



ASHLAND
UNIVERSITY

STUDENT HANDBOOK

2022-2023

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WELCOME

Dear Students,

Welcome to Ashland University, where you will encounter the most comprehensive, personalized educational experience possible. Throughout our storied history, Ashland has always placed the "Accent on the Individual" as we ensure you have everything you need to be successful in college and in the workplace. Our outstanding programs are designed to challenge you academically and help you grow personally, preparing you for work and life. We believe you were created for a purpose only you can fulfill, and we are here to stand with you on your journey of self-discovery.

Here at Ashland University, you will also find outstanding extracurricular programs. From one of Ohio's top private Division II athletics programs, to more than 100 student organizations, we encourage you to experience all AU has to offer as you become part of Eagle Nation.

We also work hard to make Ashland a healthy, welcoming campus. That means recognizing the power that comes to a campus with students from every background, every race and ethnicity, representing nations from every corner of the globe to form a truly diverse, global environment. We will encourage you to make good choices about things like your alcohol consumption, your physical and mental well-being, your spiritual development, relationships and your role in building community. We are better because you are here; now pledge to yourself to shape an even better AU in the future.

A great education is ultimately about the pursuit of Truth. At Ashland University, we still believe that objective truth, sought after in a community of thoughtful scholars and students, can produce the wonder and achievement that have made a university education one of life's great privileges. Our founders began this university with a clear [mission](#) more than 140 years ago, and our mission is as vibrant today as ever. We take great pride in "Eagle Nation," and we invite you to join us in this place of tradition, purpose and achievement.

Welcome home,

A handwritten signature in cursive script that reads "Carlos Campo".

Carlos Campo, Ph.D.
President

INTRODUCTION

The Ashland University Student Handbook is a document intended to communicate various policies, procedures, responsibilities and opportunities affecting the lives of Ashland University students. Students are responsible for knowing and understanding all published university policies.

The Student Handbook is primarily a web-based document. Where appropriate, links have been created to efficiently guide you to the most accurate information available. A master copy of this document is maintained in the Student Conduct Office, where hard copies are available upon request. Students may download the Student Handbook at www.ashland.edu/student-conduct.

The university reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations and policies in this handbook or linked to this document at the discretion of the appropriate administrator. Generally speaking, questions about this document should be directed to the Student Conduct Office, conduct@ashland.edu. Questions in regard to specific policies may be referred to the appropriate university office.

Mission of Ashland University

Ashland University, guided by our Christian heritage, is a comprehensive, private university that provides a transformative learning experience, shaping graduates who work, serve and lead with integrity in their local, national and global communities.

Vision

Ashland University aspires to be a nationally-recognized private university, where traditions of excellence are fostered and students discern their life calling and thrive.

Core Values

In pursuing its mission, Ashland University lives by the following core values:

Accent on the Individual

Pledges the best individual and collective efforts to challenge and encourage each member of the university within a supportive community.

Spirituality And Faith

Affirms Christian values as a core element of the university's institutional identity, emphasizing faith in God, moral integrity and respect for the diversity of values and faith that is found in a community of learning.

Character Development

Promotes integrity, self-discipline, responsibility, compassion, leadership, service and good citizenship.

Academic Freedom

Supports the free, open and critical inquiry for both students and faculty that is necessary for intellectual and professional development.

Excellence in Teaching

Emphasizes teaching supported by research and scholarship as the university's central responsibility.

History of Ashland University On June 28, 1877, a town meeting was held in Ashland, Ohio, where the citizens of Ashland were to consider a Brethren Church proposal to establish an institution of higher education. The Ashland Press reported that the citizens were promised the college would locate there if their city would raise \$10,000.

The church and community fundraising campaign proved to be a success and on Feb. 17, 1878, a meeting was held to add up their campaign funds and make final plans. The success of the campaign was announced, the college was chartered on Feb. 20 and a church-related, co-educational institution was established.

In April of 1878, the Board of Trustees decided to purchase the “most desirable plot in town - 28 acres on the hill.” The first buildings to be constructed were Founders Hall and Allen Hall, constructed from bricks made on the site. Classes opened at Ashland College on Sept. 17, 1879, with approximately 60 students and eight faculty members.

Following years of debt and uncertainty in the late 1890s, the college began to realize growth in the early 1900s and several new buildings were constructed on campus. This controlled growth continued until World War II when the college enrollment was reduced to a mere 100, with male enrollment dropping by one-third.

After World War II, a large number of veterans headed back to college under the G.I. Bill and the college again began to grow in enrollment and campus buildings. By the 1950s, the college had added many new programs of study and experienced rapid growth from about 300 students to more than 2,500 in 1970.

By 1972, Ashland faced a financial crisis as a result of a decline in enrollment, a stagnating economy and a rapid building program. Shortly after this, several new programs – a master of education, a master of business administration and a School of Nursing – were created and a number of off-campus program centers were developed shortly thereafter.

By 1988, the North Central Association had renewed its accreditation of Ashland’s educational programs, and it was a time of renewal for the college. Enrollment grew, campus beautification began and the future looked bright.

In 1989, college officials decided to change the name of the institution to Ashland University. This change to university status reflected more accurately what the institution had become, with total student enrollment around the 5,600 mark and almost evenly divided between graduate and undergraduate students.

In the 2000s, the campus expanded through the completion of several new projects and buildings including the Schar Athletic Complex, the Recreation Center and Rybolt Sport Sciences Center, the Dauch College of Business and Economics, the Schar College of Education, the addition and renovation to the Kettering Science Center and a new Schar College of Nursing and Health Sciences facility in Mansfield.

Today, the university has approximately 6,600 total students and continues to value the individual student by offering a unique educational experience that combines the challenge of strong, applied academic programs with a faculty and staff who build nurturing relationships with their students.

Steve Hannan

History of the Seal



The Ashland University seal was developed from a student contest held at Ashland in 1939. The seal depicts the date the school was founded, the torch as a source of knowledge, the quill as a tool of learning, the scroll as the dissemination of knowledge and the cross as a sign of Christianity. The pine tree represents strong character and immortality.

History of the Ashland Eagle

It was probably the strangest mass migration of purple and gold eagles ever known to man. The first, Louise, arrived in front of old Founders Hall in 1941, coaxed and escorted by several enterprising athletes looking for a mascot. Bearing a striking resemblance to a trademark missing from a J. I. Case implement dealership in Wooster, Louise caused a flurry. Her abductors were found out and expelled from school. Louise was made legitimate and her athletic admirers were reinstated, thanks to money collected by fellow students at The Chapel. Louise survived the 1952 Founders Hall fire unscathed, and resettled in front of Miller Hall, becoming the only eagle to face a building. Louie arrived in 1944 in front of the old gym, only to disappear. Amylene, the eagle couple's daughter, eased down on the corner of King Road and College Avenue in 1949.

