

OHIO DOMINICAN UNIVERSITY STUDENT HANDBOOK 2005-2006

NONDISCRIMINATION POLICY

Ohio Dominican University believes in equal opportunity and does not discriminate against any student or prospective student, employee or prospective employee on the basis of race, sex, ancestry, national origin, age, disability, or religion. Inquiries regarding the application of these laws to Ohio Dominican University should be addressed to the Equal Opportunity Officer at the University.

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 and then to Ohio Dominican University in 2002.

The University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504). It is approved by the Ohio Board of Regents and, for the preparation of teachers, by the State of Ohio Department of Education.

OHIO DOMINICAN UNIVERSITY MISSION STATEMENT

As a Catholic liberal arts college with a 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. Truth is the basis of human freedom and the source of human effectiveness. Truth is dynamic, an infinite realm in which the person grows throughout life to the fullness of his or her humanity through the progressive realization of the significance of old truths and the progressive attainment of new truths. Truth can be found in all cultures and traditions, in the whole range of the arts and sciences, and, in a special way, in religious faith and theological reflection on faith.

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.

Ohio Dominican's primary mission is to provide degree and continuing education programs for the intellectual development, the growth in truth, of each student. In keeping with the Dominican tradition, educational experiences should be grounded in the liberal arts, foster the development of spiritual, aesthetic and ethical values, promote physical and mental health, and provide for the development and responsible use of human skills and talents in professional and social service.

Since the quest for truth is a lifelong activity, Ohio Dominican is committed to lifelong learning. Faculty, staff and students practice this through research, creative activities, community involvement, and professional service. The University also offers non-credit programs and activities on and off campus to further the lifelong education of the Columbus civic and religious communities.

Immersed in the technical process, new human insights, and searching questions of the twenty-first century, Ohio Dominican University looks forward to helping individuals and society continue the search for truth in the expanding horizons of an unknown future.

A LETTER FROM THE PRESIDENT...

Dear Ohio Dominican Student:

Welcome to Ohio Dominican University!

Ohio Dominican University is a preeminent institution. Our reputation is based on a 94-year history of providing the highest quality education in a personal environment steeped in our Dominican tradition and values. Our students experience a strong academic program with dedicated and talented faculty and individualized attention. Learning also takes place outside the classroom through internships, performances and service-learning projects.

We are committed to providing you with a complete educational experience including recreation, leadership development, social activities, athletics, clubs and student organizations. This Handbook provides important information to enhance the learning and living experience for every student. Please be sure to become familiar with the policies, procedures, programs and activities of the University.

As a Dominican and Catholic university, Ohio Dominican welcomes students and community members of all faiths while it remains dedicated to fostering the moral and ethical values that are central to our faith. Our values-based educational and community experience emphasizes the importance of the contemplation of truth, responsible citizenship and service to the world.

Ohio Dominican graduates are tomorrow's leaders. Whether you are interested in business or teaching, the sciences or the humanities, psychology or social work – or you are still thinking about your place in the world, Ohio Dominican will give you the caring, challenging, student-centered environment you need to meet your goals.

We welcome you to Ohio Dominican University. I hope you have a great experience.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack P. Calareso", followed by a horizontal dashed line.

Jack P. Calareso, Ph. D.

President

Ohio Dominican University

GENERAL INFORMATION AND SERVICES FOR STUDENTS

A variety of support services designed to help students are available at Ohio Dominican. The Student Development Office (Erskine 131) can refer students to the helping center needed.

ACADEMIC ADVISING CENTER

While academic advising is managed primarily in the divisions once a student has declared a major, the Academic Advising Center provides services for students who are undeclared or who are considering changing majors. This office also serves students who may have difficulty scheduling an appointment with their assigned faculty advisor. Students who have selected the Cross-Disciplinary program and eLearning students will also work with the staff in the Advising Center.

Working closely with the staff in Counseling, Career Services, the Academic Resource Center and other offices on campus, the Advising Center embodies the holistic approach toward education that Ohio Dominican promotes.

ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office oversees and facilitates all academic programs in each of the three schools of the university; the School of Undergraduate Studies, the School of Graduate Studies and the School of Continuing Studies. 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, outreach programs such as Village to Child, Upward Bound and the Dominican Academy, the Library, the Academic Resource Center, the Academic Advising Center, eLearning and the Center for Instructional Technology. While managing the academic programs of the university, the Academic Affairs Office works closely with the Student Development Office to provide a holistic education for our students. It is important that students develop not only intellectually, but also emotionally and spiritually. 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

The Academic Resource Center, located on the top and middle floors of the Spangler Learning Center, provides a variety of academic support services to Ohio Dominican students. The ARC offers professional instruction in reading, study skills, mathematics, and writing as well as peer tutoring in a variety of university subjects. The ARC staffs and supervises The Write Place (a walk-in writing center) and the Math Space (an open math lab). The Center also provides accommodations for students with documented disabilities as well as workshops and study sessions on special topics. A resource area houses books, handouts and adaptive equipment. The Academic Resource Center supports the University's commitment to academic excellence by providing services to facilitate the academic success of all students.

ATHLETICS AND INTRAMURAL ACTIVITIES

Students participate in 14 intercollegiate sports including Men's baseball, basketball, cross country, football, golf, soccer, tennis and Women's basketball, cross country, golf, soccer, softball, tennis and volleyball. There are intramural sport and recreation programs including leagues, tournaments, contests, lessons, classes and outings. Workout Equipment is available in Alumni Hall and the Sports and Recreation Center during certain hours. Ohio Dominican University is a member of the National Association of Intercollegiate Athletics (NAIA), the American Midwest Conference (AMC) and the Mid States Football Association (MSFA). The university and its student-athletes comply with the policies and procedures of these three organizations and the ODU Athletic Department. Ohio Dominican University also participates in the national and campus initiative "Champion of Character" program which supports good sportsmanship, respect, responsibility, servant leadership and integrity.

BOOKSTORE

The Bookstore sells 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. Textbook returns must be made within two weeks of the start of the term. The text must be in new condition and software-accompanying texts must be unopened for a full refund. Summer semester text return policy will vary according to the length of the term for each particular class. Textbooks are available for purchase 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.

BUSINESS OFFICE

The Business Office is located in Erskine 133 and it provides assistance for students with tuition bill payment, payment arrangements, purchase of meal points, transfer or remove ID card funds.

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. The Student Activities Office and/or Student Development Office must approve postings on University bulletin boards in advance. The green chalkboard located on the first floor of Erskine Hall is utilized for last minute announcements and class cancellations. The Campus Calendar (located online at myODU) lists all events for the campus. You can search by type of event or date. The Student Information Hotline (614-251-4590) offers a menu of information including daily class cancellations and important announcements, student activities and events, student shuttle schedules and sports information.

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. Spiritual direction, prayer, liturgy, educational programs, community service, bible studies and discussion groups are some of the opportunities Campus Ministry can provide you. Our Christ the King Chapel in Sansbury Hall is available to the campus community 24 hours a day for prayer, meditation, or just a quiet time-out. The main Campus Ministry Office is in Erskine Hall, Room 149, (614) 251-4567. There are also offices and ministers in Sansbury Hall and Fitzpatrick Hall. The Campus Ministry offices welcome visitors. Please stop by.

CAREER SERVICES

Career Services provides individual career counseling which includes, but is not limited to, vocational and self-assessments to determine an individual's area of interest, resume and interviewing services, and help for students who may be undecided about a major. This office also provides full-time, part-time, volunteer and internship listings, on-campus recruiting, and graduate school information. The Career Resource Center (located in the Career Services Office) contains books and reference materials on specific majors and careers, the job search, and graduate school guides. Students are encouraged to consider opportunities for internships. Often, these opportunities provide valuable practical experience. Career Services also hosts a variety of campus programs and events assisting students in making contacts with employers.

CENTER FOR DOMINICAN STUDIES

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.

COMPUTER HELPDESK

The Computer Helpdesk assists faculty, staff and students with computer hardware and software questions, printing and network connectivity questions as well as providing training, with both online tutorials and classroom style workshops. Visit the Computer Helpdesk on the second floor of the Spangler Learning Center at our walk-up help window, online at <http://helpdesk.ohiodominican.edu> by phone 614-253-3633 (outside the 614 area code 1-888-251-0773), or by email at helpdesk@ohiodominican.edu. To sign up or view a listing of current technology training workshops, visit our online training calendar at <http://helpdesk.ohiodominican.edu/training/default.asp>.

COMPUTER RESOURCES

Computing resources (Dominican Learning Network) are available to all students, faculty and staff. Each year the University continues to expand networked facilities. Network and Internet access is available from public computer stations and computing classrooms. These stations as well as network hook-up access nodes provide optimum linkage 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 to allow a port for each student in residence. Ohio Dominican University uses the Microsoft Professional Office XP Suite of software products, Word, Excel, Access and PowerPoint, as well as other discipline specific software products. Procedures on establishing accounts and more information about computing services are posted on the web. Students should note all posted copyright regulations and the anti-virus assistance available. Policies for the use of the Ohio Dominican University computer network (The Dominican Learning Network) are also posted on the web. Students are expected to fully comply with the policies of the network. Failure to do so will result in disciplinary action. Student should never leave a terminal unattended after login. Doing so risks someone assuming another's identity when sending e-mail or accessing resources. For more information, contact the Computer Helpdesk, 2nd floor Spangler Learning Center at 614-253-3633 (outside 614 area, 1-888-252-0773) or email at helpdesk@ohiodominican.edu.

COUNSELING

The Counseling Services office is an integral part of the holistic educational mission at Ohio Dominican. Individual counseling and consultation are offered to students who are experiencing personal adjustment, developmental, social, or psychological problems that may interfere with their ability to be successful academically. Counseling may also assist students to identify and learn skills that will help them effectively achieve educational and life goals. Students come to the Counseling Office for a variety of reasons, such as stress, loneliness, relationship concerns, depression, anxiety, motivation problems, and academic difficulty. The counseling office also offers support groups, screenings, workshops, trainings, and other prevention programs aimed at supporting the healthy growth and development of the entire campus community. Referrals to other community resources are also available if necessary. The Counseling Services office is located in Erskine Hall room 131. Services are confidential and without cost to all full and part-time students, and are provided by a trained professional counselor, licensed by the State of Ohio.

FINANCIAL AID

The Financial Aid Office, which is located in Erskine 147, offers a variety of financial aid programs to help students with their educational expenses. Scholarships, grants, loans and work opportunities are available for those who qualify. Additional information on financial aid, including Standards of Progress for Financial Aid eligibility, is available through the Financial Aid website.

FOOD SERVICES

Resident Students

Residents will present their Panther Card every time they enter Hamilton Hall. They then go through the various stations in the serving area to select their entrée, salad, dessert, and beverages. Diners in Hamilton Hall can go back for additional portions as often as they like. We ask that students be prudent in their selections and take only what they know they can eat. They can always go back for more if they wish rather than taking too much and wasting food. Hamilton Hall diners can enter the dining room as often as they like during meal times and eat as much as they wish. There are no restrictions or limitations on the number of meals you can eat. However, food may not be removed from Hamilton Hall dining room. The basic resident student meal plan provides students with unlimited meals during the meal times listed for Hamilton Hall elsewhere in this brochure. In addition, the basic meal plan includes 60 Panther Points per semester that can be used in food service operations or in Hamilton Hall. These can also be used in Hamilton Hall to pay for the meals of your guests.

Residents who may miss a mealtime due to their class schedule may contact the Director of the Food Service (251-4598) to make arrangements for a "to go" meal. Students who are ill should contact their RA in advance to arrange for a food tray to be brought back to their room.

Optional Meal Plans

Resident students may also select an optional meal plan that includes Hamilton Hall meal services but with additional Panther Points for use in Panther Plaza or for Hamilton Hall guests. Students are asked to inform the Business Office (Erskine 133) of the meal plan selection before the start of classes.

