Dominican University  
1216 Sunbury Road  
Columbus, Ohio 43219  
Office location: Griffin Student Center 247  
Phone: 614-251-4593  
E-mail: [reeds@ohiodominican.edu](mailto:reeds@ohiodominican.edu)

### **Krystina Lamb, Director of Human Resources**

Ohio Dominican University  
1216 Sunbury Road  
Columbus, Ohio 43219  
Office location: Erskine 136  
Phone: 614-251-4597  
E-mail: [lambk@ohiodominicanl.edu](mailto:lambk@ohiodominicanl.edu)

**U.S. Department of Education:** Nothing in this policy is intended to prohibit you from filing a complaint with the Department of Education's Office of Civil Rights

### **Office for Civil Rights**

Cleveland, Office  
U.S. Department of Education  
600 Superior Avenue East  
Suite 750  
Cleveland, OH 44114-2611  
Telephone: (216) 522-4970  
Facsimile: (216) 522-2573

**Sexual Misconduct is contact of a sexual nature without clear, knowing, or voluntary consent, or offensive sexual or other behavior which exploits another person on the basis of his/her gender or sexual orientation, including the following:**

1 Sexual Harassment: Sexual Harassment is defined as unwanted sexual conduct that creates a hostile environment or otherwise results in individuals being denied equal opportunity in education, including sexual advances or requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gen-

der-based harassment of a person of the same or different gender as the harasser.

- Quid pro quo (promises such as higher grades, raises, promotions) based on a person's willingness to submit to unwelcome behavior or unwelcome attention based on a person's gender or sexual orientation. It can also involve threats based on an individual's refusal to submit to unwelcome behavior, including a romantic relationship or granting sexual favors or if submission to such conduct is made a term or condition of employment or the educational relationship;
- Hostile Environment exists where there are incidents of verbal or nonverbal behavior in the academic environment or workplace that focus on the gender or sexuality of a person that are unwelcome, that are severe or pervasive enough to adversely affect a person's academic, work, or living environment, and are outside the scope of appropriate academic study or work practices.

Examples include:

- Inappropriate comments of a sexual nature, including sexually explicit comments or derogatory comments, slurs, or jokes;
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or e-mails;
- To repeatedly subject a person to unwelcome sexual attention, such as requests for dates, flirtation, sexual advances, phone calls, or unwanted gifts;
- To punish a refusal to comply with a sexually based request;
- Displaying inappropriate or sexually suggestive or derogatory materials, pictures, or posters in a location where others can see them;
- An attempt to coerce an unwilling person into a sexual relationship;
- Gender-based bullying;
- Intimate partner violence, sexual violence or assault

2. **Non-Consensual Sexual Contact**: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Examples include but are not limited to:

- Intentional contact with the breasts, buttock, groin, or genitals,
- Touching another with any of these body parts,
- Making another touch you or themselves with or on any of these body parts,
- Any other intentional bodily contact of a sexual nature.

3. **Non-Consensual Sexual Intercourse**: Non-consensual sexual intercourse is any sexual penetration however slight, with any object, by a person upon another person, which is without consent and/or by force. For example, vaginal penetration, anal, or oral, no matter how slight the penetration or contact, is non-consensual.

4. **Sexual Exploitation**: Sexual exploitation occurs when a student/employee takes non-consensual, unjust, or abusive sexual advantage of another for personal gain or benefit. Examples include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another;
- Non-consensual video or audio-taping of sexual activity;
- Knowingly allowing another to watch consensual sexual activity;
- Knowingly transmitting or exposing another person to a sexually transmitted infection (STI)
- Exposing one's genitals in non-consensual circumstances;

5. **Stalking:** Stalking is a pattern of repeated and unwanted attention, or any course of conduct directed at a specific person, based on gender or sexual orientation, that would cause a reasonable person to be afraid or concerned for his or her safety or the safety of others or suffer substantial emotional distress. Stalking should also include by phone, mail or e-mail, or Internet social networks. Threat may be direct or indirect and conduct may include following or writing to a victim.

6. **Domestic Violence:** Domestic violence is a pattern of abusive and violent behavior, usually involving a current or former spouse, an intimate partner or, a person with whom the complainant shares a child, by a person who is or was cohabiting with the complainant as a spouse or intimate partner. It also includes violence against a youth or adult victim who is protected against that person under the domestic or family violence laws, or violence that is used one by partner to gain or maintain control over another partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the other partner.

7. **Dating violence** means violence by a person who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such relationship will be gauged the following: length of relationship, type or relationship, and frequency of interaction between the persons involved.

#### **Additional Applicable Definitions:**

**Consent:** Consent is clear, knowing and voluntary. Consent is informed, freely and actively given in mutually understandable words or actions, creating clear permission and a willingness to engage in mutually agreed upon sexual activity.

- Consent is active, not passive;
- Silence, in and of itself, cannot be interpreted as consent;
- Consent can be given by words and actions, as long as those words and actions create mutually understandable clear permission about willingness to engage in sexual activity: who, what, when, where, and how sexual, activity will take place; It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts.
- Consent can be withdrawn or modified after initially given.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person they are involved with wants and does not want sexually;
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs, alcohol, sleep, or taking of "rape" drugs.

**To be effective, consent cannot be obtained by use of physical force, threats, intimidating behavior, or coercion.**

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want."). There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.

**Coercion:** Coercion is unreasonable pressure for sexual activity. When a person makes clear by words or actions that he or she does not want to engage in sexual activity, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. There is no requirement that a party must resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

**Intimidation:** Intimidation is implied threats, including the exertion of perceived or actual power

resulting from position or stature.

**An incapacitated person cannot give consent.** Sexual activity with someone who one should know to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) is not consented sexual activity and therefore is a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions;
- Incapacitation may result from mental disability, sleep, involuntary physical restraint, or from taking “rape drugs” (any drug used intentionally to incapacitate another victim to assist in the execution of drug-facilitated sexual assault);
- Possession or use of any “rape drug” is prohibited, and administering these drugs to another person is a violation of this policy;
- Being under the influence of alcohol or drugs will not excuse behavior that violates this policy.

### **Complaint Procedure - Informal**

- Some complaints of sexual misconduct can be resolved through informal mediation between the parties. Informal resolution procedures are optional and may be used when the University determines that it is appropriate and the parties agree. Informal procedures are never applied in cases involving violence or sexual assault.
  - Once a report has been made, and investigation into the report shall be started by the Title IX Coordinator or designee within seven days
  - Once the informal resolution procedure is complete, written notification to all parties of the outcome shall be given by the Title IX Coordinator or designee within seven days of the findings
  - Any agreed upon resolution must be consistent with the University’s obligation to eliminate the misconduct, address its effects, and prevent its recurrence
  - If the reporting party is unsatisfied with the outcome of the informal resolution, they may pursue a formal complaint procedure.