By the next decade the birds came in quick succession. Jake arrived in 1958 to stand in front of Jacobs Hall. Kate, a 1959 addition, guards Myers Hall. Dewey nests in front of the Patterson Student Center. Milt (or Sigma) oversees Kettering, where he was planted in 1964. Glen is Clayton Hall's eagle, also arriving in 1964. Nadine rests in front of Founders Hall and OZ guards the Arts and Humanities Building.

Old Abe, the grandfather of the eagles, was brought to campus in daylight in 1965 with the exasperated blessings of Case Implement. Nearly 70 years old, a half-ton heavy and 20 feet tall, Old Abe was a landmark atop the Columbus Case warehouse until he arrived to guard the physical education building. Along with Abe, Case gave AU the mold to make more eagles and granted the university all rights to the eagle insignia. Van and Apollo reside at Kappa Sigma and Tau Kappa Epsilon, respectively. Sam moved across Claremont Avenue with some help in the early '70s, to become a mascot to Kem and Amstutz residents.

Freedom, in honor of AU alumni who served in the Gulf War, came to campus in 1991 and watches over Clark and Kilhefner halls. The most recent additions to the eagle family are Dick, in front of the Dauch College of Business and Economics; Bob in front of the Troop Center; Martha, in front of the Schar College of Nursing and Health Sciences; Maxine, in front of the Recreation Center and Arthur L. and Maxine Sheets Rybolt Sport Sciences Center and Dwight, in front of the Dwight Schar College of Education.

Ashland University Alma Mater

Remember your days at Ashland
Remember when you're away
Remember the friends you've made here
And don't forget to come back some day

Remember among those pine trees
Up on the hill so blue
Forever you belong to Ashland
And Ashland belongs to you. ~June Ditmer

CAMPUS RESOURCES

Academic Catalog
Academic Calendar
Programming Calendar

Department Website	Location	Email (@ashland.edu)	Phone
Academic Advising	7 th floor Library	academic-advising@ashland.edu	419-289-5639
ACCESS	108 Claremont Bldg	access@ashland.edu	419-289-5123
Ashbrook	8 th floor Library	ashbrookroom@ashland.edu	419-289-5411
Ashland Center for Nonviolence		acn@ashland.edu	419-289-5313
Ashland Theological Seminary	910 Center Street	ats-ohio@ashland.edu	419-289-5161
Athletics	Kates Gymnasium	au-athletics@ashland.edu	419-289-5441
Auxiliary Services	1 st floor Amstutz	aux-services@ashland.edu	419-289-5249
Bookstore	1 st floor HCSC	books@ashland.edu	419-289-5366
Box Office	Center for the Arts	-	419-289-5125
Career Center for Life Calling	254 HCSC	career-ready@ashland.edu	419-289-5064
Christian Ministries	Lower Chapel	ocm@ashland.edu	419-289-5489
Community Service	MVRC	comserve@ashland.edu	419-289-5325
Commuter Services	230 HCSC	commuter@ashland.edu	419-289-5303
Counseling	244 HCSC	-	419-289-5307
Dining	Lower Convo	dining@ashland.edu	419-289-5762
Diversity & Inclusive Excellence	244 HCSC	diversity@ashland.edu	419-289-5504
Eagle Card	Lower Convo	idcard@ashland.edu	419-289-5076
Facilities	Maintenance Bldg	facilities@ashland.edu	419-289-5490
Financial Aid	310 Founders	financialaid@ashland.edu	419-289-5002
Fraternity & Sorority Life	230 HCSC	greek-life@ashland.edu	419-289-5723
Health Services	1 st floor HCSC	-	419-289-5200
Honors Program	1 st floor Clayton	honorsapps@ashland.edu	419-289-5264
Information Technology	100 Patterson	-	419-289-5405
Institutional Diversity	230 HCSC	diversity@ashland.edu	419-289-5325
Instructional Resource Center	2 nd floor Library	irc-aulib@ashland.edu	419-289-5406
International Student Services	230 HCSC	iss@ashland.edu	419-289-5631
Library	Library	library@ashland.edu	419-289-5400
Leadership Development	230 HCSC	leadership@ashland.edu	419-289-5325

Mail Center	1 st floor HCSC	mailroom@ashland.edu	419-289-5317
Orientation	230 HCSC	orient@ashland.edu	419-289-5325
Registrar's Office	206 Founders	regis@ashland.edu	519-289-5666
Recreational Services	Recreation Center	recservices@ashland.edu	419-289-5440
Residence Life	230 HCSC	reslife@ashland.edu	419-289-5303
Parking	1 st floor HCSC	parking@ashland.edu	419-207-5555
Safety Services	1 st floor HCSC	safety@ashland.edu	419-207-5555
Student Accessibility Center	960 Claremont	au-sac@ashland.edu	419-289-5904
Student Accounts	202 Founders	busoff@ashland.edu	419-289-5958
Student Affairs	244 HCSC	student-affairs@ashland.edu	419-289-5307
Student Conduct	230 HCSC	conduct@ashland.edu	419-289-5325
Student Life	230 HCSC	stu-life@ashland.edu	419-289-5325
Study Abroad Office	100 Bixler	studyabroad@ashland.edu	419-289-5870
Title IX Coordinator	244 HCSC	TitleIX@ashland.edu	419-289-5307
Tutoring	7 th floor Library	tutoring@ashland.edu	419-207-6779
Wellness	259 Rybolt	-	419-289-5290
Writing Center	104 Bixler	amulitcenter@ashland.edu	419-289-5156

Stronger Together, Safer Together (COVID-19 student policies)

For AU policies, recommendations and other information regarding COVID-19, please visit the student section of the Stronger Together, Safer Together [website](#).

Academic Rights and Responsibilities of AU Students

Registration

Students are expected to meet the institutional requirements listed in the undergraduate catalog from their year of entry, except as requirements are revised by the appropriate faculty committee. Students who interrupt their enrollment will be required to meet new institutional requirements listed in the catalog in effect at the year of their re-entry. See the undergraduate catalog for other rights and responsibilities in regard to registration: www.ashland.edu/catalogs.