Resident Hall Students

Mini meal plan: 14 meals per week + 0 Panther Points
Basic meal plan A + 60 Panther Points
Basic meal plan B + 135 Panther Points
Basic meal plan C + 210 Panther Points

Sunbury Ridge Apartment Students

75 Meal Block + 60 Panther Points
75 Meal Block + 135 Panther Points
75 Meal Block + 210 Panther Points

Commuter Students

Commuter students can purchase the block meal option as listed above or choose from two other options.

Most flexible – There is a \$20 minimum on the purchase of Panther Points. The dollar value equals the number of points purchased. The customer receives a discount of 10% on all purchases in Hamilton Hall, Panther Plaza Convenience Store, the Underground and Common Grounds.

Easiest - Cash can be used at all locations. The cash prices at Hamilton Hall for "all you can eat" for students and guest are as follows:

Breakfast = \$4.80

Lunch = \$5.80

Dinner = \$6.80

Any of the options can be purchased at the Business Office (ER 133).

Panther Points

Students may add Panther Points to their Panther Card in the Business Office (Erskine 133). These points can be used in any food service operation during normal hours of operation. There is a \$20 minimum on the sale of points. The dollar value equals the number of points purchased. Students receive a discount of 10% on purchases at the register using these added points and sales tax is not charged making this a great value to students.

Special Needs

Students with special dietary needs are encouraged to meet with the Director of the Food Service who will seek to address these needs. Dietary information is available to students upon request.

Food Service Venues

Hamilton Hall – Hamilton Hall is the main dining hall for the entire campus community. It is located at the south end of Erskine Hall. This facility provides an all-you-can-eat format for breakfast, lunch and dinner. It features a hot line, grill, salad and soup bar, dessert bar, ice cream and beverages.

Panther Plaza – Panther Plaza, location on the lower level of Erskine Hall, is a modern convenience store, sub shop and pizza service. Students may use cash or Panther Points to purchase their choices of food, sundries or snack items.

The Underground – The Underground is located in the lower level of Fitzpatrick Hall. This is a traditional restaurant/grill in a festive atmosphere where students may use cash or Panther Points for their purchases. The Underground is a late night meeting and social gathering place for both residents and commuters. Featured in the Underground is a TV lounge, a game room, a performance area, fitness center and a meeting room for student organizations.

Common Grounds – Common Grounds is a coffee shop located on the top floor of Spangler Learning Center. Students may use cash or Panther Points to purchase Starbucks Coffee and assorted pastries. This is a great place for quiet study or to meet with friends and classmates for conversation.

Hamilton Hall Hours

Monday - Friday

Breakfast.....7:30 a.m. - 10:00 a.m.

Lunch11:00 a.m. - 1:30 p.m.

Grill & Salad Bar.....1:30 p.m. - 5:00 p.m.

Dinner.....5:00 p.m. - 6:30 p.m.

Saturday

Breakfast.....7:30 a.m. - 10:00 a.m.

Lunch11:00 a.m. - 1:30 p.m.

Dinner.....5:00 p.m. - 6:00 p.m.

Sunday.....

Brunch.....11:30 a.m. - 1:00 p.m.

Dinner.....5:00 p.m. - 6:00 p.m.

Panther Plaza Hours (subject to change)

Monday - Thursday8:00 a.m. – 7:30 p.m.

(limited services until 11am)

Friday8:00 a.m. - 4:00 p.m.

(limited services until 11am)

Saturday8:00 a.m. - 12:30 p.m.

(limited services)

Common Grounds

Monday – Friday.....7:30 a.m. – 11:30 a.m.

Monday – Thursday..... 5:00 p.m. – 9:30 p.m.

The Underground

Friday – Sunday 6:00 p.m. – 11:00 p.m.

Saturday.....1:00 p.m. – 11:00 p.m.

Food Service Policies

Resident students participate in the required food plan and use their ID card (Panther Card) for dining room access. Commuting students may purchase food on a cash basis or through the convenience of discounted meal plans in the Business Office. Hamilton Hall is only accessible to those who pay a full meal price at the door or present the appropriate points, cash or meal plan card for entrance to full "all you can eat" meal services. Food may not be removed from Hamilton Hall cafeteria without the expressed consent of the Food Service Director. Students who wish to bring their lunch to campus are welcome to eat in Panther Plaza. Catering services are available for special occasions. Hours and locations for meals are subject to change and will be posted by the cafeteria entrance. Students are expected to clean up their place and place trays on the carts provided upon finishing their meal.

HANDBOOK

All registered students of Ohio Dominican University are held responsible for knowledge of the policies, expectations, procedures, and information contained in this Handbook. Students are expected to comply with the procedures and policies provided in this handbook. 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. The Handbook is published by the Vice President for Student Development. This printed edition replaces any previous printed editions. Failure to read this Handbook does not excuse

students from the requirements and regulations described herein. The master and official copy of the Student Handbook is maintained on the University web pages. The Vice President for Student Development administers policies and procedures contained herein. Changes in policy may be reviewed by the Student Development Committee of the University, which recommends changes to the Administrative Council of the University for adoption. The Administrative Council reserves the right to make changes at any time in University policy as contained in this Handbook.

HEALTH SERVICES

Health Services include the assessment and treatment of students and other campus community members according to the orders of the University physician. Referrals can be made to clinics and other health care providers. The Center also provides information concerning preventive medicine; and consultations and programming on health-related topics. The purpose of the Student Health Center is to provide short-term and non-emergency care to the University community. A Registered Nurse, who serves as Student Health Director, is available to students at specified hours posted each term at the Student Health Center. A physician is available for consultation during the week. Referral for special treatment or to a physician specialist is made through Health Services. Students requiring emergency treatment are transported by the emergency squad to hospitals or medical facilities off campus. Students are responsible for transportation for non-emergency medical care off campus. Other services (TB testing; allergy shots) are provided by the Student Health Center. Further information can be provided by the Director in response to specific student needs. The Health Services Office maintains a confidential medical record on students. Its importance may be realized in an emergency when a student might be unable to communicate with someone administering aid. Students under the age of 18 must have a notarized statement signed by their parents regarding permission for medical treatment. This statement must be in English and on file in Health Services. Failure to comply may result in delay or denial of needed medical treatment. The University reserves the right to take action to withdraw or dismiss a student whose physical and/or mental condition (as in the case of infectious disease) presents a risk to others or whose behavior is disruptive to the University community.

INSURANCE

Students are encouraged to carry health insurance coverage. Students should review family health insurance coverage to make sure they are included while they are away from home or enrolled in college. The University assumes no responsibility for meeting the health needs or expenses of students. Information on optional student health insurance plans is available in the Business Office (Erskine 133). The University does not endorse these plans but makes them available to students as a convenience. International students are required to carry health insurance in accordance with visa requirements. Information is available in the International Student Office. Students participating in intercollegiate sports are included in a sports injury policy provided by the University. This policy provides secondary coverage for University sports related injury only. Details on this coverage and claims procedure are available from the Athletic Department (251-4537) or Health Services (251-4709).

INTERNATIONAL STUDENT ADVISING

The International Office serves as a primary resource for achieving global education for both current Ohio Dominican students as well as incoming international students. The primary areas of concentration for the International Office are International Student Services and Study Abroad Program Coordination. For international students, the office provides immigration regulation advising services to international students with U.S. student visas, orientation programs for new international students, assists in the recruitment and admission of qualified international students, assists in the administration of the Ohio Dominican University English Placement Examination (ODU-EPE) and placement advising to all students whose first language is not English, and provides specialized international programming aimed at increasing the awareness and visibility of the diverse international community at ODU. For prospective study abroad students, the office manages the University's study abroad programs, provides advising for students wanting international educational experiences and international internships, conducts pre-departure orientations for outgoing study abroad students, participates in program acceptance decisions, maintains contact with students and host country coordinators throughout the terms abroad, serves as a resource for the students during the duration of the trip, and works as a liaison between host institutions, students, and academic departments at ODU.

LEAD

The Learning Enhanced Adult Degree program was created to meet the needs of men and women with full-time job commitments and other demands on their time and energy. The LEAD program challenges the adult learner to develop knowledge and awareness of human problems and personal values. The program uses a well-planned, sequenced curriculum that integrates increasingly advanced cognitive skills; awareness of self and others; values and ethic clarification; and social and interpersonal skills. Student Services for LEAD students are provided through the LEAD Office (LasCasas House, Easton or Tuttle Campus).

LIBRARY

Ohio Dominican's library, located in Spangler Learning Center, is an outstanding resource offering an online catalog consisting of 110,000 books, videos, and DVDs; connections to over 150 online and full-text research databases; nearly 600 continuing subscriptions to print journals and magazines. Access to additional books, electronic books, videos, electronic journals and digital media is provided via the library's membership in the statewide academic library consortium, OhioLINK. Professional librarians are available for research assistance and instruction. Resources reside on all three levels of Spangler Learning Center. The Circulation Services and Reference Desk are located on Spangler's top floor. PCs and data ports are available throughout the building. Visit the library's home page for more information.

LOCKERS

Lockers are available at many campus locations. Students are encouraged to secure their books, computers and personal belongings while on campus. The University is not responsible for lost, damaged or stolen items including those that are stored in college provided lockers. Lockers are intended for temporary use only and should be cleared daily. The University reserves the right to open lockers for inspection and cleaning. Possessions left in lockers at the end of the semester will be turned over to Lost and Found in the Neighborhood Center. Lockers require a quarter to release the locker key. The quarter is returned when the key is reinserted.

MULTIMEDIA CENTER

The Multimedia Center, a department of Instructional Technology, has production facilities for audio and video editing. They also have equipment for scanning, making posters and bulletin boards, laminating, biding documents and burning CDs. Located in the Spangler Learning Center, the Center serves faculty, staff and students and provides instruction and assistance for the campus-supported multimedia software.

REGISTRAR (STUDENT RECORDS)

Student Records are located in the Registrar's Office (Erskine 145). The Registrar's Office provides services to students involving registration policies, issues, registration processing of Independent Study and Internship courses; grade reporting, graduation (degree) audits, veteran's benefits, teacher licensure, transient credit approvals, transfer credit evaluations, waitlist management and related areas. The office also assists students with ODU Online registration, questions; add/dropping courses requiring instructor approval, transcripts, enrollment verifications, and financial aid loan deferments.

RESIDENCE LIFE

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 a new and different way of life and an opportunity for meaningful involvement with many new people from various backgrounds and cultures. It's an environment where students can make their own decisions while living, learning, and learning about living. Commuting students are encouraged to participate in residence life programs.

SAFETY AND SECURITY

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 in the student handbook (the handbook is distributed to students and employees) and on the Safety and Security website. Copies of the report are also available upon the request at the ODU Safety and Security Office during normal business hours. The information is compiled and submitted to the Department of Education by October 1st of each year.

The ODU Safety and Security Department operates 24 hours a day, 7 days a week. The Safety and Security Office is located in the Neighborhood Center. Office hours are Monday to Friday from 8:30 a.m. to 5:30 p.m. and the phone number is 251-4702. Officers may be reached 24 hours at extension 4700.

All Safety and Security Officers complete a basic training program and periodic in service training. All officers are certified in CPR, First Aid and Blood-born Pathogens.

Safety and Security Officers are not police officers and have no police authority. Safety and Security 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 Safety and Security. Safety and Security Officers are first responders to criminal, fire and medical emergencies. Please follow their directions and those of the civil authorities during any emergency.

The ODU campus public crime log is available on the ODU Safety and Security website. The ODU Safety and Security Activity Logs

are also available for review at the Department of Safety and Security 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.

The following is a list of services provided by Safety and Security for the campus community:

Escort Service

Any student, staff member or visitor may request a security escort at any time. This service is encouraged for those walking on campus after dark. By calling extension 4700 you can request an escort anywhere on campus. An officer will meet you and walk or drive you to your destination.

Emergency Phones

There are six outside emergency phones located throughout campus. The location of these phones are: the commuter parking lot (A) at Alumni Hall, in front of Spangler Library, the commuter lot (E) next to the Neighborhood Center, the Tennis Courts (West Loop Rd), the Basketball Court (Fitzpatrick Hall) and the staff parking lot (B). These phones are marked with blue and white "Security Phone" signs. Simply push the button and you will be connected to an officer. Use these phones to request an escort, report suspicious behavior and other security-related request.