### **Complaint Procedure - Formal**

- The complainant should provide as much information as possible. Typically this would include a description of the incident(s), date(s), location(s), witnesses, background information, and person(s) of interest. An investigation into the report shall be initiated within seven calendar days.
  - For University Employees and/or Third Parties: The investigation will typically be conducted by the Human Resources Department
  - For Students: The investigation will typically be conducted by the Office of the Dean of Student Life or designee.

### **Guidance on Reporting**

Reporting incidents is important to address sexual misconduct on campus. Any person who believes they are or have been the victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, should report it immediately. Victims of sexual violence are encouraged to get to a safe place and obtain immediate medical treatment. Calling 911 is important to obtain immediate medical assistance and medical support. In the event that sexual violence or sexual assault, including dating violence and domestic violence has occurred, do everything possible to preserve evidence by making sure the crime scene is not disturbed. Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are, all original clothing should be brought to the hospital in a paper bag (plastic bags damage evidence). With a private physician, survivors may have request a rape kit be completed. Survivors may choose whether or not to speak to police at the hospital. If they do not, the option to choose to file charges against the accused still exists. Additional immediate contacts include:

- Ohio Dominican Public Safety Office – 614-251-4700
- The Area Coordinator on-call in the residence halls and your resident assistant

- SARNCO (Sexual Assault Response Network of Central Ohio – 24-hour rape helpline at 614-267-7020)
- Additional resources available at the end of this policy

Any allegation of sexual and/or discriminatory conduct will be quickly and discreetly investigated. The University will investigate a complaint, even if a similar complaint is filed with law enforcement or a government agency. To the extent possible, confidentiality of the person making the complaint and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

**To Report Confidentially:** If a person desires that the details of the incident be kept strictly confidential, they should speak with on-campus mental health counselors, health care providers, the University Chaplain or campus ministry staff or other off-campus resources who may maintain confidentiality. Be advised that the University generally must act on any non-confidential information it receives.

**Campus Confidential Resources:**

Ohio Dominican Counseling Services: 614-251-4589 or 614-251-4446

Ohio Dominican Wellness Center: 614-251-4570

University Chaplain: -614-251-4659

Campus Ministry Office: 614-251-4567

**Off-Campus Confidential Resources:**

SARNCO (Sexual Assault Response Network of central Ohio): 614-267-7020

CHOICES 24-hour Domestic Violence Hotline: 614-224-4663

Mt. Carmel Crime & Trauma Assistance program: 614-234-5900

RAINN (Rape, Abuse, & Incest National Network): 800-656-4673 – Connects caller to nearest rape crisis line

**Non-confidential Reporting Options:** The following options are not confidential as these University employees have a “need to know” of the complaint so as to stop the behavior, conduct an investigation, and resolve the matter. Sexual misconduct, which includes sexual harassment, involves a variety of inappropriate behavior, the most serious being non-consensual sexual intercourse (sexual assault).

- Complaints concerning sexual harassment: Students are encouraged to make a formal complaint against another student(s) to the Dean of Student Life. To report complaints against faculty or employees, students are encouraged to contact either the Director of Human Resources or the University Title IX Coordinator. The Dean of Student Life and/or the Title IX Coordinator will meet with the student to provide support and obtain detailed information about the student concern and then coordinate “next steps”
- Reporting of sexual assaults and other sexual violence: Students are encouraged to report sexual assaults and other sexual violence to the Ohio Dominican Public Safety Office or the Columbus Police Department immediately after the incident if possible. An officer from the Public Safety Department will meet with the student to take a report. The Complainant can make decisions about his/her level of involvement in an investigation and potential criminal or campus conduct action. Public Safety will provide assistance in preserving relevant materials and will obtain, secure, and maintain evidence needed for proceedings.
- Following an incident, the complainant may contact the Dean of Student Life who can explain all aspects of the reporting process, support measures and possible next steps. Because of the sensitive nature of sexual misconduct, a complainant may also report to the Director of Residence Life, residence life Area Coordinators or resident assistants or any other faculty/staff member with whom he/she is comfortable. Information disclosed by a student to these “responsible employees” will need to be shared with the Title IX Coordinator and possibly others.



- Every attempt will be made to review the information and address the concern as confidentially as possible. Any responsible employee who becomes aware of possible sex discrimination or harassment must immediately advise the Title IX Coordinator and/or the Dean of Student Life when appropriate. Ignoring such conduct is not acceptable and may subject the employee to disciplinary action up to and including termination. Any false report of behavior or incident is also a violation of this policy.

### **Federal and State Reporting Obligations**

Certain campus officials have a duty to report violations of this policy for federal statistical reporting purposes under Federal “Clery” law. Typically, these reportable incidents pose a substantial threat of bodily harm or danger to members of the campus community. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed.

In addition, Ohio Law requires the University to call the local authorities anytime it has knowledge that a felony has been committed, or a felony may have been committed.

### **Investigation and Resolution**

The investigation will be conducted in a manner that is adequate, reliable, and impartial. Witnesses and any other parties involved are expected to cooperate during the investigation process. During the investigation period, the University will take steps to be sure the alleged conduct does not continue and that the complainant is safe from further improper conduct and retaliation.

#### **The investigation may include any of the following:**

- Meeting with the complainant to gather information about the allegation: should the complainant choose, an advisor of his or her choice may be present at the investigative meeting. Before proceeding further, the Title IX Coordinator(s) will determine whether the conduct complained of, would if true, constitute a violation of this policy. If the conclusion is the conduct would not, there is no further investigation. The University will take any steps needed to remedy the inappropriate behavior that does not constitute a violation of this policy
- If the conclusion is the conduct, if true, would constitute a violation of the policy, interviews of the respondent and all parties involved, including witnesses, and the gathering of other relevant information
- The investigators can recommend interim protections or remedies for the parties involved or witnesses. (Examples may include: separating the parties, placing limitations on contact between the parties, suspension, or making alternative workplace or student housing arrangements.)
- Compliance with law enforcement request(s) for cooperation, may require the University to temporarily suspend the fact-finding process or the two processes may proceed at the same time
- A resolution shall be determined at the conclusion of the investigation. Victim(s) and anyone accused of violating this policy will be given notice of the findings and outcome in writing

### **Appeal Process:**

- If either the complainant or the respondent disagrees with the findings or outcome of the investigation, he or she may submit an appeal. An appeal should be submitted to the Title IX Coordinator within seven days of the final report. If an appeal is not submitted within that time, the conclusions and recommendations of the report become final.

*For University Employees and or Third Parties:* The sole ground for appeal is the emergence of new evidence that was previously unavailable, despite the exercise of due diligence, that could significantly affect the outcome.