Instructional Responsibilities of Faculty (FRR Article III, Section C)

In order to maintain a proper rapport with the students, instructional faculty members should specify the obligations of the students and the obligations of the faculty member as they pertain to instructional performance.

1. Instructional faculty members shall present to their students, during the first week of classes, course syllabi which lists course purposes and objectives, texts and materials to be used, specific requirements for the course and a description of the grading policy. It is recognized that occasionally some changes may have to be made due to the availability of new resources.
2. Faculty are asked to notify students at least one week prior to major exams. This procedure provides flexibility for instructors and ensures ample preparation for students. The student body recognizes that unannounced quizzes are part of the professional academic freedom retained by every faculty member.

3. Faculty shall recognize their professional obligation to administer tests on the announced day and shall make every effort to have other faculty serve as test proctors if they are to be absent on the scheduled day. Students assume the obligation of taking the test at the assigned time and should notify the instructor in advance if they will be unable to take the test at the assigned time. Faculty and students share a mutual understanding that legitimate emergencies may make compliance with the above terms impossible.
4. Instructors shall have a professional responsibility to attend each class session. Legitimate emergencies and planned absences which have been approved by the department chairperson are recognized as unavoidable interruptions in the course. Efforts shall be made to inform the class of planned absences.
5. Instructors shall make available to a student, upon request, a letter grade midterm estimate before the expiration of the S/U option period.

Student Responsibilities

The student body recognizes and accepts a responsibility on the part of each student to maintain unquestionable academic integrity.

1. Academic misconduct is defined as the receipt or transmission of unauthorized aid on assignments and examinations, plagiarism, computer dishonesty, unauthorized use of examination materials or other forms of dishonesty in academic affairs.
2. Students accused of academic misconduct may be brought to the Academic Integrity Board by the instructor involved and are subject to the penalties set forth in the Ashland University Student Handbook.
3. Students who register for a course accept responsibility to participate fully in the activities of that course and to be present at all regularly scheduled class periods. It is the responsibility of the student to make up any missed work.
4. **COVID-19: Students who are unvaccinated, experiencing respiratory illness or suffer from underlying health conditions are strongly encouraged to wear [CDC recommended face coverings](#) (i.e. masks) while indoors. In some cases, masks may be required to satisfy external mandates (nursing classes, student teaching, NCAA/Conference requirements, study abroad and public transportation rules, etc.). Students requesting virtual instruction or other academic support due to health or disability needs must contact the [Student Accessibility Center](#) to coordinate accommodations.**

Auxiliary Services

Automated Teller Machine (ATM)

An ATM machine is available 24 hours a day in the Hawkins-Conard Student Center (1st floor). An additional ATM is located on the main floor of the Recreation Center.

Eagle Card

www.ashland.edu/eaglecard

Student I.D. cards are distributed by the Eagle card office located in lower Convo, Student Dining. I.D. pictures can be taken during normal business hours Monday-Thursday, 8:30-4:30 p.m. All full-time and part-time students are required to possess a valid Ashland University I.D. AU is excited to offer online photo submission now. It is preferred that your assigned AU email is used for this process. There is a place to submit a photo on the Eagle Card Office page. Just click on the link and follow the prompts.

Once the photo is received and approved, it is printed and made available at the Eagle Card Office. We also offer to mail the card for students who are commuting or enrolled off campus.

Your identification card can be used as a meal ticket, library card, security access to your residence hall and/or admittance to many campus-sponsored events. Students are required to present their ID card to all university officials upon request. Failure to present a valid ID or the intentional misrepresentation of one's self subjects the individual to conduct action. The student's first ID card is free but there is a \$10.00 charge for replacing an identification card through the Eagle card office. A 72-hour temporary card can be issued in the Eagle Card Office between 8:30 a.m. and 4 p.m. Monday thru Friday. After 4 p.m. or on Saturday and Sunday, please go to the Safety Services Office located on the first floor of the Hawkins-Conard Student Center. If the temporary card is not returned, a \$25.00 charge will be added to the student's account.

Student Dining

Questions concerning dining services?

Please email dining@ashland.edu. www.ashland.edu/student-dining

Tuffy's www.ashland.edu/administration/auxiliary-services/tuffys-smoothie-bar

Schar Café www.ashland.edu/administration/auxiliary-services/schar-cafe

Concessions www.ashland.edu/administration/auxiliary-services/talons-concessions

Eagle's Nest www.ashland.edu/administration/auxiliary-services/eagles-nest

Vending and Laundry Machines

If money is lost in the vending machines (i.e., candy, pop and juice, washer/dryer), refunds are provided by the Campus Store, located on the ground floor of the Hawkins-Conard Student Center.

Christian Ministry

Lower level of Chapel www.ashland.edu/ocm

The Brethren Church founded Ashland University as a liberal arts college in 1878. The philosophy is, and always has been, to illustrate the significance of a liberal arts education grounded in Christian values. It is the intent of Ashland University to apply these values in all areas of operation from administration to education, both in and out of the classroom. Practicing the Christian faith is not a requirement to attend Ashland University; however Christian beliefs, values and ministries are encouraged and supported. For this reason, Ashland University has established the Office of Christian Ministry, which seeks to create an environment for the Ashland University community to hear and respond to the love and truth of Jesus Christ.

Christian Ministry, located on the lower level of Jack and Deb Miller Chapel, is uniquely positioned to meet the diverse needs of the Ashland University community as a hub of Christian ministries and activities. The purpose of Christian Ministry is to encourage students in their pursuit of Christian spiritual formation through:

1. Encouraging intimacy and obedience in one's personal relationship with God,
2. Enhancing Christian community with authentic connection and care and
3. Equipping individuals to impact the campus, community, state, nation and the world for the Kingdom of God. Participation is completely voluntary and open to all from lifelong Jesus followers to those who are curious about the Christian faith.

For more information about Christian Ministry, please visit the website, call 419-289-5489, or send an email to ocm@ashland.edu.

University Chaplain

Ashland University welcomes diversity of religious belief and practice. The University Chaplain provides resources and spiritual guidance for students of all religious traditions. Chaplain services include meditation/prayer, pastoral care, spiritual guidance, life coaching and information about worship services. The University Chaplain also serves as a liaison to the university's founding denomination, The Brethren Church.

For more information or to schedule chaplain services, contact Rev. Dr. Charles Neff at cneff3@ashland.edu or at 419-289-5624.