Lost and Found

The Safety and Security Department maintains a lost and found in the Neighborhood Center. Found items can be left at the Security Office or Business Office, Erskine Hall Room 133.

Vehicle Assistance

Safety and Security Officer will help with minor vehicle problems such as jumpstarts and tire changes. Should you need special parking because of a temporary handicap, notify Safety and Security for parking arrangements.

Safety Services

The Safety and Security Department works closely with the Maintenance Department in maintaining safe facilities. Officers routinely report on the condition of lighting, sidewalks, parking lots, etc. Officers make monthly inspection of fire equipment and emergency lighting in all campus buildings.

Crime Prevention

Incoming students are given security and crime prevention information at orientations. Bulletin Boards in Fitzpatrick and Sansbury residence halls and Erskine Hall provide crime prevention information. They also will display "Security Alert" notices of recent crimes or problems on campus and tips on how these can be avoided or prevented. An engraver is available from the Safety and Security Department for engraving valuables. A form for recording an inventory of your valuables is available from the Safety and Security Department.

Crime Statistics

The following statistics are compiled in accordance with the Jeanne Clery Disclosure of Campus Policy and Campus Statistics Act of 1998. The numbers indicate the crimes reported to the ODU Safety and Security Department for the calendar years listed. In addition ODU Safety and Security sent formal written request for crimes not previously reported to all administrators, faculty, staff

Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Forcible)	1	0	2	1	0	2	0	0	0	0	0	0	0	0	1	0	2
Sex Offense (non-Forcible)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	1	0
Robbery	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	12	5	15	12	5	15	0	0	0	0	0	0	0	0	12	5	15
Auto Theft	0	0	0	4	2	0	0	0	0	0	0	0	0	0	4	2	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Violations (referrals)	4	25	26	4	25	26	0	0	0	0	0	0	0	0	4	25	26
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations (referrals)	3	4	3	3	4	3	0	0	0	0	0	0	0	0	3	4	3
Weapon Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Violations (referrals)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Total on Campus" figures include offenses committed in Residential Facilities

***LEAD Branches include a total of 4 off-site branches: Easton, Tuttle, Marion and Chillicothe. For further details see the Security Web Page.

Sexual Violence

- 1. Education Services:** The Student Development Office provides yearly date/acquaintance rape awareness programming. The Residence Life Department sponsors regular programming and educational workshops addressing issues of sexual violence. All these programs are open to all students. There is also literature available from the Student Service Center, Erskine Hall Room 133.
- 2. Reporting:** Victims of sexual violence are encouraged to seek assistance through campus resources. You may approach the Director of Counseling Services, the Dean of Student Resources, Campus Ministry staff, Residence Life staff or Campus Security to report an incident. All of these people can help you in handling these sensitive issues. Conversations are kept confidential to those who the victim wishes to be notified.
- 3. Resources:** Counseling is available through the Counseling Office at extension 4589. The victim may be directed to other community resources as appropriate.

4. **Disciplinary Process:** In cases of alleged sexual violence, the accused may be charged through the student disciplinary procedure if the accused is also a student. See the Student Handbook for disciplinary procedures and potential sanctions.
5. **Rights:** A) The victim of sexual violence has the right to request changes in housing and academic arrangements. These requests will be granted if the change is reasonably available. B) Both the accuser and accused are entitled to the same opportunity to have others present for support during a disciplinary hearing. C) Both the accuser and the accused shall be informed of the outcome of campus disciplinary proceedings alleging sexual violence.

Drug and Alcohol Abuse

1. **Education Services:** Education awareness and prevention programs are available through the offices of Counseling, Residence Life and Safety and Security.
2. **Resources:** Counseling is available through the Counseling Office at 251-4589. This office can arrange on or off campus counseling.

SERVICE-LEARNING

The mission of the Service-Learning Program is to foster in students, faculty, and staff a commitment to service and civic responsibility by forming mutually beneficial relationships within our neighborhood. This will be accomplished by integrating service to the community into the learning objectives of a wide variety of courses and by encouraging both students and community members to participate in ODU's existing outreach programs and Done in a Day activities. The work of the Service-Learning Program is guided and supported by the Community/University Council whose membership includes ODU students and staff along with residents and members of neighborhood organizations and schools.

STUDENT ACTIVITIES

The Student Activities Office supervises student activities, leadership development programming, consults with student organizations, and works with students to encourage involvement on campus. Students interested in starting an organization or joining an existing organization are encouraged to contact this office. The Student Government must approve student organizations for official campus recognition. Organizations are required to have a written constitution, campus faculty/staff advisor, conduct a regular meeting/activity schedule, and follow all university regulations and policies for organizations.

STUDENT RESOURCE CENTER

The Dean of Student Resources has a very specific and twofold responsibility: new student orientation and student retention. The Dean coordinates programming for new students and their parents to orient them to college life at Ohio Dominican. It is the goal of this office to help all students achieve their educational goals. The Dean works individually with students to identify and solve problems that lead to attrition. Students may be directed to appropriate service and resource centers including, but not limited to counseling, advising, tutoring, financial aid, campus ministry, department chairs and faculty. A variety of programs and activities are designed to encourage all students to utilize referral resources of the office as well as specific outreach programs to target high-risk students. Students who have any difficulty and anticipate having to withdraw from the University should consult with the Dean before making any decision to do so. The formal withdrawal process must complete by the student with the Dean of Student Resources in Erskine 144.

WHY WRITING IS IMPORTANT AT OHIO DOMINICAN UNIVERSITY

What makes writing at Ohio Dominican University distinctive is that we seek to develop in our students the sense that writing is integral not only to academic success, but also to professional development and lifelong learning. The writing program is intellectually challenging and expects students to master Standard English prose, to read effectively, to think critically, and to communicate clearly in group situations and individually. Thus we believe that writing is a key component of the ODU Mission, "To Contemplate Truth and Share the Fruits of that Contemplation."

English faculty conduct all first-year composition classes in computer labs, allowing students to spend much of their class time writing, editing, learning rhetorical strategies, and honing their grammatical skills. Students also learn how to locate, evaluate, and document secondary sources, thus facilitating collaboration among students and scholars. In addition, we emphasize that writing well is essential to thinking well. And, because virtually all good writers are good readers, we teach students to read closely-to learn from other writers. At the same time, we help students see that writing, though it is probably the most complex mental work humans do, can be enjoyable. We accomplish these goals by establishing an atmosphere in which students are challenged to work hard and inspired to gain confidence and competency as writers.

Writing Folders

In order to assure the quality of our writing programming, students in ENG110 and ENG111 are asked to keep College Writing Folders. Instructions will be given in those specific classes, but you must keep the following, graded essays in the folder and hand them in to your ENG110 and/or ENG111 instructor at the end of class.

ENG110: Diagnostic Essay, Argument Paper, Literary Analysis Paper, Final Exam

ENG111: Diagnostic Essay, Literary Analysis Paper, Final Exam

SERVICES FOR STUDENTS WITH DISABILITIES

No student on the basis of disability will be illegally 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 also aware that students with varying types and degrees of impairments and disabilities may have special requirements for assistance so that the educational process as well as educational materials shall be effectively communicated. Therefore 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 advocates, to communicate the need for special procedures or aids to the Dean of Student Resources of Ohio Dominican University (hereafter "Dean"). It is the student's responsibility to provide the Dean with appropriate documentation that substantiates disability and establishes the need for accommodation(s). (The University provides Guidelines for Documentation that can be obtained from the Student Resource Center.) The Dean will then evaluate and determine what additional procedure or aid, if any, may be required. The student shall make the need known to the Dean at the earliest available time and shall cooperate with the Dean in scheduling appointments for the purpose of evaluation of such student's need for aid and the extent of disability. Ohio Dominican University requires sufficient lead-time to provide any appropriate accommodations and cannot guarantee the availability of appropriate accommodations in every instance.

In making the determination as to the nature of, or the need for, additional educational aids, the Dean will meet with the student for

necessary interviews. The Dean will endeavor to determine the extent of the student's impairment and the student's prior use of auxiliary aids. In most cases, the Dean also will consult with the student's instructors to determine the context of the classroom situation. The Dean may also consult with other specialists within and outside the University, and the student seeking assistance shall cooperate in such consultation. The University will seek to make arrangements to obtain funds for such auxiliary aids.

If after receiving the determination of the Dean, the student is of the opinion that he or she does not have an effective opportunity to benefit from educational courses, the student may appeal the determination of the Dean to the Vice President for Academic Affairs of Ohio Dominican University. The Vice President shall review the needs of the student and make an independent determination of which auxiliary aids or accommodations, if any, are appropriate, using the criteria described for such determination by the Dean. The Vice President's decision is final.

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 are 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 and health staff); 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 are:

Family Policy Compliance Officer

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

REPRESENTATION AND OPPORTUNITIES FOR STUDENT INVOLVEMENT

Students of Ohio Dominican University have avenues through which they may express their interests, develop their talents, and articulate their concerns and priorities. It is the students themselves who dictate the nature of much of the student activities programming. This chapter of the Student Handbook identifies structures through which students may have an impact on decisions affecting the campus community, as well as the network of opportunities through which students can become involved in campus life. For additional information on any of these topics, students are encouraged to visit the Student Activities Office.

UNIVERSITY STANDING COMMITTEES

University standing committees comprise the structure from which many of the decisions or recommendations that affect the campus community emanate. Students enjoy representation on many of these committees. Each spring students may self-nominate for any of the committees for which they qualify. Student representatives are then elected for one-year terms on these committees. The committees that include student representation, their purpose, and pre-requisite qualification as of this printing are outlined below. The Office of the President distributes changes or updates in committee structure.

Athletic Advisory Committee

This committee aids the Athletic Department in a wide variety of ways including the formulation of policy and serves as a forum for the discussion of problems, challenges, and opportunities. The committee also acts as a hearing board in cases appealing athletic department decisions. Three student representatives may serve on this committee.

Budget Committee

This committee helps to determine the basic assumptions underlying the institutional budget. The committee reviews resource allocations and studies budgetary drafts. Two student representatives may serve on this committee.

Curriculum and Academic Policies (CAP) Committee

The purpose of this committee is to propose, discuss, approve or reject curricular revisions and any changes in academic policy affecting Ohio Dominican University. Its function is to assure constant updating of curricular offerings and to ascertain general

excellence of academic standards. Major policy recommendations of this committee are referred to the Faculty for vote and, in some cases, to the Board of Trustees. Three senior student representatives, no two from the same academic division or major, may serve on this committee.

Honors Committee

This committee reviews honors proposals as well as develops policies and curriculum for the Honors Program. Three student representatives who are eligible for the Honors Program may serve on this committee.

Planning Council

This committee's focus is long range planning for the University. The committee functions as a consultative body that studies major policy issues and makes recommendations to the President and Administrative Council. Two student representatives may serve on this committee.

Student Development Committee

This committee acts as a consultative group to the Vice President for Student Development in the areas of student life. The Committee also conducts disciplinary hearings in situations that involve the possibility of major consequences as well as hears requests for changes in student life policies. Three student representatives may serve on this committee.

STUDENT ORGANIZATIONS AND ADDITIONAL OPPORTUNITIES FOR INVOLVEMENT

The University supports and promotes a wide range of organizations including club sports, campus programming, and representative and special interest groups. Anyone interested in further information regarding these organizations may contact the Student Activities Office or the organization directly. For an up-to-date list and descriptions of the organizations, please visit the Student Activities website.