*For Students:* Appeals are considered in accordance with standards of appeal established by the university’s student handbook. The written request for appeal must identify the reasons and evidence supporting the appeal and the result sought and be submitted to the Title IX Coordinator. A copy of the request will be sent to the non-appealing party.

- The Title IX Coordinator will forward the report, the file, the request for appeal and the response

to the designated appeals officer in consultation with the appropriate administrator.

The appeals officer will issue a decision and both the complainant and respondent will be advised in writing of the appeal officer's decision.

### **Student Sanctions:**

Sexual Misconduct sanctions may include the following: Restricted Access to Campus and Residence Halls; Residence Hall probation or suspension; Drug/alcohol Assessment and/or counseling; no-contact order; loss of participation in University activities/programs; University probation or suspension; dismissal.

First time offenders who are found responsible for nonconsensual sexual intercourse will receive a sanction that could include the following:

- Contact with victim/survivor strictly forbidden;
- If resident, suspension of residential privileges and access to residence halls for the remainder of the academic year;
- University probation or suspension;
- Documentation of off-campus counseling received from a counselor licensed by the State of Ohio and approved by the Dean of Student Life or ODU Counseling Services staff. Documentation must include assessment of student's ability to return to campus without threatening the well-being of others.

If a second offense of nonconsensual sexual intercourse occurs the student will receive a minimum of dismissal from the University and permanent exclusion from campus.

### **Statement of Victim's Rights**

The welfare of the victim is a matter of great concern to the University and administrators, therefore, they are available to guide the person through the investigation process. In addition, the victim should be assured of the following rights afforded a complainant:

1. To have all allegations of sexual misconduct taken seriously and to be given a timely and respectful response by University officials;
2. The right to be notified of immediate measures for medical care and preservations of evidence if applicable;
3. To be informed of University support services and resources, as well as available counseling or student/employee services for victims of sexual assault, both on campus and in the community
4. The right to not be discouraged by University officials from reporting an assault to both on-campus and off-campus authorities, and the right to be assisted by campus authorities in doing so;
5. The right to notification of protective measures and other options and available assistance, included but not limited to:
  - Change of an on-campus student's housing to a different on-campus location;
  - Assistance from University support staff in completing the relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course and completion options;
  - Changing of job assignment or location.
6. To be offered a University faculty/staff member to serve as a support person and resource;

7. To have related policy, process, and support information explained clearly and fully at each stage of the conduct process;
8. The right to have complaints reviewed by university officers who have received sexual harassment and sexual misconduct training
9. The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators
10. Adequate, reliable, and impartial investigation of complaints, including the opportunity for both parties to present relevant witnesses and other evidence during the investigation and hearing;
11. To be informed of the outcome in writing of the student conduct proceeding and appeal procedure at the same time that the Respondent is informed, usually within 24 hours of the finding;
12. The right to appeal the findings and sanction applied, in accordance with standards of the appeal established by the institution;

#### **Other Rights of the Student Victim Specific to a Conduct Hearing**

13. The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
14. The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
15. The right to a fundamentally fair hearing closed to the public;
16. The right to give testimony in a campus hearing by means other than being in the same room with the accused student.
17. The right to written notice of the hearing outcome and sanctions.

#### **Statement of Rights of the Respondent (Accused):**

The welfare of the respondent is also a matter of great concern to the University and its administrators, therefore, the respondent should be assured of the following rights also afforded a complainant:

1. The right to be informed of all allegations of sexual misconduct in a timely and respectful manner and to be fully informed of the nature of all alleged violations contained within the complaint;
2. The right to be treated with respect by University officials;
3. To be informed about University and community support services and resources;
4. To be informed about criminal and student conduct reporting options and the right to be assisted by campus authorities;
5. To be offered a University faculty/staff member so serve as a support person and resource;
6. To have related policy, process and support information explained clearly and fully at every stage of the conduct process;
7. The right to present names of witnesses to be interviewed to the investigator;
8. The right to have complaints reviewed by university officers who have received sexual misconduct training;
9. The right to be informed of the outcome and sanction of any disciplinary action involving sexual misconduct at the same time the Complainant is informed;
10. The right to an outcome based solely on the evidence provided during the process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
11. The right to appeal the findings and sanctions applied, in accordance with standards of appeal established by the institution.

#### **Rights of the Accused Student in a Conduct Hearing (Respondent)**

12. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;

13. The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
14. The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
15. The right to a fundamentally fair hearing, closed to the public
16. The right to written notice of the outcome and sanction of the hearing.

### **Prohibition on Retaliation**

Retaliation against individuals who exercise rights or participate in investigations or proceedings under this policy is prohibited. However, frivolous or bad faith proceedings or abuse of process may also violate this policy.

### **Support Services**

There are various supportive measures available for those who have experienced sexual misconduct.

These support services include:

#### **Internal:**

- Wellness Center: 614-251-4570 Health and counseling services personnel available.
- Public Safety: 614-251-4700
- Dean of Student Life: 614-251-4593
- Campus Ministry: 614-251-4567

#### **External:**

- Sexual Assault Network of Central Ohio (SARNCO)  
[www.ohiohealth.com/sexualassaultnetwork](http://www.ohiohealth.com/sexualassaultnetwork) 24-hour Rape Help Line: 614-267-7020
- RAINN 24 hour Rape Help Line-1-800-656-hope (4673) (toll-free) [www.rainn.org](http://www.rainn.org)
- Ohio Domestic Violence Network: 1-800-934-9840 [www.odvn.org](http://www.odvn.org)
- CHOICES Domestic Violence Hotline: 614-224-4663 222. [www.choicescolumbus.org](http://www.choicescolumbus.org)
- Catholic Social Services: 614-221-5891 [www.colscss.org](http://www.colscss.org)
- Stalking Resource Center: 1-800-FYI-CALL (800-394-2255)  
[www.victimsofcrime.org/ou-programs/stalking-resource-center](http://www.victimsofcrime.org/ou-programs/stalking-resource-center)
- Netcare Crisis and Suicide Hotline: 614-276-2273 [www.netcareaccess.org](http://www.netcareaccess.org)

*(\*) Indicates confidential reporting option*

### **SMOKING/TOBACCO USE**

Ohio Dominican University is proudly both a smoke-free and tobacco-free campus. Tobacco products refer to any substance or equipment that contains tobacco, including, but not limited to, chewing tobacco, cigarettes, pipes, hookahs, snuff, smoking tobacco, and smokeless tobacco. There are NO identified smoking or tobacco use areas on Ohio Dominican's campus, so all students, faculty, and staff must be off campus if they choose to smoke. Every member of the Ohio Dominican community is charged with enforcing this policy. Students found smoking or using tobacco products will be confronted and asked for their ID's. Repeated student offenses reported by faculty, staff or students to Public Safety will result in fines or other appropriate disciplinary action. The University will provide smoking cessation resources through the Wellness Center for students who wish to stop smoking.