Counseling

244 Hawkins-Conard Student Center

www.ashland.edu/student-affairs/health-safety/psychological-counseling-services

At Ashland University, there is a place on campus that will help you pursue your academic and personal goals. Personal counseling services are offered at no additional cost to all full-time undergraduate students and are designed to enhance the quality of your university experience. Ashland University provides personal, social and academic counseling and related services to further address a variety of student needs. Services include:

- Counseling for social, personal and academic issues
- Crisis intervention and retention referrals
- Academic assistance
- Advanced memory training/accelerated learning techniques
- Personal testing services
- Graduate school assistance and test preparation
- Assistance with student research projects

Students can be assured that personal concerns will be treated as COMPLETELY CONFIDENTIAL, within the parameters of the Family Educational Rights and Privacy Act of 1974 and the Licensure Board of the State of Ohio.

Facilities Management and Planning

All requests for repairs may be documented in a work order through housing.ashland.edu or called into the Facilities Management and Planning Office. Emergencies can receive prompt attention day or night (i.e. water, heat, etc). Contact the Residence Life Office during business hours (8 a.m. to 5 p.m.) or Safety Services after hours. They will call in help as needed. Please report the nature of the problem, your name, the building and room number. Facilities Management and Planning staff reserve the right to enter student rooms for the purpose of inspection, maintenance and repair. Facilities Management hours are 7 a.m. to 5 p.m. (Maintenance works 7 a.m. to 3:30 p.m. and building service staff work from 6 a.m. to 2:30 p.m.).

Building Services

The university provides custodial service for cleaning public areas in all residential units. It is up to each individual, however, to clean his/her own room. The staff encourages each student to keep his/her room in a neat manner. There is a charge for rooms that require cleaning after check out.

Internet Service & Common Area TVs

All residential student rooms are wi-fi accessible. Additionally, each residential building has a television with streaming abilities in common areas. Any questions about internet service should be reported to IT at 419-289-5405 or Facilities at 419-289-5490.

Elevators

Several halls are equipped with elevators for easier access. Vandalism and horseplay (e.g. tampering with emergency alarms/bells, control panels, jumping, rocking or damaging elevator surfaces, etc.) are not acceptable. Typically, no more than eight students at any one time meet the weight restrictions.

Key Policy/Lockout

Each resident is issued a key to his or her room. If a key is lost, a new lock core and keys for all occupants of the room will be provided by contacting the Residence Life staff. The cost is \$50.00 per lock core. Please report the nature of the problem, your name, the building and room number through the work order system at housing.ashland.edu.

The Residence Life or Safety Services staff will unlock room doors for the identified occupant for \$5.00. Persons requesting that staff open their room must show proper picture identification and proof that the specific room is their place of residence. Additionally, the resident must show the staff person their key upon entry retrieval.

Keys are not allowed to be duplicated off campus. Students cannot transfer their keys to other individuals other than staff. Students being issued a new key, or checking in mid-semester, must pick up their key within 48 hours of notice.

Financial Aid and Scholarships

310 Founders Hall www.ashland.edu/finaid

Ashland University provides financial assistance to qualified, eligible students who have been admitted to the university, are not on disciplinary probation and meet *Financial Aid Satisfactory Academic Progress Policy* standards outlined in the academic catalog and on our website. Financial assistance is awarded *annually* based on academic and talent-based accomplishments and/or financial need, determined by a combination of federal, state and university sources. Students must reapply for financial aid each year and meet the necessary criteria required for renewal.

Visit www.ashland.edu/finaid for information regarding scholarships, grants, loans, student employment and other financial options to help cover your costs. Steps to apply for financial aid and important Financial Aid Policy Statements are also provided through the website and the Self-Service Financial Aid portal.

Students are encouraged to check their AU email and Self-Service Financial Aid portal frequently to ensure there are no outstanding financial aid requirements that need their attention. Financial Aid Counselors are available to answer questions and guide students through the financial aid process. Students are assigned a counselor according to their last name. Check the Financial Aid webpage for the name and contact information for your financial aid counselor.

Student Employment

Ashland University employs several hundred students on campus each year through two programs: 1) Federal Work-Study (FWS), which is included on the financial aid offer letter to eligible students who have demonstrated financial need through the FAFSA and 2) Regular Student Employment (RSE), which is available to students who do not qualify for FWS. Students on FWS receive priority in hiring on campus. Student employees generally work 3 to 13 hours per week and most are paid minimum wage. There are two pay rates above minimum wage that are based on a student possessing advanced skills required for the position or when students work in a supervisory capacity.

Campus supervisors post on-campus job opportunities on the Career Center for Life Calling website through [Handshake](http://joinhandshake.com) (joinhandshake.com). Students seeking job opportunities or internships can log in to Handshake to review available positions. It is recommended that students meet with a member of the Career Center for Life Calling team to have their resume reviewed.

Student Employment Work Authorization (SEWA) and Employment Forms

Supervisors initiate the SEWA through Etrieve, a paperless workflow for this process, for students they hire. Once the supervisor completes the SEWA, it flows to the Financial Aid Office, then to the student and lastly to Human Resources and Payroll. A separate SEWA is required for each employment role or internship held by the student.

Students who have not previously worked at Ashland University must complete the I-9, W-4 and IT-4 forms available at ashland.edu/students/financial-aid by clicking on “Student Employment and Forms.” Before starting work, take these completed forms to the Human Resources Office (106 Founders Hall) with the original forms of identification required for the I-9.

Student employees are paid every two weeks by paycheck or direct deposit based on hours worked. Sign up for direct deposit at ashland.edu/students/financial-aid by clicking on “Student Employment and Forms.”

Health Services

Hawkin- Conard Student Center www.ashland.edu/student-affairs/health-safety/student-health-center

All full-time students, including commuter students, are eligible to use the Student Health Center. Hours of operation are 9 a.m. - 12:15 p.m. and 1 - 3:30 p.m., Monday through Friday, during fall and spring semesters when the university is regularly open. In person and telehealth visits are available. An appointment can be made by calling 419-289-5200 or by email at healthcenter@ashland.edu.

The cost is covered under the student access fee billed by the Business Office. Full-time undergraduates are billed automatically. Full-time graduate and seminary students are billed when health services are utilized. This is a per-semester fee. University student insurance or personal insurance is not required to use the Student Health Center.

Services Provided

- Medical care for common illnesses and injuries during regular Student Health Center hours. If you have an emergency when the Student Health Center is closed, call Safety Services at 419-207-5555, go to the nearest emergency department or call 911.