Student Organizations

Student Representation

- Student Government
- Association of Commuter Students
- Association of Resident Students

Academic

- Delta Sigma Pi
- Dominican Education Network
- Math and Computer Science (MACS) Club
- Model United Nations
- Palette Club
- Pathways of Professional Science (POPS) Club
- Psychology Club
- Social Work Club

Honoraries

- Delta Epsilon Sigma
- Kappa Gamma Pi
- Psi Chi
- Sigma Tau Delta

Multicultural

- Black Student Union
- American International Membership

Performance

- Dance Club
- ODU Theatre
- University Chorus

Media

- *Gesture* magazine
- RadiODU
- *The Tower* student newspaper

Sports Clubs

- Club Bowling
- Club Lacrosse
- Panther Krazies
- Student Athletic Advisory Council

Political

- College Democrats
- College Republicans

Social

- Magic Club
- Panther Activities Council

Health & Wellness

- Healthy Lifestyles Club

Additional Involvement Opportunities

- Admissions Ambassadors

- Campus Ministry
- Intramurals
- Orientation Leaders
- Peer Mentors
- Resident Assistants
- Village to Child

STUDENT RESPONSIBILITIES AND BEHAVIOR

Ohio Dominican University is often judged by the actions of its students. It is expected that students will conduct themselves both on and off campus in a manner consistent with University policies and expectations. University regulations by their nature cover many types of situations and include all behavior during a student's time of enrollment. This includes, but is not limited to, behavior on or off campus, during any University sponsored activities including athletic events, and includes semesters enrolled in a study abroad program. A violation of University policies will subject a student to University discipline with possible sanctions up to and including suspension or dismissal (expulsion) from the University, depending on the severity of the offense and the student's record. Students are expected to conduct themselves in a mature and morally sound manner, showing respect for persons and property. Such behavior must stem from recognition of and a basic concern and respect for the dignity, rights, and sensibilities of self and others. Ohio Dominican anticipates that all students will behave in accordance with this expectation and abide by all laws as well as the policies and regulations of the University. Violations of criminal or civil law may be dealt with both through the criminal justice system and the University discipline system.

Should a student's behavior or safety come into question, the Vice President for Student Development or his representative will determine the appropriate action. The University reserves the right to notify the parents of dependent students as a result of a disciplinary sanction. Ohio Dominican University reserves the right to take any of the following actions against the student:

ACADEMIC SUSPENSION AND/OR DISMISSAL

A student may be suspended and/or dismissed from the University for failure to maintain the standards of academic progress contained in the University Catalog. The student's permanent record reflects this action.

DISCIPLINARY DISMISSAL (EXPULSION)

A student may be dismissed from the University if that student's behavior is determined to be in conflict with the expectations stated in the Handbook.

DISCIPLINARY SUSPENSION

A student may be suspended from the campus or residence hall for a disciplinary violation. Suspension may last from three days 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.

TEMPORARY SUSPENSION

The University may immediately suspend and prohibit a student from being on campus when, in the judgment of any Vice President, that student's continued presence on campus is detrimental to the University community or jeopardizes the safety of any of its members, including that student. This administrative action remains in force until the time of a campus hearing or criminal proceedings. The financial obligations for a suspended or dismissed student are not waived. There is no refund of room charges in the event the student is suspended or dismissed from the residence hall.

UNIVERSITY POLICIES

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

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. Ohio Dominican University expects that all members of the community will 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. The Mission Statement also proclaims that the University "welcomes all sincere seekers of truth" into its academic community. 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.

Types of 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 so forth, are strictly prohibited.

Plagiarism

A particular form of academic dishonesty is 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. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, the student and the student alone must do it except in cases where the faculty member requires collaboration.

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.

These guidelines apply equally to students' academic work of all kinds, and not only to written work. 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.

A thorough discussion of plagiarism occurs in the College Writing courses, ENG 110 and ENG 111. Faculty members in other courses and other fields also establish expectations and provide guidance about academic honesty in their fields. Students are encouraged to carefully observe academic honesty guidelines presented in all their courses

Procedure for Addressing Academic Dishonesty (including Plagiarism)

When a student engages in academic dishonesty, the professor will decide the appropriate course sanction (perhaps failure for the assigned work, or failure for the class), 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, below.

Academic Grievance Procedure (includes grade disputes)

It is the student's right to follow all the steps outlined in the *Student Handbook* in the section titled, "Student Problem Resolution." Under normal circumstances, issues of an academic nature will be handled as below. Students with academic complaints are required to pursue the following informal procedure 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 particular instructor.
2. If resolution is not reached at the instructor level, the student should bring the matter before the Chair of the Academic Division in which the course is offered. The Chair will verify that all department or division policies have been followed and that the student has been treated fairly. The Chair will render a written judgment in the matter.
3. If resolution is not reached with the Chair of the Division, the matter may be brought to the Dean of the appropriate school. At his/her discretion, the Dean may call a meeting of the student, the professor, and the Division Chair to discuss the case. The Dean will verify that the student has had a fair opportunity to express him/herself fully, will review the decision of the Chair, and will verify that all institutional policies have been followed. The Dean will render a final written decision in the matter.

When the student feels that even further consideration is warranted, the formal grievance procedures outlined in the "Student

Problem Resolution" section of the Student Handbook must be followed.

Classroom Civility

Academic integrity demands that each member of the community treat all others with respect. The pursuit of truth in the Dominican tradition often occurs through disputation, discussion and debate. The exchange of ideas, and even the clash of opposing ideas, should lead both parties to a better understanding of the issue and provide each party with deeper insight. Therefore it is appropriate for a whole range of ideas to be aired in Dominican classrooms. 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. All of us are partners in the search for truth.

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. The Dominican tradition demands that, even in heated circumstances, group members should treat each other with dignity. Verbal and non-verbal expressions of disrespect have no place in the classroom.

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 as described in the *Student Handbook*.

If formal charges are brought forward, the Academic Disciplinary Hearing Procedure will be followed.

Removal of a Student from Class for Disciplinary Reasons

The professor has the right to remove a student from the room because of disruptive or offensive behavior. At the professor's discretion and depending on the severity of the offense, the professor 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, 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, below.

Academic Disciplinary Hearing Procedure (adapted from 2003 Faculty Handbook)

It is the responsibility of the faculty to assure that academic integrity prevails as the only acceptable standard in the academic community. When serious violations of academic honesty, classroom behavior or other serious academic offences occur, the Academic Disciplinary Hearing Procedure may be invoked.

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

The Academic Standing Committee, consisting of Vice President for Academic Affairs (Chair), four appointed Faculty Members, Director of the Academic Resource Center, Director of Counseling, the Dean of Student Resources, and the Registrar, will conduct a hearing in cases involving a serious charge of academic dishonesty. The Vice President for Academic Affairs chairs the Committee and the Course Instructor presents the case against the accused student. If there is determination of guilt, 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 charges and the time and place of the hearing.
- (2) If, in the judgment of the Academic 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. Every attempt should be made to conduct the hearing as soon as possible.
- (3) The student will be given at least five days from the time of the charges 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. The student may also request an open or closed hearing.
- (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 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.
- (5) At the hearing, the Academic Vice President will state the charge and ask for a plea of guilty or not guilty.
- (6) If the student pleads not guilty, the Course Instructor will present evidence in support of the case. Failure to plead will be considered a not-guilty plea. The student will then be given the opportunity to present the case.
- (7) The student and the student's advisor, and the 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 verdict of guilt or innocent. The presenter of the case against the accused and the accused will not be present during deliberation.
- (9) The members of the Committee will determine innocence or guilt by a majority decision based upon

preponderance of evidence. The Academic Vice President, while not having a vote, will poll the Committee to determine the correct vote.

- (10) If the committee finds the accused guilty, it will discuss appropriate sanctions with the Academic Vice President and then set punishment.
- (11) The Academic 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 if the sanction is suspension or dismissal.
- (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.

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 procedures. All faculty, staff and students are required to carry their ODU Panther Card (college identification card) on campus at all times. A Safety and Security Officer or other University personnel may request a college identification card before granting access to certain areas of campus such as the Alumni Hall athletic facilities, computer labs and residence halls. A card reader activated by the ODU Panther Card controls access to the Residence Halls. Any problems with card access should be reported immediately to the Office of Safety and Security (extension 4700).

ADDRESS AND PHONE NUMBER

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 in the Registrar Office (Erskine 145).

ADMINISTRATIVE INSTRUCTIONS

It is expected that students will cooperate fully with University officials and members of the Safety and Security staff. Specifically, 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. A college official is an employee of the college with the title Director, Vice President or President. Resident students are also expected to comply with the instructions of the Residence Life staff (Director, Hall Directors and Resident Assistants).

ALCOHOL

Refer to the section on Drugs and Alcohol.

ATHLETICS

Regulations affecting student athletes are provided in the Athletic Department Student Handbook, available from the Athletic Department. The Athletic Department Academic Handbook includes the scholarly expectations for student athletes. The University seeks to comply with all NAIA (National Association of Intercollegiate Athletics) and AMC (American Midwest Conference) policies and eligibility standards.

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, it is communicated to the media. The media routinely notified are: WSYX-TV, WBNS-TV, WCMH-TV, WTTE-FOX 28, WBNS-AM & FM, WCOL, WNCI, FOX 105.7, WSNY, WVKO, WLVO, WHOK, WASU, WBZX, WMNI, WWCD and WOSU AM & FM. The Student Information Hotline of 614-251-4590 includes an option (#1) for learning about cancellations or class schedule changes.

CRIME

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

DAMAGE AND DESTRUCTION

Any student who damages or destroys the property of the University, campus community member, guests or others will be subject to University discipline, fines, damage charges and/or civil penalties.

DEMONSTRATION

Students have a variety of opportunities to present their viewpoints and articulate their wishes. Student Government holds meetings at which any campus community member is welcome. Similarly, every student is represented on Student Government as well as standing committees of the University through representatives elected during elections each spring. Student Development professionals, as well as other administrators, are accessible to students and interested in their concerns. When students have exhausted other avenues and feel it necessary to become involved in organized protest, the University is prepared to recognize their right to free expression. However, when the expression of individual rights interferes with the rights of others, the University must act for the good of all. Therefore, demonstrations are considered violations of University policy when one or more of the following conditions are present:

- entrance to, exit from, or use of campus buildings, hallways, or rooms is hindered
- force or violence is employed
- cooperation of the University or its services are unduly hindered
- University property or personal property of others is being unduly disturbed or damaged

The University may enlist the assistance of civil authorities when the above conditions are present.

DISORDERLY/DISRUPTIVE BEHAVIOR

Any individual who engages in 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 AND ALCOHOL (SUBSTANCE ABUSE)

Ohio Dominican University believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The mission statement of the University (contained in the University Catalog) states in part:

In keeping with the Dominican tradition, educational experiences should be grounded in the liberal arts, foster the development

of spiritual, aesthetic, and ethical value, promote physical and mental health, and provide for the development and responsible use of human skills and talents in professional and social service.

It is in keeping with the mission of Ohio Dominican University and the regulations for Drug Free Schools and Campuses that we provide the University's philosophy on this topic and offer programs designed for educational awareness and prevention.

Drug and Alcohol Policy

The possession, use and/or distribution of illicit drugs or drug paraphernalia on University premises or as part of any of the University's activities is prohibited. Students age 21 and older are permitted to consume beer in the residence hall sleeping rooms of 21-year-old resident students only. Beer in cans is the only alcoholic beverage permitted. Liquor, wine, wine coolers and other beverages similarly classed are not permitted. Kegs are not permitted on campus. Failure to comply with this policy will result in the confiscation of the alcohol and disciplinary charges.

The unlawful possession, use and/or distribution of illicit drugs or drug paraphernalia on University premises or as part of any of the University's activities will result in disciplinary charges. Sanctions for resident students found in violation of the Ohio Dominican drug policy will include a mandatory expulsion from the residence halls. For a complete explanation of the disciplinary process refer to the Disciplinary Procedure section of this handbook.

Drug and Alcohol Counseling Services

Drug or alcohol counseling is available to students or employees of Ohio Dominican University at their expense. Treatment, rehabilitation, reentry programs, and other resources are available through referral by the University Counselor.

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 serious harm results. The law also prohibits knowingly obtaining, possessing or using a controlled substance, and permitting drug abuse on one's 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 twenty- five years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to \$1,000.