### **STALKING**

Pattern of repeated and is unwanted and obsessive attention by an individual or group toward another person that would cause one to be afraid or concerned for his/her safety. Stalking behaviors are related to harassment and intimidation and may involve following a person or monitoring them.

### **TECHNOLOGY POLICY**

Ohio Dominican University provides a wealth of technology resources and materials for members of the campus community. All users of these resources and materials are bound by existing

federal, state, and local laws and by existing university policies. Violations of University policies will be subject to the university discipline process. University technology policies (subject to changes and additions) and other important procedures are listed online on at <http://www.ohiodominican.edu/NetworkPolicy/>

Users should be aware that all ODU computer resources are the property of Ohio Dominican University. The university employs various measures to protect the security of its computing resources and of user accounts. Users should be aware, however, that the university cannot guarantee such security. ODU provides a network account (User-ID) for access to electronic resources. This account is the sole responsibility of the individual to whom it is granted. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their User-ID, guarding their passwords, and changing them regularly. User-IDs are not transferable and must not be shared with other individuals. Users should also be aware that their uses of university computing resources are not completely private. While the university does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the university's computing resources require backup and caching of data and communications, logging activity, monitoring general usage patterns, and other such activities that are necessary for the rendition of service.

Unauthorized downloading of music, movies, pictures, games, or software is illegal and is a violation of ODU's Responsible Use Policy. Peer-to-peer networks are not permitted. Downloading or uploading copyrighted files is prohibited. Under Federal Law, first-time offenders who commit copyright violations that involve digital recordings can face criminal penalties of up to 5 years in prison and \$250,000 in fines.

Two areas of University policy of **special note** for users of the campus network are our Email policy and Responsible Use Policy. The following statements are contained within the Email Policy and Responsible Use Policy located on the Helpdesk website. Every person granted a network user account must read and accept the Responsible Use Policy before using their account.

### **Email Policy**

ODU students and/or employees are provided an electronic ODU e-mail address by the University. ODU provides email as an official means of communication of the university. The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by a university administrator, staff, or faculty delivered to a university e-mail account. You may choose to forward your campus e-mail account to an off-campus service, but if this forwarding fails for whatever reason, YOU MAY MISS IMPORTANT OFFICIAL COMMUNICATIONS SENT TO YOUR ODU E-MAIL ADDRESS AND YOU ARE STILL RESPONSIBLE FOR THOSE COMMUNICATIONS! Students should be responsible for checking their e-mail once a week at the minimum. Daily checks of e-mail communications are recommended. The University is not responsible for delivery problems to non-official e-mail accounts and the Helpdesk cannot provide help for e-mail services not provided by ODU.

### **Responsible Use Policy (abbreviated)**

The use of the University's computing facilities for personal use or in connection with University activities is a privilege extended to various members of the University; it is not a right. Users of the University's computing resources are required to comply with, and by using such resources agree and are subject to, the Ohio Dominican University Information Security Policy, Privacy Policy, Responsible Use Policy, and other policies that apply to their specific role with the University. Users also agree to comply with all applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or would subject the University to liability. The University reserves the right to amend this Policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

Thousands of users share the computing resources at Ohio Dominican University. These resources must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. Users are therefore required to exercise responsible, ethical behavior when using the University's computing resources.

Responsible use of University computing and electronic communication resources demonstrates respect for unobstructed access, intellectual property rights, truth in communication, ownership of data, system security and integrity, and individuals' rights. Responsible use includes, but is not limited to, respecting the rights of other users, sustaining the integrity of systems and related physical resources, and complying with all relevant policies, laws, regulations, and contractual obligations.

Failure to use ODU computing and electronic communication resources responsibly in accordance with the standards set forth in this policy threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information. Any member of the University community who violates this policy may be subject to disciplinary action under appropriate University disciplinary procedures.

The University may take such action as may be necessary in its discretion to address any use violation(s) under this policy, including termination of a user's account. In addition, ODU reserves the right to limit or restrict the use of its computing and electronic communication resources when there is evidence of a violation of applicable University policies, contractual agreements, or state or federal laws.

## **THEFT**

Theft of another's property is a serious violation of University policy and Ohio law. The University will investigate thefts and take appropriate disciplinary action. Criminal prosecution may also be pursued. Students retain responsibility for securing their property on campus. Students in residence are encouraged to keep their rooms locked at all times and maintain renters insurance. The University is not responsible for the theft, loss, or damage of personal property under any circumstances.

## **VANDALISM**

Ohio Dominican University advocates behavior that centers on respect for person and property. Community laws and University policies identify consequences for acts of vandalism, the willful and malicious defacement and/or destruction of public or private property. Reports of vandalism to personal or public property may be reported to Public Safety, Residence Life, or other University officials.

## **VIOLATIONS OF UNIVERSITY REGULATIONS OR POLICY**

Students are expected to comply with University regulations, policy and procedures as may be issued and publicized to the campus community. The current and official Student Handbook containing up to date campus policies is available on the ODU website. Campus discipline is the responsibility of the Dean of Student Life, supervised by the Vice President of Student Development.

## **VIOLATIONS OF STATE, LOCAL OR FEDERAL LAWS**

Violations of state, local, or federal laws threaten the community. While civil or criminal action may be taken against the student, University disciplinary procedures also may be invoked.

## **WEAPONS**

Possession or use of firearms, tasers, pellet guns, mace, bows and arrows, slingshots, knives, fireworks, combustibles or explosive items; or any other object used with the intent to cause fear, harm or intimidation, is prohibited anywhere on Ohio Dominicans Campus or any University sponsored events.

# **CONDUCT PROCESS**

The basic approach to maintaining a Christian code of conduct is self-discipline and regard for other individuals. Ohio Dominican recognizes, however, that there will be occasions when students do not live up to these standards. The Office of Student Development employs a developmental approach when handling disciplinary situations. Conduct hearings are meant to encourage individual responsibility and self-discipline, with the end result being positive, appropriate behavior. Irresponsible behavior, however, will subject the student to disciplinary action

by the University through appropriate channels. Sanctions imposed as a result of disciplinary procedure are intended to be in the best interest of the long term development of the student and of the integrity of the University community.