- Arrangements for consultation with a specialist, if indicated.
- Continuation of allergy programs as directed by and initiated by your allergist.
- Immunizations (Hepatitis B, Tetanus/Pertussis) and TB testing. An additional fee will apply.
- Routine pelvic exams, Pap tests, STI screening and contraception. There is no fee for the visit. However, lab fees are the responsibility of the student.
- Crutches are available for short-term use at no cost. Students will be billed if crutches are not returned by the end of the semester.
- Information, education and counseling on health-related and wellness issues.
- Assistance with filing insurance claims for medical care received off campus.

Emergencies

- In the event of an emergency, students should call Safety Services at 419-207-5555, go to the nearest emergency department or dial 911.
- Minor injury or illness should be treated at the Student Health Center during regular hours.
- When a student is hospitalized, a parent or guardian will generally be notified by the hospital staff as soon as a basic appraisal can be made.
- When, in the opinion of the Director of Health Services and Counseling and/or the Vice President for Student Affairs (or his/her designee), if a student requires medical or psychological care, interim action may be issued.

Insurance

- All full-time undergraduate students are enrolled in the Basic Accident portion of the Student Health Insurance. The cost for this insurance is included in the regular health center fee. Participation in the Major Medical portion of the student insurance is optional.
- All full-time graduate students are eligible to enroll in the Student Insurance Plan. To enroll, contact the Student Accounts Office at 419-289-5958.
- When expenses are incurred for a covered accident or illness, students must complete a claim form for the insurance company to consider payment. Claim forms and assistance with claim submission is available at the Student Health Center. Claim forms are also available online at www.wellfleetstudent.com. Written notice of injury or illness upon which a claim may be based must be provided to the insurance company within 30 days of the illness or injury.

Information Technology

Computer Facilities www.ashland.edu/administration/information-technology/computer-facilities

Copying and Printing

Multifunctional Devices (Photocopy, Print & Scan) are available on: University Library 1st & 2d Floor, Student Center, Dwight Schar College of Nursing and Dauch Hall. Federal copyright laws limit certain kinds of copying. Students should familiarize themselves with copyright regulations.

Mail Center

The Ashland University Mail Center and its employees are not responsible for money, checks, valuables, etc., placed in student boxes or sent through campus or off-campus mail. Sending money through the mail is not recommended. Tampering with or theft of U.S. mail is a federal offense.

- Postal services available include stamps, envelopes, parcel postage shipping, first class, express and standard mail processing. The Mail Center may use more than one vendor for shipping express parcels and mail (UPS, FedEx, etc.).

- Outgoing mail is taken to the Ashland Post Office at 3:30 p.m. each weekday.
- Student mail is picked up from the post office in the morning Monday – Friday and is distributed to student mailboxes by 11 a.m. on those days. Student mailboxes are located in the Mail Center and are accessible 24 hours a day. Each student is assigned his/her own mailbox that opens with a three digit combination assigned by the Mail Center. Student mailboxes are for post office and campus mail. Any stickers, notes or other items attached to the outside of the mailboxes are not allowed and will be removed by Mail Center personnel.
- Incoming student packages that do not fit in the mailboxes are scanned by AU Mail Center staff upon receipt from the carrier. An email to the student is generated from the incoming scan. When expecting a package, please wait until you receive the email from the AU Mail Center. Oftentimes senders and shippers send emails updating shipping status. To prevent delays in verifying incoming packages, please make sure the sender includes your AU box number in the address. An ID is required to pick up a package at the service counter.
- When sharing your campus address with family and friends, it is important that you instruct them to use your mailbox number as your address, not your room number. Misaddressed mail requires a longer processing time. Please use the format below to have mail addressed to your campus address. Many shippers require a street address to deliver parcels. If you are asked to provide a street address, please include the street address of 401 College Ave. in the address. Please insert the street address directly above the city, state and ZIP code line and directly below the line that has “Ashland University.”

First & Last Name
 Box #
 Ashland University
 Ashland, OH 44805

- Students may have their mail forwarded to an address other than their home address during the summer by filling out a form in the Mail Center. All first class mail can be forwarded home.
- Students who will be gone for a semester should notify the Mail Center staff so the box is not closed. The mail will be forwarded for the time away from the main campus.
- Mailbox holders who do not regularly check and empty their mailboxes will have their box closed by the Mail Center staff. If after one month the box has not been emptied, the box will be closed and the combination changed. Students who move off campus are encouraged to close their AU mailbox and use their residence as their mailing address.
- Students who wish to reopen a mailbox closed for inactivity or not completing and returning the mail forwarding form at the end of the school year will be charged a \$10.00 fee to be assigned a new mailbox.

On-Campus Mail

All mail, sent via the Mail Center, must:

- Have the person's name and box number on the front. Have the name or box number of the sender as the return address.
- Anyone dropping off 10 or more pieces of mail addressed to students should rubberband them together (in box order - lowest to highest) and drop them off at the service center.
- Full size, 8 1/2" x 11" mail needs to be letter folded (tri-folded) and half sheets should be bi-folded. Small slips of paper are not acceptable. Irregular items (i.e. suckers, cookies, etc.) need prior approval before submitting mailings.

- Mass mailings to large groups of students (i.e. all seniors, all women or all students) may not need to be addressed. Check with the Mail Center before submitting mass mailings.
- Incoming mail not properly addressed may result in the mail being returned to the sender. This includes people using fictitious names for record companies or companies that provide similar services.

Mail at Dwight Schar College of Nursing

Mail is distributed Monday, Wednesday and Friday at the Dwight Schar College of Nursing apartments. In addition, the ScharCON Express is a package and mail delivery service between Ashland University main campus and the administration building on the Schar College of Nursing campus. The delivery vehicle leaves Ashland on Mondays, Wednesdays and Fridays, typically between 11:30 a.m. and noon. Packages and mail should be taken to the Ashland Campus mailroom by 11 a.m. on a delivery day. Any special delivery requests, questions or concerns should be directed to the Mail Center (419-289-5249).

Residence Life

Role of Staff

Undergraduate students known as Resident Assistants (RAs) serve as peer advisors, facilitators, administrators and community builders for residents in their living environments. Residence Life Coordinators are professional staff members who serve as the administrator and supervisor of residence halls, university apartments, fraternity houses and Living-Learning Communities. The Director of Residence Life assumes overall responsibility for the development of an environment conducive to students' personal, academic and social development in the residential units.

Rights and Responsibilities of Roommates

The following is a reminder to each resident of their responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other. The basic responsibilities to your roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise or guests of roommate(s).
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from the roommate(s).
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host roommate(s) and other hall residents.
8. The right to address grievances. The Residence Life staff is available for assistance.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation and the use of "room-shared" appliances, refrigerator, etc., and a commitment to honor agreed-upon payment procedures.