Concerning beer and intoxicating liquor, Ohio law provides that a person under twenty-one years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor, or furnishes false information to effect a purchase commits a misdemeanor. Ohio law prohibits the possession of beer or liquor that was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.

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>

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. For information regarding the effects of other drugs refer to the Web at <http://www.usdoj.gov/dea/concern/abuse/charts/chart4/contents.htm>

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 subject a student to 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. If no University official is present, Campus Security should be contacted at ext. 4700.

Tornado

When information regarding tornado warnings affecting the campus area are received, University officials and campus security will cooperate to notify campus community members. The cooperation of all persons in moving to a safe area is

expected.

Medical

If a potentially life threatening medical emergency arises, call 911 Emergency Medical Service and notify Security at ext. 4700. Do not attempt treatment unless properly trained.

FACILITY USE

Requests for use of campus facilities should be directed to the Facility Reservation Office (251-4723) in the Neighborhood Center.

FAILURE TO PAY FEES, FINES, ASSESSMENTS

Students must pay fees, fines, and other assessments by the dates specified. Only the Business Office, as the result of a student or parent initiated conference, 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 the Student Development Committee.

FALSIFICATION OF UNIVERSITY RECORDS

Falsification of University records and 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.

FIRE ALARMS

Campus buildings are equipped with fire alarm systems. Any person who activates this emergency 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.

FIREARMS/WEAPONS

Possession or use of firearms, pellet guns, bows and arrows, slingshots, knives, weapons or facsimiles of weapons, fireworks, combustibles or explosive items on campus and at University sponsored events is prohibited.

GAMBLING

It is illegal to gamble in the State of Ohio (Revised Code section 2915.02, 2915.04). Any student found to be engaged in gambling for material gain will be subject to disciplinary action.

GUESTS

Students are advised to inform their non-student guests of University policy. Ohio Dominican University students are held fully responsible for the behavior of their guests while on campus or at University functions. Should a guest's behavior come into question, the University may require that such guests leave the premises and/or to insist that such guest's privilege to visit is terminated.

HAZING

This practice, prohibited by the Ohio Revised Code section 2903.31, involves "doing an act or coercing another, including a victim, to do an act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another." Hazing is illegal and against University policy.

IDENTIFICATION CARD

All students are provided with the Panther Card, the official ID card of the University. To obtain a Panther Card the student must be accepted for admission and registered for classes. The student then must have his/her image captured in the Business Office (ER 133). 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 Safety and Security (251-4700) immediately. Replacement cards are obtained through the Business Office for a replacement fee of \$5.00. The ID must be carried at all times and presented upon request by the University security, faculty or staff. Any student using a University ID card improperly is in violation of University policy and subject to disciplinary action.

INTIMIDATION/HARASSMENT/ASSAULT/STALKING

Intimidation occurs when a person's actions either make another afraid or when such actions result in another person's feeling unreasonably threatened. Harassing behavior is behavior intended to disturb another person. 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. Stalking occurs when a person through a pattern of conduct knowingly causes another to believe that the offender will cause them physical or mental distress. Such behavior is illegal. Any student who believes he/she has been unreasonably intimidated, harassed, assaulted or stalked by a campus community member or by someone else on campus property may enlist the help of Student Development Office and/or Campus Security. The student discipline process provides an opportunity for a student to bring charges against another student who is engaging in intimidating or harassing behavior that is tormenting, disturbing or threatening. (Also refer to the section on Sexual Harassment)

KEYS

A student shall not without proper authority knowingly possess, make, or cause to be made any key to operate any lock or locking mechanism used or maintained by Ohio Dominican. Students are not permitted in unauthorized areas. The lending of residence

hall or room keys is prohibited.

PARENT (SPOUSE) NOTIFICATION:

University officials may within their discretion contact a student's parent (or spouse) when there is significant concern for the student's behavior, safety or health. The University may notify the parents of dependent students as a result of a disciplinary sanction.

PARKING

All students who park vehicles on campus must purchase a parking permit. Applications for a parking permit are available on the ODU website. The Director of Safety and Security and staff enforces traffic and parking regulations. Failure to comply with parking regulations will result in parking fines, towing or revocation of parking permit. (See also Failure to Pay Fees, Fines, and Assessments)

POSTING

The University allows the use of a common area bulletin board for student organizations officially recognized by Student Government, as well as faculty and University offices. The purpose is to allow the promotion of campus events, activities, and services. Non-recognized organizations, personal postings, commercial services and products, or "off-campus" postings are not provided this privilege.

All campus postings must be pre-approved by the Student Activities Office prior to posting. Unapproved postings will be removed from campus buildings. Postings are only to be placed on bulletin boards around campus. Under no circumstances are posters or fliers to be taped to building entrance and exit doors, walls, windows, or glass.

RESIDENCY REQUIREMENT

All full-time (12 credit hours or more during regular school terms) students are required to live on campus if:

- a. under the age of 21
- b. not living with an immediate family member (i.e. parent, sibling or grandparent)
- c. have completed less than 88 credit hours

The Director of Residence Life enforces this policy in consideration of individual student development.

RESPECT

Ohio Dominican University believes strongly in the dignity of each individual and expects that students will act with respect for administrators, faculty, staff and their fellow students at all times. Failure to show respect often occurs with the use of profane or abusive language, gestures, or other inappropriate behavior. Students who fail to show respect for others are subject to University discipline.

SEXUAL HARASSMENT

Ohio Dominican reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to

unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Individuals who feel that they have been sexually harassed may address the issue through the established informal and formal procedures of the institution. Students may turn to the Dean of Student Resources for assistance. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the University community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing forth truthful complaints of sexual harassment. Formal procedures will not be initiated without a written signed complaint. An individual who is found to be guilty of sexual harassment is subject to disciplinary actions for violations of this policy, consistent with existing procedures. (Also refer to Sexual Harassment Complaint Procedures).

SEXUAL VIOLENCE

Sexual violence (such as rape, date rape) are violations of University policy and are strictly prohibited. Students who believe they may be victims of sexual offenses should be aware of the following resources, policies and procedures.

Education Services

The Student Development Office provides yearly date/acquaintance rape awareness programming. The Residence Life Department sponsors regular programming and educational workshops addressing issues of sexual offenses. All students are encouraged to attend these programs. Informational literature is available from the bookstand outside the Student Development Office (Erskine 143).

Reporting

Victims of sexual offenses are encouraged to seek assistance through campus resources. Students may approach the Director of Counseling Services, the Dean of Student Resources, Campus Ministry staff, Residence Life staff or Campus Security to report an incident. All of these people can help students in handling these sensitive issues. Conversations are kept confidential to those who the victim wishes to be notified. The victim may want to only discuss the incident, pursue University disciplinary action or notify proper law enforcement agencies to pursue criminal prosecution. Ideally, this report should be made as soon as possible after the incident. This is important for medical reasons and to preserve evidence of the assault. The University resource person will assist the victim in contacting the proper campus authorities or local police if desired. The campus resource person will also assist in obtaining medical treatment and counseling.

Resources

Counseling is available through the Counseling Office at 251-4589. The victim may be directed to other community resources as appropriate.

Disciplinary Process

In case of alleged sexual offense, the accused may be charged through the student disciplinary procedure if the accused is also a student. Refer to the University Disciplinary Procedure contained in this Handbook.

Rights

- A. The victim of a sexual offense has the right to request changes in housing and academic arrangements. These requests will be granted if the changes are reasonably available.
- B. Both the accuser and accused are entitled to the same opportunity to have others present for support during a disciplinary hearing in accordance with the established campus hearing procedure found later in this Handbook.
- C. Both the accuser and the accused shall be informed of the outcome of campus disciplinary proceedings.

SMOKING

Smoking is prohibited in the interior of all campus buildings. Smoking is strictly prohibited in all locations in the residence. Students who violate the campus smoking policy will be subject to a fine of \$25 for the first offense and \$100 for the second offense. A third offense will result in referral to the Student Affairs Committee as a serious infraction of college policy. Students seeking to end their smoking habit may consult with the University Counselor or School Nurse for referral to appropriate cessation strategies.

SOLICITATION

No solicitation (in residence halls, offices, or classroom buildings) by non-affiliate persons or groups is permitted. Student organizations wishing to participate in fundraising projects must secure approval from the Student Activities Director. Off campus organizations are referred to the Office of the Vice President for Student Development for determination on campus solicitation or representation.

TECHNOLOGY

Ohio Dominican University (ODU) provides a wealth of materials for all members of the campus community. All users of this material are bound not only by existing federal, state and local laws, but also by existing university policies (see the ODU Student Handbook) and procedures published in several places. Violations of University policies will be considered through the university discipline process. University technology policies (subject to changes and additions) are listed online on the Ohio Dominican University website.

[Network Acceptable Use Policy](#)

[Email Policy](#)

[Email Communication Policy](#)

[Remote Access Information](#)

[Password Reset Policy](#)

[Student Users Acceptance Form](#)

[Graduating Student Agreement \(Microsoft\)](#)

[Community Distribution List Guidelines](#)

[Helpful Hints for Emailing a Group](#)

These and other policies/procedures may also be found on our Computer Helpdesk pages at <http://helpdesk.ohiodominican.edu>. Two areas of University policy of **special note** for users of the Dominican Learning Network are our communications policy and security policy. The following statements are contained within the Email Policy document and Network Acceptable Use Policy

located on the Ohio Dominican website.

Email Policy

As an ODU student and/or employee, you are provided an electronic ODU e-mail address by the University. This address is used by most academic and administrative offices to send you messages. 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 an employee's or a student's university e-mail account. You may choose to forward your campus e-mail account to an off-campus service (e.g. Hotmail, Yahoo, AOL, etc.) 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. 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.

Network Acceptable Use Policy - Security and Privacy

All users of Ohio Dominican University resources, including users of the Ohio Dominican University computer network, must comply with the ethical and legal considerations for privacy as defined in the "Counterfeit Access Device and Computer Fraud and Abuse Act of 1984", the "Electronic Communications Privacy Act of 1986", and all other such laws which address the use of electronic data, materials, and equipment. It is the responsibility of the user to be well informed about all such legal considerations.

Users should be aware that the Ohio Dominican University network and the relevant computers are the property of Ohio Dominican University. The university employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the university cannot guarantee such security. Ohio Dominican University provides a network account (User-ID) for access to electronic resources. This account is the sole responsibility of the individual to whom it was 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 should 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, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The University may also specifically monitor the activity and accounts of individual users of university computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to the Internet or a web page; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability; (c) there is a reasonable cause to believe that the user has violated, or is violating university Policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified in "(a)", required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Academic Affairs, or his or her designee. The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel or law

enforcement agencies and may use those results in appropriate disciplinary proceedings. Users acknowledge that the university owns the Ohio Dominican University Network and by using it, users expressly consent to the types of monitoring and access listed above.

VANDALISM

Ohio Dominican University advocates behavioral expectations that center on respect. Individuals are expected to act with respect and understand and follow our community policies or specific policies that may govern a specific area. Community laws and campus policies define consequences for acts of vandalism, the willful malicious defacement or destruction of public or private property.

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. The University is not responsible for the theft, loss, or damage of personal property under any circumstances.

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 supervised by the Vice President for Student Development whose decision is final.

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.

DISCIPLINARY PROCEDURE

The basic approach to maintaining a Christian code of conduct is self-discipline and regard for other individuals. The University also has the responsibility to protect the community. Ohio Dominican recognizes, however, that there will be occasions when students do not live up to these standards. When appropriate, counseling and guidance will be used to encourage necessary responsibility and to capture these occasions as opportunities to teach and support student development. 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.

Resident students should refer to the section on Residence Life for additional information on residence hall disciplinary procedures.

An individual member of the University community may issue a charge against a student or the University may act to charge a student in the interest of the University community. Students making false charges will be subject to disciplinary procedure. Should a student's behavior come into question, the Vice President for Student Development will determine the appropriate action

according to University policy. Academic violations may be referred to the office of the Vice President for Academic Affairs. Non-academic violations are usually handled by the office of the Vice President for Student Development. The Vice President may designate a hearing officer.