## **CAMPUS HEARING PROCEDURE**

- 1) To ensure that the disciplinary process is fair, the following guidelines will be followed:
  - Written notification of specific charges will be sent via campus e-mail and/or via U.S. postal service for non-residents, as soon as possible after the alleged violation is reported.
  - It is a student's responsibility to check his/her e-mail daily. Instructions will be provided for the student's response to the alleged violation.
  - This response should include his/her indication that s/he either admits and accepts responsibility for these actions or challenges the allegations. If the allegations are challenged a conduct hearing will be held by a hearing officer assigned from the areas of Residence Life or Student Development. When a student accepts responsibility for his/her actions sanctions may be immediately assigned.
- 2) The student will be given at least three (3) days from the time the charge is issued until the campus hearing. The student may waive her/his right to the three-day period in writing to the Hearing Officer. Within the time allotted, the student may obtain a campus advisor (someone from the faculty or staff who is present during the hearing for support) witnesses, or evidence on her/his behalf to be presented during the hearing.
- 3) The hearing procedure is designed to afford fair process to students who allegedly violate University policy, as well as to protect the individual rights of every student. The hearing is intended to support investigation of allegations and charges; to protect the rights, person and property of members of the University community; to assign responsibility and set appropriate sanctions in keeping with the disciplinary philosophy of the University.
  - a) Neither parents/legal guardians nor legal counsel may be present at a conduct hearing. Parents and/or attorneys may meet with the hearing officer prior to the hearing or after the hearing.
  - b) At the discretion of the hearing officer, a recording may be made of the hearing on university supplied recording equipment as the official record of hearing proceedings.
  - c) A hearing officer will state the alleged policy violation of the student. If the student admits to the behaviors and accepts responsibility, the hearing officer will establish the appropriate sanctions. If the student challenges the allegations, the hearing will continue, allowing the student time to state the facts s/he wishes to present on his/her behalf. At the end of the hearing, the hearing officer will determine whether responsibility and sanctions should be applied. The student will receive written notification of the findings and sanctions as soon as possible after the conclusion of the hearing.
  - d.) The rules of evidence in a court of law do not apply to a conduct hearing. All that is required to establish responsibility is the preponderance of evidence. The hearing officer is not bound to the standards of criminal or civil courts of law.
  - e.) The Hearing Officer is responsible for informing the student responsible or involved in the alleged policy violation of the decision and enforcing the sanctions imposed. The outcomes of conduct hearings are confidential except when the law requires specific disclosure. The decision of the Hearing Officer is final unless the student appeals within three (3) days to the appropriate university official designated in the outcome letter.
  - f.) In cases appealed to the Dean of Student Life, the record and action of the Hearing Officer will be reviewed. The Dean's decision is final.

Students may request a meeting with the hearing officer prior to the actual conduct hearing if they have questions about hearing procedures only. The contents of the case will not be reviewed at this time.

# **DISCIPLINARY SANCTIONS**

Ohio Dominican University believes that the discipline process provides an opportunity for the student to learn. Sanctions are determined in the interest of protecting the community and with an educational thrust so that the student learns from the discipline experience. Sanctions may include fines, restitution, educational assignments, mandated counseling, community service, or other instructions deemed to be in the best developmental interest of the student. The University reserves the right to notify the parents, as well as the student's athletic coach, as a result of a disciplinary sanction. When it has been determined that a student was involved with a policy violation, the hearing officer determines and issues sanctions based on the seriousness of the incident, the attitude of the person(s) involved, the previous disciplinary record of the person(s) involved, any special circumstances, and the rights of others in the community. Sanctions imposed include, but are not limited to the following:

## **Community Service**

Community service is an act which directly benefits an individual or group for which no payment or material benefit by the person doing the service is received. Individual community service sanctions may not be completed through service done as part of a campus organization, group, or athletic team, or for which the student is expected to take part in, as a member of the group. The student may be required to participate in a prescribed number of community service hours. The type of work, service location and number of hours will depend on the violation. Students who have not completed community service within the designated time period as prescribed by college officials will be subject to possible fines and will be considered in non-compliance with college officials.

## **Educational/Developmental Sanctions**

The student is required to attend or present a program, attend counseling session, write a paper, design a bulletin board or other related activities. For alcohol-related activities the student may be required to participate in an alcohol education program.

## **Fines**

Fines of varying amounts may be imposed for any infractions.

## **Limitation/Loss of Privileges**

The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Residence Life or Dean of Student Life and terms of this conduct sanction may include, but are not limited to, the following:

- a.) Loss of quest privileges or restricted access to residence halls
- b.) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University
- c.) Ineligibility to represent the University to anyone outside the University community in any way including: participating in a study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate completion as a player, manager or student coach, etc.

## **Class Only Limitation**

A hearing officer may also limit a student's presence on campus to attendance of classes only or use of academic buildings only. The hearing officer may also prevent a student from communicating with another student or groups of students. This sanction is extremely important in cases where one party has threatened, intimidated, or harassed another party. Non-compliance with these directives could result in very serious sanctions, including dismissal from the residence halls or from the university on a temporary (suspension) or permanent (expulsion) basis.

## **No-Contact Directive**

In some situations students will not be permitted to have any physical, verbal, or written contact with another student for a specified period of time. This would include not seeking out the other student, speaking to him/her, sending notes, e-mail, or text messages or posting messages about the other person on social networking sites.



## **Parent Notification**

The University recognizes each student as a responsible adult. The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be used with discretion by administrators when permitted by FERPA or consent of the student.

## **Relocation**

The student may be required to move to another room, floor, or residence hall. Roommates or suitemates may be separated as a sanction.

## **Restitution**

The student is required to make payment to the University, or to specific persons or groups, for damages incurred.

## **On Notice**

Being placed on notice means that the student has been found responsible for violating a policy and is at risk for being placed on probation as a result. On-notice also means that if the student is found in violation of any other policies of the Student Handbook for the remainder of the academic year that they will be placed on Residence Hall or University Probation and at risk of stricter sanctioning.

## **Probation**

A student who has been found responsible for an accumulation of offenses or who commits a serious offense will be placed on disciplinary probation for a period of time. This probation may include the denial of specific privileges for a specified period of time, or issued in conjunction with other sanctions or fines. There are two forms of probationary status:

- Residential Probation – A resident student may be put on residence hall probation. If this resident is then found responsible for a violation while on probation, then the student can be removed from the residence halls. While on residential probation, the student may be prohibited from representing the University in any public function, including campus organizations. Residential probation may be issued in conjunction with other sanctions or fines.
- University Probation is the more serious form of probationary status. The student is put on official notice that, should further violations of University policies occur during a specified probationary period the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

## **Suspension**

The University may suspend a student from the campus or residence hall for disciplinary violation.

- Residence Hall Suspension: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.
- University Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended at the discretion of, the Dean of Student Life. During the suspension period, the student is banned from university property, functions, events and

activities without prior written approval from the Dean of Student Life. This sanction may be enforced with a trespass action as necessary.