In the event of roommate difficulties, first communicate concerns to the roommate to try to resolve problems. If that is unsuccessful, promptly notify the Resident Assistant or Residence Life Coordinator. Roommate agreements are available for creation or amendment at housing.ashland.edu.

Housing Processes

Apartments

Apartment-style living, including the Senior Apartments and Mansfield Campus Apartments, (additional two-person apartments in Jacobs, Kilhefner, Clark and Myers may be available).

- No meal plan is required for students with senior status (90 credit hours or more) living in an apartment, but a block meal plan is recommended to residents (Mansfield Campus residents may see the Student Dining section of this Handbook for information on meal options at the Dwight Schar College of Nursing).
- Smoking is not allowed in any of the buildings or on patios.
- Grills are also not permitted on the patios, due to fire hazard.
- Students must be enrolled with junior status in the Dwight Schar College of Nursing to be housed in the Mansfield Campus Apartments. (If availability allows, other students are permitted to apply).
- All Ashland University conduct policies will be enforced in the apartments.
- The alcohol policy for apartments can be found under the Alcohol Policy in this Handbook.
- Selection of apartments occurs in the spring semester prior to the academic year. Applications are given points based on the following criteria:
 - Each member of the apartment will have points determined by:
 - $(\text{GPA} \times \text{Credit Hours}) - \text{student conduct deductions} = \text{individual points}$.
 - The point deductions for student conduct violations are as follows:
 - Level II Offenses: deduction of 50 points for each offense
 - Level I Offenses: applications will not be accepted
 - The apartment points are calculated by averaging the individual points - ex. Individual Points added together/by the number of beds in the apartment.
 - Apartment groups will then be ordered in the apartment lottery by largest to smallest, those with the largest number selecting first.
 - The Apartment Agreement can be found in the housing application and through the Office of Residence Life.

Assignments

Assignments are made without regard to race, creed or national origin. The university does not discriminate on the basis of disability, sex, race, sexual orientation, age, creed or national origin. The same or similar rights, privileges and activities are extended to all.

Students previously enrolled will receive room assignments in accordance with the established room selection process. This must include receipt of a completed housing contract to the Office of Residence Life. Room and board charges will be added to returning student accounts that have not completed a housing contract or off-campus application (see housing guide for dates). If the student fails to occupy assigned accommodations on or before the first day of classes of the semester without having contacted the Office of Residence Life in writing, the space may be assigned to another student.

Students are advised to utilize care when requesting/selecting roommates. Ashland University, because of our educational philosophy, expects that students will exercise mature communicative actions when dealing with conflicts. Students are encouraged to contact Residence Life staff if assistance is needed with conflict resolution.

Requests for paid singles and doubles may receive tentative approval, but final approval is dependent upon the availability of space once the residential units open and classes begin. If a student does not

receive a paid single, they may request one by completing the Room Waitlist Request Form at housing.ashland.edu. The Waitlist Form will be available to students after the lottery process has been completed and closed by Aug. 1. Completion of the Room Waitlist Request form does not guarantee a room type requested will become available. The waitlist will be consulted on a first-come, first-served basis. Requests for paid singles and doubles will not be approved if requested after a roommate has been assigned by the Office of Residence Life.

Break Closing

The university residential units are closed for all official vacation periods: Thanksgiving, Winter Break, Spring Break and Easter Break. Any student requesting to stay in housing for any or all of a vacation period must apply with a Break Housing Application at housing.ashland.edu. Applications are typically due a week before the vacation period; see the break housing application for specific details. Charges may apply.

When leaving for vacation periods, all residents are requested to unplug all electrical appliances (including refrigerators and aquariums), empty all wastebaskets, turn off lights and lock the door. Refrigerators should be emptied, defrosted and the door left ajar, with the exception of full-size apartment refrigerators. Resident Assistants and Residence Life Coordinators will inspect rooms to see that these precautions and others listed in this handbook have been carried out.

Check in/Check out

All students must officially check in and out of their rooms with a Residence Life staff member. Increased staff availability will be provided at peak periods, such as the beginning and end of each semester. Be sure to thoroughly examine the Room Condition Report and notify your RA of any discrepancies. Room Condition Reports must be signed and submitted during check in. All students must follow the check out process outlined by the Office of Residence Life at the end of the semester.

At checkout, rooms must be cleaned and furniture reset to the condition at check-in. Keys must be returned to the Residence Life staff member at the point of checkout by the student who was assigned to the key. Any items left in student rooms or public areas in the residential units following checkout are not the responsibility of the university and will be considered abandoned. Abandoned items left in a room will be disposed of and the residents of the room fined.

The exact residence hall opening and closing schedule will be announced by the Office of Residence Life. However, portions of the contract may be amended by the University Board of Trustees. All students must vacate their rooms within 24 hours of their last final examination for each semester (unless specifically involved in commencement). Students must check out of their rooms within 24 hours of withdrawal, suspension or expulsion, or whenever the resident is no longer a student.

Damages to Rooms and Residential Areas

Students are held financially responsible for damages (other than normal wear and tear) to their room and in other areas of the residence facility. Damage charges will be based upon the official check out process and a more thorough assessment of the room after all residents have moved out. If a student fails to review the Room Condition Report, he/she will be held accountable for the condition of the room as submitted by a Residence Life staff member. An additional \$25.00 will be assessed for not officially

checking out of the assigned space as outlined by closing information or by your chosen check out time. If a resident fails to return the room key at check out, that resident will be charged \$50.00 to replace the door lock. Compensation for loss/damages will be charged to your student account. All residents of a room/suite are billed equally for room/suite damage unless those responsible are identified.

The condition of a student's room is verified by a Room Condition Report which is completed by a member of the Residence Life staff prior to the student's check in and again following the student's check out. Students will be responsible for damages in their assigned room at the check out assessment. The costs of damages in the room are determined by Facilities, Building Services and the Office of Residence Life. A breakdown of costs per item can be found on the ResLife web page.

Damage done to central/common areas not assigned to specific individuals may be prorated to all students residing on the floor or in the facility where the damage occurred. The Office of Residence Life will send communication to the residents of a floor/facility where damage has occurred, which will outline the cost, the damage details and request any information from residents. If no resident(s) is found responsible for the damage, the cost will be evenly distributed between all residents of the area at the time the damage occurred. All damages determined to be vandalism will be subject to a minimum fee of \$150. If the damage is determined to cost more than \$150 to repair, the Office of Residence Life, along with Facilities & Building Services, will communicate the total cost.