CAMPUS HEARING PROCEDURE

1) The Hearing Officer will inform the student in writing of the charge levied against him/her. Instructions will also be provided for the student's response to the charge. This response should include their indication that they either admit and accept responsibility for their actions or challenge the allegations. The Hearing Officer will sanction a student who accepts responsibility for his/her actions. The Hearing Officer may consult with the standing University committee to set sanctions. Resulting action will then be reported to the appropriate standing University committee at their next regular meeting. Appeals of decisions rendered by the Hearing Officer are referred to the appropriate Vice President. When a student declares that he/she is challenging the allegations, the Hearing Officer will select one of the following hearing procedures:

a) Administrative Hearing: This is a hearing by the Hearing Officer. The Hearing Officer may hear the case or ask up to three members of the appropriate full hearing committee (Student Affairs Committee or Academic Standing Committee) to participate in the administrative hearing.

b) Hearing by the Student Affairs Committee (Academic Standing Committee for academic matters): This is a hearing by the standing University committee comprised of faculty, student, and administrative representatives.

2) The student will be given at least five (5) days from the time the charge is issued until the campus hearing. The student may waive her/his right to the five-day period in writing to the Hearing Officer. Within the time allotted, the student may obtain a campus advisor, witnesses or evidence on her/his behalf to be presented during the hearing. Hearing participants are limited to members of the hearing committee, the accused student, her/his campus advisor, witnesses, and person(s) making the charge, and her/his campus advisor. Hearings are closed to non-participants. The Hearing Officer will act as the chairperson of the hearing committee.

3) 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 (attorney) is not permitted. 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) The Hearing Officer will convene the hearing; introduce participants and committee members; and review the hearing procedures. Minor deviations in the stated process, which do not significantly prejudice any party, shall not invalidate the procedure. Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend. If an individual does not choose to attend a hearing, the charges will be

reviewed as scheduled on the basis of the information available and a decision will be made. No decision shall be based solely on the failure of the accused student(s) to attend the hearing or answer the charges.

b) A recording may be made of the hearing on University supplied recording equipment as the official record of the hearing proceedings.

c) The Hearing Officer will state the charge against the student. The accused party (parties) will be asked to answer the allegations. If the student admits to the behaviors and accepts responsibility, the committee will move to a closed session and establish the appropriate sanctions. If the student challenges the allegations, the hearing will continue.

d) The Hearing Officer will call upon the person making the charge (or representing the University) to present evidence to support the charge. The accused student responds to the charge by presenting his/her evidence. Both the student and his/her campus advisor and the party making the charge and his/her campus advisor will be given the opportunity to question witnesses. Members of the hearing committee will also be provided the opportunity to question the parties and witnesses. The Hearing Officer will make all other decisions on hearing procedures and recognize parties in support of decorum and fair procedure.

e) Once each party has had the opportunity to present all evidence and information, the hearing will conclude and members of the hearing committee will move to closed deliberation. Non members of the committee including any student making the charge and the accused student will not be present during closed deliberation. The members of the committee will determine responsibility by a plurality decision based upon the preponderance of the evidence. The Hearing Officer will poll the committee for a decision.

f) If the Committee finds the student responsible for the charges in the allegation, it will discuss and recommend appropriate sanctions with the Hearing Officer who will establish final sanctions.

g) The Hearing Officer is responsible for informing the accused student of the decision and for enforcing sanctions imposed. The decision of the Hearing Officer is final unless the student appeals in writing within five (5) days to the appropriate Vice President.

h) The Vice President will review the record and action of the Committee or Hearing Officer. In unusual cases, the Vice President may consult with the Administrative Council of the University. The Vice President's decision is final.

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, service projects, or other instructions deemed to be in the best developmental interest of the student. The University reserves the right to notify the parents of dependent students as a result of a disciplinary sanction. Some of the more formal sanctions imposed as a result of a hearing may include but are not limited to the following:

OFFICIAL REPRIMAND

The University may issue an official reprimand for violations of University policy. An official reprimand may be issued in conjunction

with other sanctions or fines. Such a reprimand indicates that the student has seriously failed to meet the standards of the University community and that any further violations will meet with more serious disciplinary action.

OFFICIAL WARNING

The University may issue an official warning for violations or a series of violations of residence hall or campus rules and regulations. This warning may be issued in conjunction with other sanctions or fines. It is an indication that the student has placed his/her University status and residency in serious jeopardy. The warning may include the notice that any further violations within a specified time period will result in probation, suspension or dismissal from the University or residence hall.

DISCIPLINARY PROBATION

The University may place a student on disciplinary probation. This probation may include the denial of specific privileges for a specified period of time. Probation may also include terms that must be met within a prescribed period of time, including but not limited to; service to the community, removal from the residence halls and other sanctions. Probation may be issued in conjunction with other sanctions or fines. This probationary status reflects that an individual has seriously jeopardized student status at Ohio Dominican and that any further breach of policy will result in further disciplinary action, suspension or dismissal.

DISCIPLINARY SUSPENSION

The University may suspend a student from the campus or residence hall for disciplinary violation. Suspension may last from three days 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. There is no refund of room charges in the event the student is suspended or dismissed from the residence hall.

DISCIPLINARY DISMISSAL (EXPULSION)

A student may be dismissed by the University as a result of disciplinary action.

STUDENT PROBLEM RESOLUTION

Students are encouraged to act on problems, complaints and grievances in a constructive manner. Matters dealing with classes, instructors, administrators, parking, policies, food service, facilities, and services in general should be discussed directly with the person involved or with the person in charge of that area. Students seeking assistance in identifying the appropriate channel are encouraged to consult with the Dean of Student Resources.

Concerns of an academic nature should be discussed with the particular instructor. If necessary, the matter should also be discussed with the Department Chair. Any concern of a non-academic nature that is not resolved with the person directly in charge may be discussed with the Dean of Student Resources.

The University considers that any problem or concern that a student may have deserves attention and consideration. The Administrative Council of the University will consider matters presented by the Vice President for Academic Affairs or the Vice President for Student Development in the interest of addressing student concerns.

The purpose of the following procedure is to provide all parties adequate protection of their rights and to insure that redress of grievances may be accomplished in an amicable, fair and expeditious way.

All members of the faculty, administration, staff, or student body currently employed or enrolled at Ohio Dominican University, have the right to redress any grievance arising from policy decisions or infringement of personal rights provided the request for redress be made within six months of the occasion for grievance. In the interest of amicable relationships, the first course of action to be taken when a member of the Ohio Dominican University community feels she/he has a complaint is to address that complaint to the appropriate person.

Normal channels of communication ought to be used as the first mode of seeking settlement and redress. When a person has a complaint, that person should take her/his case to the person immediately accountable for the area or function involved. If an adequate solution cannot be had at this level, the aggrieved should follow the normal channels of accountability until she/he has reached the chief administrator of the appropriate organizational unit of the University (Academic Affairs, Finance and Administration, Admissions, Student Development, University Advancement). In the event a student feels subjected to sexual harassment by any member of the faculty, administration, staff, or student body of Ohio Dominican University, such student is encouraged to discuss the incident with the Dean of Student Resources. Special procedures to be followed in the event of a sexual harassment complaint are contained in this publication.

Allegations of discrimination in any matter protected by federal or state civil rights legislation should be communicated to the Equal Opportunity Officer prior to invoking the formal grievance procedure described below. The officer shall attempt to mediate the matter in an effort to work out an informal solution. The Equal Opportunity Officer is located in the Office of Human Resources and may be reached at (614) 251-4557. Only when all informal and normal channels of communication have been tried without success may the following formal grievance procedure be invoked. The employment of this grievance procedure ought to be considered only in cases that involve grievances of a grave or substantive nature, and then only after consideration has been given to all of the possible effects that invoking such proceedings might have on the University community.

Recognizing the reciprocal relation of right to duty, persons who have a complaint should be aware of their responsibilities when attempting to seek redress. If the 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 Vice President in charge of the departmental area in which the grievance is alleged to have occurred and to all parties in the dispute. If the Vice President cannot resolve the issue in a manner acceptable to the parties involved, either party to the dispute may make a written request within five days that an ad hoc committee be established to hear and consider the issue. The Committee will consist of three persons from the Ohio Dominican University community. These persons will be assigned to the ad hoc committee by the Vice President normally within ten days of the receipt of written request for such a committee. The Vice President will appoint a chairperson to the committee. The chairperson will establish the rules of order to be followed throughout the proceedings. The Committee will receive and assess all pertinent evidence and, on the basis of this evidence, decide to accept or reject the complaint. All parties have a right to submit evidence. If the committee finds the complaint to be valid, it will then function to determine the exact nature of the alleged injury and recommend equitable and just redress; or, if circumstances warrant, the committee may recommend the case for reconsideration by the administrator of the area involved

(Academic Affairs, Finance and Administration, Admissions, University Advancement, Student Development). The committee will communicate in writing its decisions and recommendations to the parties involved and to the Vice President. The Vice President will review the record and the recommendations of the Committee. The Vice President will make a final determination.

This policy is designed to be applicable to all areas of student life, but is not meant as a substitute for any established grievance procedures that already exist and are described in the Personnel or Faculty Handbooks.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

The purpose of the following procedure is to provide all parties adequate protection of their rights and to insure that redress of grievances may be accomplished in an amicable, fair and expeditious manner.

These procedures are designed to allow sufficient flexibility in order to deal with the possible wide range of incidents, which may fall under the term sexual harassment. Any individual who feels that she/he has been sexually harassed should discuss the matter with the Dean of Student Resources for the purpose of reviewing the facts of such alleged harassment. The discussion should assist in determining the validity of the charge and the scope of the problem. Support and counseling services are available through the Office of Student Development. The Dean will attempt to address the complaint through informal channels.

If informal attempts to resolve the complaint fail and there is a basis for the charge, the individual should write out a complete complaint and statement of the incident with as much detail as possible. The written complaint should be submitted to the Dean within six months of the alleged incident(s). This complaint will be handled with confidentiality, insofar as is possible.

The Dean will review the information to determine if there is a case. The Dean, with the full knowledge of the aggrieved individual, will contact the accused person and request a written report of the alleged incident. The Dean within five (5) working days shall receive this report.

The Dean of Student Resources will meet with the individuals separately in an effort to clarify and understand the written description of the alleged event and determine if there is reasonable cause to refer the case to a hearing committee.

Following these meetings and the review of both written reports, the Dean may:

- determine that the information available does not constitute reasonable grounds for a case of sexual harassment; or,
- determine from the information available that grounds for a sexual harassment case do exist and refer the written reports to the Vice President for Student Development with recommendation that a hearing be convened. The written reports and statements will be submitted to the committee. The aggrieved and accused parties will be informed that the hearing committee will consider the case.
- Either party may appeal the decision of the Dean within five (5) working days. Following a review of the information, the Vice President for Student Development may either confirm the findings of the Dean or convene a hearing committee if it is determined that sufficient grounds for a sexual harassment do exist.
- The Vice President for Student Development will appoint a chairperson and secretary for the committee. The committee will complete its functions within thirty (30) days from the date of its first meeting. All tapes, notes, documents and testimony are retained by the committee until the disposition of the case. The chairperson will establish the rules of order for the proceedings, receive and assess all pertinent information and, on the basis of the evidence, decide to accept or reject the complaint. Minor

deviations in the process, which do not significantly prejudice any party, shall not invalidate the procedure. The proceedings of the committee are confidential and closed to non-participants. Therefore, legal counsel (attorney) is not permitted. All parties have the right to submit evidence. If the committee finds the complaint to be valid, it will then function to determine the exact nature of the alleged injury and recommend equitable and just redress. After the committee has heard the evidence and reached a judgment on the issue, the findings, nature of redress, sanction or solution, and manner in which the solution may be affected will be communicated in writing to the Vice President for Student Development. The Vice President will make the final determination of redress, sanction, or solution in light of these recommendations. The Vice President's decision is final.