Suspension may last up to one full academic year depending on the offense. The suspended student is required to leave the campus and/or residence hall for the specified period of time. The financial obligations for a suspended student are not waived for the suspension period. **For both commuters and residential students: Immediate Interim Suspension** from the residence hall and/or the campus may also be imposed pending the outcome of a conduct hearing.

### Dismissal

- Residence Hall Dismissal: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- Dismissal from University: Permanent separation from the University. The student is banned from university property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction may be noted as a Conduct Expulsion on the student's official academic transcript.

A student may be permanently dismissed from the residence halls or from the University as a result of disciplinary action.

### Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the Hearing Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the residence halls or the University. In such situations, resident students will be required to vacate University housing within 24 hours of notification by the Director of Residence Life, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and/or the Dean of Student Life. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved.

## APPEALS PROCESS

Every student has the right to appeal certain sanctions levied against him or her. A student must appeal a decision on at least one of three grounds:

### A. Lack of Fair Process

The student was not informed of the charges within the appropriate period of time or was not given a hearing. Please note that this ground for an appeal is not dependent on whether the student feels that s/he thought the hearing or the sanction fair, but on whether the process afforded the individual to be informed of the charges beforehand and on whether an opportunity was given for the student to give his/her account of the incident.

### B. New Information/evidence

The student has become aware of new information essential to the case.

### C. Proportionality between Offense and Sanction

The student asserts a lack of proportionality between the sanction and the offense. This ground does not apply to sanctions that are severe, but only to sanctions which seem disproportionately severe for the offense committed.

All appeals must be made on at least one of these three grounds. Appeals cannot be made on grounds other than one of these three. **The hearing officer to whom the appeal is made may refuse to hear the appeal if insufficient grounds are present.** In such cases the student is bound to the original sanctions levied.

If the hearing officer for the case is a Residence Life Area Coordinator, then the appeal may be made to the Director of Residence Life. The student appealing the decision must submit their Notification of Appeal form along with a written statement to the Director of Residence Life within 3 business days of being informed of the sanction as defined by the date on the sanction letter.

If the hearing officer for the case is the Director of Residence Life or another hearing officer, then the appeal may be made to the Dean of Student Life. The student appealing the decision must submit their Notification of Appeal form along with a written statement to the Office of Student Development within 3 business days of being informed of the sanction as defined by the date on the sanction letter.

The Dean of Student Life always has the option of summoning a hearing committee to consider an appeal and to render recommendations to the Dean for levying sanctions.

The Dean of Student Life serves as the final authority in all cases resulting in dismissal from the residence halls, suspension or dismissal from the University, or even less serious sanctions.

For specific information regarding the appeals process in sexual misconduct cases refer to the previous section of this handbook labeled Sexual Discrimination and Misconduct.

## **RESIDENCE LIFE POLICIES**

Living on campus at Ohio Dominican University provides interaction with people of diverse backgrounds, values, and lifestyles. As a member of the community, residents are responsible for any behaviors that infringe on individual and/or group rights, jeopardize the health and/or safety of individuals and/or property, both personal and/or University. All residents must abide by the regulations of the University and the residence halls and are responsible for being familiar with all policies contained in this Handbook.

The goal of the Residence Life program is to develop an environment where an individual can grow and develop socially, emotionally, physically, and intellectually. Ohio Dominican employs professional and paraprofessional staff in the Residence Life area. Residents have ready access to Resident Assistants (RAs), assigned to a residence hall floor to plan programs, enforce policies, and provide residents with support and information. The Director of Residence Life manages all aspects of residence life.

### **1. ACCESS TO RESIDENCE HALLS & ROOMS**

All residents will use their Panther ID Card for access into the residence halls. Access to the residence halls is shut off when halls are closed for Thanksgiving, Semester Break, and Spring Break.

If a resident's Panther Card is lost, a replacement ID cards may be obtained in the Business Office for a fee of \$15.00.

Any individuals who provide unauthorized access to the residence halls are in violation of University policy and subject to the conduct process. Any student who enters a room without the authorization of the resident or a University official in the case where the room is vacant is in violation of University policy and subject to the conduct process.

Residents are issued a room key when checking into the residence hall. Residents are not to lend the keys to anyone or duplicate keys to any residence hall door. Residents must lock their rooms at all times.

Residents are financially responsible for the cost of changing locks and producing keys to residence hall doors if they do not return their keys at check out. The cost of a lock change and replacement of the key is \$200. Residents who are locked out of their rooms should contact the RA or Area Coordinator on duty for entry to their room. After the third lock out the resident will be assessed a \$10 charge which will be placed on their account.

Students are not allowed on roofs or ledges of any Residence Halls or other buildings on campus. Students also may not sit in open windows. Where provided, screens are required to be in resident's windows at all times. No objects are to be thrown out of windows.

### **2. CHECK IN/CHECK OUT**

It is the responsibility of all residents to be familiar with the dates and times throughout the academic year when the Residence Halls will be opened and closed.

Upon arrival and departure, all residents of a room are required to complete a Room History Form in collaboration with a Residence Life staff member, documenting the condition of items in the

room.

When a student prepares to leave the Residence Halls they are required to complete a formal check out or request an express check out envelope from a Residence Life staff member. If a resident requests express check out they may not appeal any charges for damages or trash found in the room.

Students failing to properly checkout and leave their room key with the Residence Life staff will be assessed fees to replace keys, change locks, and/or improper check-out fee. Students leaving their rooms in an unacceptable manner will be assessed the cost of cleaning the room with a minimum charge of \$30.

Students remaining in the residence halls after the designated check out time will automatically be charged a late check-out fee of \$50.00 for the first hour. The amount will increase to an additional \$100.00 fine if the student remains in the residence halls two hours or more after check-out. Fines for late check-out are final and cannot be appealed.

### **3. CLEANLINESS/HEALTH AND SAFETY INSPECTIONS**

Students are required to maintain their assigned room in a clean and sanitary manner. Personal trash must be placed in designated bins/dumpsters and may not be left in hallways, lounges, and/or laundry rooms. Residence Life staff will perform a minimum of one health and safety inspection per month. These will be done during the semester as well as during break periods. Residents may or may not be present during these inspections. If a room fails the inspection, the residents will have 24 hours to thoroughly clean the room/suite and dispose of waste in the proper manner at which time a fine of \$30 will be assessed.

### **4. CONSOLIDATION OF ROOMS**

Any student residing in a room that is not at its designated capacity will be given two weeks to find a roommate. Capacity for the room is determined by the Director of Residence Life before the start of the academic year. If the student is unable to find a roommate, he/she will be consolidated with another student. Additional information regarding consolidation may be obtained from the Director of Residence Life. Any student living in a room that is under capacity and refuses a roommate without legitimate reasons, or attempts to harass or intimidate a roommate, will be removed from his/her room and consolidated with another student. Consolidation is not subject to the particular preference of the individual resident. It is a standard practice in most residence life programs. Information on the designated capacity for each style of room can be obtained from the Director of Residence Life.