Students may appeal individual damage charges by completing an Appeal Form at housing.ashland.edu. Community vandalism charges are final and cannot be appealed.

Housing Policy

Ashland University is a residential university seeking to provide a learning environment supportive of its academic purpose and complementary to its academic program. The university, in order to attain that quality, has committed itself to provide campus housing for each of its students. All full-time undergraduate students (12 or more hours per semester) are required, therefore, to live in university housing unless other compelling reasons require an exemption.

Students over the age of 24 will have Auxiliary Housing available to them. Non-traditional students who are under 17 or older than 24 who wish to live in campus residence halls must request an exemption from the Director of Residence Life. Limited graduate student housing is available on a case-by-case basis and must be approved by the Director of Residence Life, subject to room availability.

Housing Policy Exemptions

Exemptions will be made for the following reasons:

1. A student, while in attendance at Ashland University, is living at the **permanent primary residence of his/her parents or guardian** within 35 driving miles of Ashland University's main campus (401 College Avenue, Ashland, Ohio 44805) or the Dwight Schar College of Nursing and Health Sciences (1020 S. Trimble Road, Mansfield, Ohio 44906) Mansfield Campus for the upper-class College of Nursing and Health Sciences students.
2. A student is married, divorced or widowed.
3. A student has a dependent child.
4. A student is 22 years of age or older prior to Oct. 1 of that academic year.
5. A student has served in the Armed Forces and received an honorable discharge.
6. A student has lived in campus housing the equivalent of 8 fall and spring semesters, enrolled in academic coursework each semester.
7. A student is the holder of a bachelor's degree from an accredited four-year college/university.
8. A new transfer student who has completed four semesters and a minimum of 45 credits from an accredited college/university.
9. A student is enrolled in a full-time online educational program. (A schedule consisting of individual online classes does not qualify for exemption. The program must be entirely online).

Approval to live off campus is given through the Office of Residence Life for up to one academic year. In order to be reviewed for approval, students must complete an off-campus housing application at housing.ashland.edu. Once granted, permission to live off campus is only valid so long as the reason for the original approval still exists. Any change of status, during the period of off-campus approval may nullify the off-campus status, thus requiring the student to be invoiced for room and board and/or the student conduct process.

Returning students seeking approval to live off campus must submit/resubmit an application prior to commencement. New and transfer students must submit an application prior to the start of the academic year in which they intend to reside off campus. Students who have signed a housing agreement and are later granted off-campus residency are subject to a \$500 termination fee (see housing agreement).

The student's local address and phone number must be maintained through the Office of Residence Life in order for off-campus approval to remain valid. Any student who does not provide an accurate address and phone number prior to the academic year will be charged for room and board.

University conduct can be processed for off-campus students who disrupt the lives of their neighborhood members (noise and disruption, alcohol, etc.). Off-campus residency can be rescinded in such situations.

Kitchens

Facilities for cooking are available in most residential units. It is the responsibility of the person(s) using the cooking area to NEVER leave any food items being microwaved, baked or cooked on a stove top unattended and to return the facility to its proper order. Students who leave a kitchen/cooking area unattended will be fined \$100.00 and processed through the Student Conduct process.

Laundry

Personal laundry may be done in the residence hall laundry rooms. Use of laundry facilities is included in the residential housing fee. Inoperable machines in residence halls should be reported in a work order at

housing.ashland.edu. Damages to clothing should be reported to Auxiliary Services. Ironing boards are available in some residential units to be checked out through some of the ResLife staff offices. Laundry facilities may only be utilized by residents of the facilities.

Room Changes

The university reserves the right to: make assignments of space, authorize or deny room and roommate changes, consolidate vacancies and to require a student to move from one room or hall/house to another or reside off campus if this is determined by the university to be in the best interest of the student and/or the university. Room changes which occur without authorization will result in improper check out fees and conduct action. *Undergraduate students majoring in Nursing have first priority for the Dwight Schar College of Nursing Apartments.*

All room changes must be approved through the Office of Residence Life. Students who request a room change must complete the Room Change Request Form at housing.ashland.edu. A Resident Assistant will schedule a mediation meeting with the residents involved and may be required for room change requests. A recommendation will be forwarded to the Office of Residence Life.

Students are not permitted to request a room change into a vacant room without a roommate or buyout. The Office of Residence Life is able to provide a list of students who are roommate-ready for available room changes.

The Office of Residence Life will contact the student with room change instructions. Once the student finalizes their room change and picks up their key, a \$25.00 room change fee will be added to their student account. The fee will not be added to the student's account if the change was made due to an approved Housing Accommodation (through the Student Accessibility Center).

Students must complete their move within 48 hours and return their old room key to the Office of Residence Life. Failure to return the old room key by the deadline will result in the moving student being charged a \$50.00 lock change and a \$25.00 improper check-out fee. Students who change rooms outside of the stated procedures will be fined \$100.00 and be subject to additional disciplinary action through student conduct; this includes changes within suite or apartment.

Room Freeze

There are times during the semester when room changes will not be offered. These timeframes are called "room freezes." Room freezes will begin once housing letters are sent out until two weeks after the beginning of each semester and after 60% of the semester is completed. Please see the Residence Life website for these exact dates.

Room Hold Policy

If a student leaves campus for seven weeks or one or more semesters, it cannot be guaranteed that a specific room will be held until the student returns to campus housing. This policy applies to all students who undertake temporary separation from residence hall living or who might be assigned temporarily to alternative campus housing (i.e. internships, study abroad, student teaching, etc.). Students expecting to leave traditional campus housing (residence halls) for seven weeks or one or more semesters should contact Residence Life to explore alternatives.

Room Vacancies

Students who do not have a full complement of roommates will be given the following options:

1. Contracting for a paid single (buying out the room).
 - a. Paid singles/doubles are subject to availability and not always available. The Office of Residence Life will determine if this is an option for rooms with a vacancy.
2. Securing a roommate who is also in the same situation within 10 business days.
3. Remain roommate ready. An empty closet, dresser, desk and bed should be available at all times so the room is ready whenever a roommate is assigned. Personal possessions may be moved to prepare for a new roommate.
 - a. If a student chooses to be roommate ready, the student is not permitted to later purchase a paid single if a roommate is later assigned.

A student will be asked to relocate if he/she resides in a triple or quad without any roommates. The Residence Life staff is available to assist in the location of roommates and the coordination of changes.