- The person making the charge of sexual harassment may petition to terminate the proceedings at any stage by written notification to the Vice President for Student Development. Following an evaluation of this petition, the Vice President will respond to the petition.

RESIDENCE LIFE

Living on campus at Ohio Dominican University means daily interaction with people of diverse backgrounds, values, and lifestyles. It is an exciting experience and a challenging one. As a member of the community, residents are responsible for any behaviors that infringe on individual and group rights, and/or jeopardize the health and safety of individual and property, both personal and/or University. All residents must abide by the regulations of the University and the residence halls.

The goal of the Residence Life Program is to develop an environment where an individual student can grow and develop socially, emotionally, physically, and intellectually. Residence Life staff members are employed to assist in creating an open community living environment. This can be fostered by seeing that the guidelines and regulations are established which protect the rights and privileges of all individuals in community living situations. Ohio Dominican employs professional and paraprofessional staff in the Residence Life area. Residents have ready access to Resident Assistants (RA's) and Head Residents (HR's), trained students assigned to a residence hall floor to plan programs, enforce policies and provide residents with support and useful information. The Hall Directors supervise Resident Assistants and Head Residents. The Director of Residence Life manages all aspects of the residence life program.

ACCESS TO RESIDENCE HALLS

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

If a resident's Panther Card is lost, notify Safety and Security immediately to have a block placed on the card. Contact the Business Office to request a replacement. There is a \$5 fee added to your student account with each replacement.

Individuals who provide unauthorized access to the residence halls are in violation of University policy and subject to disciplinary actions.

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

It is a violation of University policy to duplicate keys to any residence hall door.

Residents are financially responsible for the cost of changing locks and producing keys to residence hall doors if they do not return their keys when they check out at the end of each semester. The cost of a lock change and replacement of the key is \$85 for Fitzpatrick and Sansbury Hall residents, and \$110 for Siena and Aquinas Hall residents. Residents who lock themselves out of their rooms may gain access by locating a Residence Life staff member. Students who are locked out of their rooms during Residence Life office hours will be assessed a \$5 fee each time they are locked out. Students locked out between 7:00 pm and 7:00 am who contact the RA on duty for entry to their rooms will be assessed a \$5 fee. On the fourth or subsequent lock outs the resident will be assessed a \$10 charge.

Students are not allowed on roofs or ledges of the Residence Halls. 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.

APARTMENTS

Students residing at Sunbury Ridge Apartments, north of campus on Sunbury Road, are to adhere to Ohio Dominican University policies. Residents of Sunbury Ridge Apartments will receive a copy of those housing policies.

COMMUNITY PROPERTY

For residents' convenience, the residence halls are equipped with washers, dryers, pay telephones, and vending machines. Use of these machines is limited to residents and their guests. Residents should report inoperable machines or appliances to Residence Life staff. Tampering with or maliciously damaging any coin-operated machine is prohibited.

DAMAGES AND LIABILITY

Residents are held liable for damages to public areas of the residence halls when the individual(s) responsible are not identified. The resulting charge for damage to the public areas on a floor will be divided among the floor residents. Damage charges for the general public areas (e.g. main lobby) will be divided among the residents of the hall.

Residents who observe vandalism within the residence halls, and who do not report the vandalism to Residence Life staff members, may also be found financially or judicially liable for damages and may be subject to college discipline procedures. All residents of a room are held mutually liable for damages to the room once occupancy is established. An individual resident of a room is solely liable for damages to the room when individual responsibility for the damages can be clearly established.

Upon arrival and departure, all residents of a room are required to complete a Room History Form. The form is completed in collaboration with a Residence Life staff member, and it documents the condition of items in the room.

Students failing to properly checkout and leave their room key with the Residence Life staff may be assessed fees to replace keys, change locks, and an 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 \$25.

FOOD SERVICE

Ohio Dominican requires that students living in the residence halls participate in the food plan provided by the University. Exemptions from this policy are granted for documented medical reasons only and require the written permission of the Director of Residence Life each semester.

The Food Service staff has a strong commitment to providing a pleasant environment in Hamilton Hall. Loud, rude, or other

inappropriate behavior is not permitted. Planning, initiating, or participating in throwing food, drinks, or eating utensils is prohibited. Utensils and dishes may not be removed from the dining hall without permission. Students are required to clear their place after eating and to put trash, silverware and dishes in the appropriate receptacles.

Residence Life staff are responsible for maintaining University policies in Hamilton Hall. See Food Services section for specific information regarding University food services and times.

GUESTS/VISITATION

Ohio Dominican resident students may visit each other 24 hours per day for the purpose of study and quiet social activity with the mutual agreement of all roommates. Disturbing noise and excessive visitation will not be tolerated and will be diligently addressed by the Residence Life staff. Should the frequency of such visits be deemed an inconvenience to other residents or a contradiction to the purposes of this privilege, it will be suspended or terminated by the Residence Life staff.

A guest is anyone who does not reside in a specific room of the residence hall. Non-resident guests may visit in a room 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 per day.

All guests who are not Ohio Dominican resident students must sign in at the front desk of the residence hall they are visiting. Guests will be required to leave a valid picture ID at the desk and must be escorted by the campus resident. Ohio Dominican students who commute to campus must show their ODU ID card (Panther Card) upon entering the residence halls. All guests must comply with the visitation hours. Failure to do so will result in the loss of future visitation privileges for both the resident student and the guest.

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

Any resident who wishes to host an overnight guest must register the guest with the Office of Residence Life. Overnight privileges are limited to no more than three (3) consecutive nights. 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 Director of Residence Life. No overnight guests of the opposite sex will be registered to a student room.

PERSONAL PROPERTY

Ohio Dominican University assumes no liability for the theft, loss or damage of personal property. The University does not carry insurance on personal property and in many cases, students away from home are not included in their parents' insurance policies. The University recommends that students make sure that their belongings are included on their parents' policy or obtain their own personal property insurance. Ohio Dominican University does not provide storage space. Students are to remove all personal possessions when moving out of the room. The University will not store personal possessions. Information on local storage rental facilities is available in the Office of Residence Life.

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, typewriters,

personal computers, and lamps. If the appliance has a heating element, the element must be enclosed. No halogen products are permitted in the residence halls.

Cooking with a device other than a microwave oven is prohibited in resident rooms. Microwave ovens are available in each residence hall. Toasters, toaster ovens, indoor grills, electric skillets, and hot plates are prohibited. Open flames are not permitted in residence hall rooms. This includes candles and the burning of incense.

Residents are allowed to keep a single refrigerator of 4.0 cubic feet maximum capacity per room. In lieu of one refrigerator, two 2.3 cubic feet refrigerators are permitted in each room. All refrigerators must be emptied and cleaned prior to each semester break.

Residents may add limited personal furniture to their room, provided that the furnishings do not endanger resident safety or restrict reasonable freedom of movement within shared living space. Waterbeds are not permitted. Pets are not permitted.

RESIDENCE HALL CALENDAR

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. Only students registered for the current or next academic term are permitted campus residency privileges. For students enrolled during the traditional academic year, the follow table provides the dates for residence hall occupancy:

SEMESTER BEGINS - FALL 2005

Friday, August 19 7 p.m.-10 p.m. Halls Open for New Students

Saturday, August 20 8 a.m.-11 a.m. New Students Move-In

Sunday, August 21 10 a.m.-7 p.m. Returning Students Move-In

THANKSGIVING BREAK

Wednesday, November 23 Noon Halls Close; all students out

Sunday, November 27 10 a.m. Halls Open

FALL SEMESTER ENDS

Friday, December 16 Noon Halls Close for non-graduates

Sunday, December 18 Noon Graduates Check-out

SEMESTER BEGINS - SPRING 2006

Monday, January 16 10 a.m. Halls Open

Monday, January 16 10 a.m. -2 p.m. New students check-in

SPRING BREAK

Saturday, March 11 Noon Halls Close; all students out

Sunday, March 19 10 a.m. Halls Open

SEMESTER ENDS

Friday, May 12 Noon Halls Close for non-graduates

Sunday, May 14 Noon Graduates Check-out; Halls close

Students will be able to remain in the halls for the two smaller breaks:

Fall Break: Begins Oct. 15 after all classes- Oct. 19 all classes resume

Easter Break: Begins April 13 after day classes- April 17 night classes resume; April 18 day classes resume.

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 the times specified for each break. Access cards will be shut off when the residence halls are closed. Students will not be granted access to the residence halls prior to the move-in or opening dates and times indicated above. Please plan accordingly.

Questions can be directed to the Residence Life Office at 614-251-4718 or email reslife@ohiodominican.edu.

RESIDENCE HALL DISCIPLINE

Resident students should refer to the Student Handbook sections "Student Responsibilities and Behavior" and "Disciplinary Procedure" for information on student discipline issues. Disciplinary cases involving minor infractions of residence hall policies are frequently handled through the Office of Residence Life. In these cases, resident students against whom a charge has been filed will respond to the charge by meeting with the Director of Residence Life or his/her designee. The Director may refer the issue to the University disciplinary process. Appeals of disciplinary decisions rendered at the Residence Life level are referred to the Vice President for Student Development. Repeated or serious infractions of University or residence hall policy are referred to the University's regular discipline procedure.

RESIDENCY REQUIREMENTS

All full-time (12 credit hours or more during regular school terms) students are required to live on campus if:

- a. under the age of 21
- b. not living with an immediate family member (i.e. parent, sibling or grandparent)
- c. have completed less than 88 credit hours

The Director of Residence Life enforces this policy in consideration of individual student development. Part time and graduate students may request housing and may be accommodated as available space permits.

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, in the case of an emergency or suspected violation of University policy. 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 Vice President for Student Development, or designated staff member after that person has heard the related facts and believes an entry or search is necessary. In a non-emergency situation a search will be conducted in the presence of another party. Law 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.

During quiet hours on a floor, noise should be limited to footsteps, doors opening and closing, and muffled conversations in the hallway. Doors are expected to be closed when playing the stereo or television or when conversations are at a level that can be heard in the hall. Activity must be toned down or stopped if it can be heard in the next room and is disturbing those residents.

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.

ROOM ASSIGNMENTS

Any new or transferring student is asked about their housing interest by the Admissions Office. This information is directed to the Residence Life Office who will initiate sending additional housing materials, including the housing contract, to the student. This contract assists in placing students with the most compatible roommate available. Residents are placed on a first come, first served basis, pending on the date of their paid deposit. Housing deposits are non-refundable 4 weeks prior to the start of classes.

All returning resident students are required to participate in the housing selection process, which takes place during the spring semester. Students who do not intend to return to the residence halls must initiate academic withdraw with the Dean of Student Resources and request a change of status from the Residence Life Office in order to obtain an address change and housing deposit refund. Housing deposits are refunded only if the student notifies the Office of Residence Life and is subject to any remaining balance due on the student's account. Should the student decide after June 30 that she/he wishes to live on campus she/he must reapply by submitting a Housing Application and a deposit of \$100. These requests will be treated on a "first-come, first-served" basis like new students.

For those students graduating or withdrawing from the University, the deposit will be held until any damages have been assessed. The deposit refund will be subject to any balance remaining on the student's account. Students who are withdrawing must notify the Office of Residence Life before June 30, to receive their remaining deposit.

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.

Unauthorized room changes are strictly prohibited. Violators will be subject to disciplinary action.

ROOM CONTRACTS

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

- ✓ I have read and understand the Residence Life Handbook. (This information is available in the Student Handbook online at www.ohiodominican.edu. Go to the Campus Life link and then to the Residence Life page.)
- ✓ I understand I can and will be removed from housing for the following violations that are also listed in the Student Handbook: 1) Possession of, use of, providing or selling drugs or possession of drug paraphernalia; 2) Committing arson or the misuse of fire safety equipment. This removal from housing may last from 3 days to a full year as stated in the Student 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 judicial reasons, I remain responsible for all charges.
- ✓ I understand that I am not guaranteed a specific room within the residence life system 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 the 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, cable outages, etc.