### **5. DOOR, ROOM & WINDOW DISPLAYS**

Items attached to room doors, or otherwise in public view determined to be inconsistent with the values of the Dominican tradition, or of which are negatively affecting the community dynamic will be removed. No posted item should contain alcohol related advertising, sexually related materials or solicitations. The presence of alcohol paraphernalia, including, but not limited to shot glasses, beer bong, and empty bottles are always prohibited regardless of the age of the resident(s).

### **6. DRUGS/ILLEGAL SUBSTANCES**

Ohio Dominican University does not permit the use, possession, and/or distribution of illegal drugs and drug paraphernalia. Public Safety Officers accompanied by a Residence Life staff member may search a student's room if a drug policy violation is suspected or reported. A student may be found responsible for a violation of this policy if a reasonable suspicion of a drug use exists when the odor of marijuana is present and accompanied by one or more of the following: presence of dryer sheets, burning or burnt candles or incense, hookahs, scales, detached or covered smoke detectors, window open or fans blowing in an otherwise unlikely time or manner, recently sprayed air freshener, towel/laundry/tape covering the door openings or any other item used to cover the odor and/or prevent the spread of the odor.

All students should refer to the full policy on drugs and illegal substances in the Behavioral Policies Section of the Student Handbook for further information regarding Ohio Dominican Policy and federal and state laws.

## **7. FIRE SAFETY**

No candles or open flames are allowed inside any buildings. When a fire alarm sounds, all persons must move quickly to the nearest exit to a safe location. The Department of Public Safety should be contacted immediately (614) 251-4700.

- Arson – the University has a zero tolerance for arson committed by a student or guest. Arson is a felony and criminal penalties will be enforced.
- Tampering – Life Safety Equipment includes fire alarm systems, fire extinguishers, smoke alarms, etc. Misuse of any of this equipment will result in disciplinary action and fines starting at \$150.00.
- Failure to evacuate when any alarm sounds and follow instruction of any ODU staff person will result in fines charged to the student and possible disciplinary action.
- Lamp oils, candles, or other flammables are not permitted in any building-items not allowed are toasters, toaster ovens, open flames-burning on incense, indoor grills, electric skillet and hot plates
- Interfering, disrupting, or hampering the actions of emergency or safety personnel will result in disciplinary actions

## **8. GUESTS/VISITATION**

Ohio Dominican residents may visit each other 24 hours per day with the mutual agreement of all roommates. Should the frequency of such visits be deemed an inconvenience to other residents or contradiction to the purposes of this privilege, it will be suspended or terminated by Residence Life staff.

A guest is anyone who does not reside in a specific room of the residence hall. Non-resident guests may visit between 10:00am and 12:00 midnight, Sunday through Thursday, and 10:00am and 2:00am, Friday and Saturday. Guests are permitted in each of the residence hall lobbies 24 hours a day.

Residents are advised to acquaint their guests with University/residence hall policies as residents are held fully responsible for the behavior and actions of their guests. Residents are responsible for escorting their guest at all times while on campus. Should a guest's behavior come into question, the University may require that the guest leave the premises and/or insist that the privilege to visit be suspended or terminated.

No single visitor will be permitted this privilege more than three nights per month. Arrangements for visitors under the age of 18 must be made with the Area Coordinator. No overnight guests of the opposite sex will be allowed.

Guests/Visitors are not allowed in the Residence Halls during break periods regardless of whether or not the Residence Halls are open or closed. Additionally, visitors are not allowed in the residence halls during early move-in/late check-out periods. Guests & residents found in violation may be removed from housing immediately and privileges may be suspended.

Guests with a vehicle on campus are required to register that vehicle at the Public Safety Office, must park in the Gold lot.

## **9. HOVERBOARDS**

Ohio Dominican University bans the use of hoverboards (also known as self-balancing scooters) on the University campus and prohibits the use of these devices on campus grounds and inside any and all campus building (see HOVERBOARD USE in the Policy section of this Handbook).

## **10. LOUNGE AREAS**

Common areas for resident students are set up for ordinary visiting and for limited indoor recreational activities. Students are expected to be considerate of the furnishings supplied there and should keep this area clean and respectable for visitors. Students removing lounge furnishings are subject to a \$50 fine per item plus disciplinary action.

## **11. RESIDENCE HALL CALENDAR**

All incoming and returning students are responsible for the calendar information below. This

information has been provided to each student upon receipt of a completed housing contract, and is accessible on the residence life website the preceding spring. The residence halls will be open to residents during the academic year in accordance with the calendar below. At the end of each semester all residents are required to leave the residence halls within 24 hours after completing their last final exam. For students enrolled during the traditional academic year, the following table provides the dates for residence hall occupancy:

### **SEMESTER BEGINS – FALL 2016**

Friday, August 19	3 p.m. – 7 p.m.	New Students Move-In
Sunday, August 21	10 a.m. – 7 p.m.	<u>Returning Students Move In</u>

### **FALL BREAK**

<u>Begins Sunday, October 16</u>		<u>Classes resume Wednesday, October 19</u>
<u>Halls remain open for all students</u>		

### **THANKSGIVING BREAK**

Wednesday, November 23	Noon	Halls Close; all students out
Sunday, November 27	Noon	Halls Re-Open

### **SEMESTER ENDS**

Friday, December 16	Noon	Halls Close for non-graduates
Sunday, December 18	Noon	Graduates Check-out

### **SEMESTER BEGINS – SPRING 2017**

Sunday, January 15	Noon - 2 p.m.	New Students move in
Sunday, January 15	Noon	Halls Open for returning students

### **SPRING BREAK**

Saturday, March 11	Noon	Halls Close; all students out
Sunday, March 19	Noon	Halls Re-Open

### **EASTER BREAK**

Begins Thursday, April 13 - Evening classes resume Monday, April 17 – Day classes resume Tuesday, April 18 – Halls remain open for all students

### **SEMESTER ENDS**

Friday, May 12	Noon	Halls Close for non-graduates
Sunday, May 14	Noon	Graduates Check-out; Halls close

Students will **not** have access to the residence halls during times when the buildings are closed. Students need to make appropriate plans to vacate the residence halls by times specified for each break. Access cards will be shut off when the residence halls are closed. **Please plan accordingly.** Students who have a Saturday or weekend class that requires them to be on campus must notify the Office of Residence Life for hall access **at least 72 hours in advance.** If you have questions, please contact the Residence Life Office at (614) 251-4718 or Email us: [reslife@ohiodominican.edu](mailto:reslife@ohiodominican.edu).

## **12. RESIDENCE HALL DISCIPLINE**

Disciplinary cases involving minor infractions of residence hall policies are handled through the Office of Residence Life. In these cases, resident students who have allegedly violated policy will meet with either the Area Coordinator or the Director of Residence Life. Appeals of disciplinary decisions rendered by the Area Coordinator are referred to the Director of Residence Life. Appeals of disciplinary decisions rendered by the Director of Residence Life are referred to the Dean of Student Life. Repeated or serious infractions of University policy may result in dismissal from the Residence Halls.

## **13. RESIDENT PRIVACY AND BEHAVIOR**

Ohio Dominican University respects residents' rights to privacy in University housing. Nevertheless, a University official has the right to enter any part of the University premises to assess the condition of

the room, identify maintenance needs, or to respond to an emergency. A University official may enter and search University premises if there is reason to believe that federal, state, local, or University policies are being violated. Any room entry and search must be approved by the Director of Residence Life or the Dean of Student Life. Law enforcement officials may enter, search, and seize evidence in accordance with the law.

An atmosphere of general quiet is encouraged. It is the right of all residents to have an atmosphere conducive to study. It is also the responsibility of all members of the community to be cooperative with regard to noise levels and other distracting or undesirable behavior.

Minimum quiet hours are 9:00 pm until 12:00 noon, Sunday through Thursday and 12:00 midnight until 12:00 noon, Friday and Saturday. 24-hour quiet hours will be enforced during exam week. Courtesy hours are in effect 24 hours a day. Courtesy hours are understood to mean that should one person ask another to be quieter, this request must be honored.

#### **14. ROOM CHANGES**

There will be a freeze on all room changes for one month at the beginning and end of each semester. No room changes will occur during this time. The Director of Residence Life must authorize all room changes. Students wishing to change rooms should first speak with their Resident Assistant (RA) and Area Coordinator. Room changes will only be granted once all other attempts to resolve a roommate conflict have been eliminated. In cases where roommates have irreconcilable differences (cannot continue to live in the same room, but refuse to move to another room) and/or there is potential danger, the Director of Residence Life will decide which student(s) must move. Once the Director issues approval, the student should pick up and return keys to the Residence Area Coordinator. Changes made without prior authorization of the Director of Residence Life can result in the students having to move back to their original assignment in addition to any sanctions deemed necessary. Keys that are lost in the process of changing rooms are the responsibility of the student.

The student will incur the cost of a lock change (\$200) if the key to the previous room is not returned or if any keys are lost in the process of changing rooms.

If the cost of your room is affected by the room change, the cost will be prorated (weekly) or the remainder of the academic year. Unauthorized room changes are strictly prohibited. Violators will be subject to the University conduct process.

#### **15. ROOM CONTRACTS**

All students residing in campus housing are required to complete a housing contract. The housing contract will require that students acknowledge the following:

- I have read and understand the Handbook.
- I understand that this contract is binding for the full academic year. If I willingly choose to move out or I am removed from housing for behavioral reasons, I remain responsible for all charges.
- I understand that I am not guaranteed a specific room within the residence hall community and I will be notified of my room assignment and roommate assignment prior to the start of the academic year.
- I understand that if my room drops below capacity, I may be reassigned a new roommate or consolidated to another room.
- I have read and understand the Residence Life Calendar that includes the dates of moving in / moving out and dates the halls are closed through the academic year. I understand that when the halls are closed, I will not be granted access and cannot reside in them during these dates.
- I understand the Residence Life Office, along with Ohio Dominican University, communicates with every student through their ODU student electronic mail (email) account. All students are strongly encouraged to check their email daily and to clean it out on a regular basis. Emails from the Residence Life Office may include notices for maintenance, lack of hot water, etc.

#### **16. SALES AND SOLICITATION**

Solicitation of any kind is strictly prohibited. Students are not permitted to conduct business from their residence hall rooms. Bulletin boards are provided for promotion of campus events and off-

cial notices. All poster/publicity must be approved in the Office of Residence Life before publicizing. After the event, please remove the signs as soon as possible.

# UNDERGRADUATE FINAL EXAM SCHEDULE

## FINAL EXAM SCHEDULE

All final exams will be held in the class section's regularly scheduled classroom. If you have questions, please contact the Registrar's Office at (614) 251-4650 or [registrar@ohiodominican.edu](mailto:registrar@ohiodominican.edu).

## ADULT AND CONTINUING EDUCATION, SUMMER TERM AND WEEKEND CLASSES

Final Exams will be held during the last regularly scheduled class meeting.

## WEEKDAY AND EVENING CLASSES

Final Exams will be held during final exam week for the Fall and Spring semesters according to the schedule below. See the Academic Calendar for the dates of final exam week.

## HOW TO READ THIS SCHEDULE

Find your class meeting time (start time and days of the week) in the body of the table. Find the final exam time in the first column and the day of the exam across the top. For courses with lecture times and laboratory times, use the lecture start time and days to determine your exam time.

FINAL EXAM Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Final Exam Time	Regular Class Meeting Time				
6:00 AM – 7:50 AM	6:00 am M	6:00 am T	6:00 am W	6:00 am TH	
8:00 AM – 9:50 AM	8:00 am MWF 8:00 am MW 8:00 am M	8:00 am TTH	9:00 am MWF 9:00 am MW 9:00 am M	9:30 am TTH	8:00 am W
10:00 AM – 11:50 AM	10:00 am MWF 10:00 am MW 10:00 am M	11:00 am TTH	11:00 am MWF 11:00 am MW 11:00 am M	12:30 pm TTH	9:00 am W
12:00 noon – 1:50 PM	12:00 pm MWF 12:00 pm MW 12:00 pm M	12:00 pm W	1:00 pm MWF 1:00 pm MW 1:00 pm M	1:00 pm W	1:00 pm F
2:00 PM – 3:50 PM	2:00 pm MW 2:00 pm M	2:00 pm TTH 2:00 pm T	2:00 pm W	2:00 pm TH	11:00 am W
4:00 PM – 5:50 PM	4:30 pm MW 4:30 pm M	4:30 pm TTH 4:30 pm T	4:30 pm W	4:30 pm TH	
6:00 PM – 7:50 PM	6:00 pm MW 6:00 pm M	6:00 pm TTH 6:00 pm T	6:00 pm MTW 6:00 pm W	6:00 pm TH	

Examples:

Class Time

Exam Time



9:00 am MWF

12:30 pm TTH

6:00 pm M

Wednesday, 8:00 am to 9:50 am

Thursday, 10:00 am to 11:50 am

Monday, 6:00 pm to 7:50 pm