ROOM DEPOSIT

A \$100 room/damage deposit is required of each student who intends to live in the residence halls to reserve their place in the placement process. This deposit remains on account until the student moves out of the residence halls permanently.

Housing deposits are non-refundable 4 weeks prior to the start of classes.

ROOM FURNISHINGS

Each student is responsible for keeping his/her room clean. All rooms are equipped with a bed, desk, chair, dresser, and drapes. Residents are not permitted to paint their rooms.

SALES AND SOLICITATION

Students are not permitted to conduct business from their residence hall rooms. Soliciting of resident students is strictly prohibited. Bulletin boards are provided for promotion of campus events and for official notices. All poster/publicity must be approved and stamped in the Office of Residence Life before publicizing. After the event, please remove the signs as soon as possible. Any signs posted on the walls will be removed. Telephone solicitation is prohibited. All door-to-door sales or solicitations are prohibited.

SMOKING

Smoking is prohibited in the interior of all campus buildings. Smoking is strictly prohibited in all locations in the residence halls. Students who violate the campus smoking policy will be subject to a fine of \$25 for the first offense and \$100 for the second offense. A third offense will result in referral to the Student Development Committee as a serious infraction of university policy. Students seeking to end their smoking habit may consult with the University Counselor or School Nurse for referral to appropriate cessation strategies.

SPECIAL ACCOMMODATIONS

Any request or need for special accommodations (medical, physical, academic, etc.) must be directed to the Dean of Student Resources in 131 Erskine Hall, 614-251-4593.

TELEPHONE SERVICES

Telephone lines are provided in each room. Individuals must provide their own phone and answering machine. Students must provide their own long distance service. This is most commonly done with a calling card from a provider of their choice. Use of "10-10" long-distance numbers are prohibited.

WITHDRAW FROM THE UNIVERSITY

Students that withdraw from the University will be required to move out of the residence hall or apartment. 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%.

FINAL EXAM SCHEDULE

Weekend Classes (Section numbers 1A, 1B, 1C and 2C) – final exams for all weekend scheduled classes (Friday night and Saturday) will be held the last regularly scheduled class meeting. All final exams take place in the class's regularly scheduled classroom.

Weekday and Evening Classes - Final exams will be held December 12-15 (Monday-Thursday) for Fall semester and May 8-11 (Monday-Thursday) for Spring semester according to the schedule below. All final exams take place in the class's regularly scheduled classroom.

Exam Time	Monday Day & Eve	Tuesday Day & Eve	Wednesday Day & Eve	Thursday Day & Eve
6:00-7:50 am	6:00am M			
8:00-9:50 am	8:00 am MWF 8:00 am MW 8:00 am M	7:30 am T TH 8:00 am T TH	9:15 am MWF 9:15 am MW	
10:00-11:50 am	10:30 am MWF 10:30 am MW			10:00 am T TH 10:00 am TH
12:00-1:50 pm	11:45 am MWF 11:45 am MW 11:45am MF	12:00 pm T TH 12:00 pm T		12:00 pm TH
2:00-3:50 pm	1:00 pm M 1:00 pm MF	2:00 pm T TH	1:00 pm MWF 1:00 pm MW 1:00 pm W	2:15 pm MWF
4:00-5:50 pm	4:00 pm MW 4:00 pm M	4:00 pm T	4:00 pm W	4:00 pm T TH 4:00 pm TH
6:00-7:50 pm	6:00 pm MW 6:00 pm M	6:00 pm T TH 6:00 pm T	6:00 pm W	6:00 pm TH

How to read this schedule: Find your class meeting time (start time and days of the week) in the body of the schedule. Find the

exam time in the shaded blocks.

Examples:

Class time:

Exam Time

9:15 am MWF

Wednesday, May 10 @ 8:00-9:50 am

12:00 pm T TH

Tuesday, May 9 @ 12:00-1:50 pm

6:00 pm M

Monday, May 8 @ 6:00-7:50 pm

DAILY CLASS SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 - 9:05	8:00 - 9:50	8:00 - 9:05	8:00 - 9:50	8:00 - 9:05	8:30 - 12:00
9:15 - 10:20		9:15 - 10:20		9:15 - 10:20	
	10:00 - 11:50		10:00 - 11:50		
10:30 - 11:35		10:30 - 11:35		10:30 - 11:35	
11:45 - 12:50	12:00 - 1:50	11:45 - 12:50	12:00 - 1:50	11:45 - 12:50	
1:00 - 2:50		1:00 - 2:50		1:00 - 5:50 NO CLASSES	1:00 - 3:00
	2:00 - 3:50		2:00 - 3:50		
3:00 - 3:50 NO CLASSES		3:00 - 3:50 NO CLASSES			CLASS SCHEDULE
					MWF 8:00-9:05 9:15-10:20 10:30-11:35 11:45-12:50

4:00 - 5:50	4:00 - 5:50	4:00 - 5:50	4:00 - 5:50	
6:00 - 9:30	6:00 - 9:30	6:00 - 9:30	6:00 - 9:30	6:00 - 9:30

MW
 1:00-2:50
 4:00-5:50

TTH
 8:00-9:50
 10:00-11:50
 12:00-1:50
 2:00-3:50
 4:00-5:50

S
 8:30-12:00
 1:00-3:00

**Evening
 Classes**
 6:00-9:30

CAMPUS OFFICES

(Hours subject to change)

Academic Affairs	251-4730	Erskine Hall 141	Monday - Friday 8:00 am - 4:30 pm
Academic Resource Center	251-4510	Spangler Learning Center	Monday – Thursday 9:00 am – 10:00 pm Friday 9:00am – 3:00pm Saturday 12:00 - 4:00 pm Sunday 6:00 – 9:00 pm
Admissions	251-4500 1-800-955-OHIO	Lynam Hall	Monday - Thursday 8:00 am - 6:00 pm Friday 8:00 am - 4:30 pm Saturday 8:00 am – 12:00 pm Evenings and other times by appointment
Acaemic Advising Center	251-4232 or 4234	Erskine Hall 105	Monday – Friday 8:00 am – 5:00 pm
Alumni Relations	251-4608	Guzman House	Monday - Friday 8:00 am - 4:30 pm
Athletics	251-4537	Alumni Hall 221	Monday - Friday 9:00 am - 4:30 pm
Bookstore	251-4545	Panther Plaza upper level	Monday - Thursday 10:00 am – 6:00 pm Friday 10:00 am - 3:00 pm Saturday 9:00 am - 1:00 pm
Business Office	251-4550 FAX: 251-4456	Erskine 133	Monday – Thursday 9:00 am – 6:15 pm Friday 9:00 am – 4:00 pm Saturday 11:00 am – 1:00 pm

Campus Ministry	251-4567	Erskine 149	Monday - Friday 8:00 am - 4:30 pm
Career Services	251-4734	Erskine Hall 132	Monday - Friday 8:30 am – 5:00 pm Monday – Thursday 5:00 – 7:00pm
Center for Dominican Studies	251-4722	Erskine Hall 103	Monday – Friday 9:00am – 5:00pm
Computer Helpdesk	253-3633	Spangler Learning Center (2nd floor)	Monday-Thursday 7:30 am to 10:00 pm Friday 7:30 am to 5:00 pm Saturday 8:00 am to 2:00 pm Sunday 1:00 pm to 9:00 pm Closed Holidays Summer Weekend Hours: Saturday 10:00 am to 2:00pm Sunday 5:00 pm to 9:00 pm
Counseling Services	251-4589	Erskine Hall 131	Monday, Wednesday & Friday 8:00am - 4:30 pm Tuesday & Thursday 9:30 am – 6:00 pm Evening hours by appointment only
Dominican Academy	251-4448	Neighborhood Center (Modular)	Monday – Friday 8:00 am - 4:30 pm
Facility Reservations (non-classroom)	251-4723	Neighborhood Center	Monday – Friday 9:00 am – 3:00 pm
Financial Aid	251-4778	Erskine Hall 147	Monday - Friday 8:00 am - 4:30 pm
Financial Aid – LEAD	251-4517 or 4558	LasCasas House	Monday-Thursday 8:00 am. – 6:00 pm Friday 8:00 am - 4:30 pm
Food Service & Catering Office	251-4598	Erskine Hall 133 & Hamilton Hall	Monday - Friday 7:30 am - 5:00 pm Other times by appointment
Graduate Admission	251-4615	Erskine Hall 137	Monday-Thursday 8:00 am - 5:30 pm Friday - 8:00 am - 4:30 pm
Gymnasium	251-4530	Alumni Hall	Monday - Friday 9:00 am - 9:00 pm Closed Saturday Sunday 1:00 pm 5:00 pm
Health Center	251-4709	Sansbury Hall 100	Monday - Friday 11:00 am – 3:00 pm
Human Resources	251-4557	Erskine Hall 139	Monday – Friday 8:00am – 4:30pm
ID Card Office	251-4550	Erskine Hall 133	See Business Office.
International Office	251-4646	Erskine Hall 148	Monday - Friday 8:00 am - 4:30 pm
LEAD Office	251-4747	LasCasas House	Monday – Thursday 9:00 am - 6:00 pm Friday 8:00 am - 4:00 pm Saturday 9:00 am – 12:00 pm (Saturday hours may vary, call for appointment)
LEAD Office –	473-9003	4449 Easton Way	Monday – Thursday 9:00 am - 6:00 pm

Easton Campus			Friday 8:00 am - 4:00 pm
LEAD Office – Tuttle Campus	734-4513	5550 Blazer Pkwy. Suite 100	Monday - Thursday 9:00 am - 6:00 pm Friday - Closed
Library Circulation	251-4752	Spangler Learning Center	Monday – Thursday 7:30 am - 10:00 pm Friday 7:30 am - 8:00 pm Saturday 8:00 am - 5:00 pm Sunday 1:00 pm - 9:00 pm
Library Reference	251-4754		
Maintenance	251-4547	Physical Plant Building	Monday - Friday 8:00 am - 4:30 pm
Multimedia Center	251-4762	Spangler Learning Center	Monday – Thursday 8:00 am – 10:00 pm Friday 8:00 am – 8:00 pm Saturday 8:00 am – 5:00 pm Sunday 1:00 pm – 9:00 pm
President	251-4690	Erskine Hall 238	Monday - Friday 8:00 am - 4:30 pm
Purchasing	251-4605	Panther Plaza 01	Monday – Friday 8:00 am – 4:30 pm
Registrar	251-4651 or 4679	Erskine Hall 145	Monday - Friday 8:30 am - 5:00 pm
Residence Life	251-4718	Sansbury Hall 104	Monday - Friday 8:00 am - 4:30 pm
Security Office	251-4702	Neighborhood Center	Call 251-4700 for officer on duty
Service-Learning	251-4622	Spangler 110	By appointment.
Student Activities	251-4726	Erskine Hall 136	Monday – Friday 8:30 am – 5:00 pm
Student Development Office	251-4595	Erskine Hall 143	Monday - Friday 8:00 am - 4:30 pm
Student Disabilities Office	251-4593	Erskine 144	Monday – Friday 8:30 am – 5:00 pm
Student Records/Registration	251-4651 or 4679	Erskine Hall 145	<i>See Registrar Office.</i>
Student Resources	251-4593	Erskine Hall 144	Monday - Friday 8:30 am - 5:00 pm
Switchboard	253-2741	Lynam Hall	Monday – Friday 8:00 am – 4:00 pm
Transportation	251-4773	Neighborhood Center	Monday – Friday 12:00 – 8:00 pm
University Advancement	251-4790	Guzman House	Monday - Friday 8:00 am - 5:00 pm
University Relations	251-4576	Erskine Hall 238	Monday - Friday 8:30 am – 5:00 pm
Upward Bound	251-4774	Neighborhood Center (Modular)	Monday - Friday 8:00 am - 4:30 pm

Village to Child	251-4528	Neighborhood Center (Modular)	Monday – Friday 8:00 am - 4:30 pm
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All office hours are subject to change. Hours may vary during breaks, holidays and summer.