Storage

Storage space is not available in residential units for property not owned by the university. Bed frames, desks, chairs, dressers, closets, mattresses and other items that belong in your room/suite are your responsibility and must remain in their designated room. The university does not provide storage for personal belongings over the summer and accepts no responsibility for property left by students who vacate their residential units for any reason.

Subletting and Unauthorized Use of Rooms

The student shall not: sublet, allow anyone to live in his/her room for more than three consecutive days who is not assigned to it by an authorized university official or assign the housing contract to any other person.

Residence Life Policies

Bicycles

Bicycles, scooters, skateboards or any other wheeled device must be walked or carried within residential units and may be parked or stored only in designated areas or in the room with permission from one's roommate(s). They may not be parked or stored in other students' rooms, lounges, hallways or stairwells. See the Residence Life Coordinator for the assigned area and access procedures.

Bicycles are subject to all storage policy guidelines. Property, including bicycles, left in storage or outside the initial thirty days of each semester/term will be considered abandoned and will become the property of Ashland University to dispense with as is deemed necessary unless additional written permission has been received by the Director of Residence Life.

Electrical Appliances

Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition and not left unattended when in use. Keep combustible materials (paper, bedding, furniture, upholstery, etc.) away from heat-producing appliances. Due to the limitations of electrical circuits and for a variety of safety reasons, electrical appliance usage must be limited.

Acceptable electric appliances with proper care and usage within student rooms are:

- Black lights
- Blow dryers
- Clocks
- Coffee makers that do not utilize hot plates- thermal coffee carafe or single serving machines
- Compact microwaves (up to 1.0 cubic feet)– fined if left unattended when in use
- Computers
- Curling irons/curlers – needs extra caution
- Electronic cigarettes/vaporizers may be *possessed*, but not used, inside any university building.
- Fans
- Heating pads or blankets with automatic shut off
- Hot air popcorn poppers
- Humidifier
- Induction plate
- Oil diffusers (with no exposed heating element)
- Reading lamps (excluding Halogen reading lamps without covers)
- Rice steamer with timer
- Sewing machines
- Small refrigerators (up to 4.5 cubic feet)
- Surge protector with 7 or less outlets
- Television /Blu Ray and DVD players

The following items ***have not been approved*** for use in the residence halls due to the potential fire hazard to life and property. These items will be confiscated if found and reported to the Student Conduct Office.

- Air conditioners (including swamp cooler units or portable evaporative coolers)
- Air fryer
- Broiler ovens
- Candles, wax warmers or incense
- Christmas trees and boughs
- More than three strands of christmas lights strung together
 - Must be plugged directly into the wall and surge protector
- Coffee pots that use hot plates
- Contact paper
- Electric potpourri pots
- Electric saucepans
- Extension cords (unless an LCDI extension cord with fire shield- one per person)
- All cheater blocks, outlet taps or adapters (an item used to expand plug potential with more electrical outlets that is not surge protected)
- Lava lamps
- Smoke, fog or other vapor producing machines
- Halogen lamps
- Hot plates
- Oil popcorn poppers
- Scented oil burners
- Space heaters
- Sun or heat lamps
- Toasters (except in apartment kitchens)
- Toaster ovens

- Any appliance not clearly marked as U/L approved
- Any appliance with an exposed heating element

Any appliance not included in these lists must be approved by the Office of Residence Life before use. Any use of electric appliances requires that the owner monitor the placement of the electric cords (i.e., do not let cords lie on or next to heating units).

Refrigerators

One refrigerator is allowed per room or two per triple. It must be 4.5 cubic feet or smaller and be U/L approved. Since refrigerators must receive adequate ventilation, they may not be placed in closets. Refrigerators that use sulfur dioxide, ammonia, or propane are prohibited for safety reasons. Refrigerators must also be unplugged and left ajar during all breaks. Any refrigerators left plugged in during breaks will be unplugged and perishable items will be discarded at the student's expense. All refrigerators must be removed from rooms over the summer.

Other Excluded Items

Due to the community environment and the added risk of loss or damage to life or property, the following items are prohibited in all residence units: waterbeds or other water-filled furniture, weightlifting apparatus (i.e. dumbbells, dumbbell bars), vehicle batteries and gasoline. Also prohibited are other flammable liquids, fuels, motor oils or hazardous chemicals/substances, any type of explosive or firecracker and all serious weapons including, but not limited to, firearms, BB and pellet guns, bow and arrow, paintball guns, knives and nunchucks, etc., Nerf guns or other projectile devices.

Entrance/Exit Doors

Students tap their coded identification cards on the proximity of the reader at each hall to gain entrance when doors are locked. **FOR SAFETY AND SECURITY REASONS, THE PROPPING OPEN OF ENTRANCE/EXIT DOORS AND RESIDENCE HALL FIRE DOORS IS STRICTLY PROHIBITED.**

Entry and Search

All residential units are the property of Ashland University under the control of the Board of Trustees. Responsibility for immediate supervision lies with the university administration. It is the policy of the university to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day-to-day operations. The entry and search policy is intended to protect both the integrity of the student and the university.

The responsibilities of the university require a right to enter into a student's room, not limited to but including, the following reasons:

- To ensure maintenance and general repair within the room.
- In case of emergency or health risk.
- When fire drills are in progress to ensure the room is vacant.
- To provide for the health and safety of all residents; this includes conducting health and safety inspections.
- To turn off alarms or devices emitting loud noise.
- To investigate, when reasonable suspicion exists, possible violations of university regulations. When investigating a possible violation in a student's room, Ashland University staff may conduct a plain view search of the room, and if reasonable suspicion dictates, they will conduct a thorough search of

property. In addition, civil authorities are typically contacted to assist when Safety Services suspect marijuana odor. Illegal drugs or drugs being utilized illegally will be turned over to the Ashland City Police Department.

Ashland University reserves the right to enter and search a room without the residents of that room being present during the entry and search. The university official entering a resident's room to conduct a search will knock on the door and announce the department for which they work. If there is no response or an unreasonable amount of time elapses before permission is granted by the resident(s), the officials may "key in" and enter the room before permission is granted.

Public or private property found in a room that belongs to Ashland University or one of its independent contractors will be seized and a conduct report will be processed against the residents of the room for possession of stolen property (Level I Offense). Public property may include road signs and other government property.

Room Inspections

Periodic room inspections may be made by the Residence Life Staff and/or Safety Service Staff for the purpose of ascertaining damage or conditions potentially threatening to health or safety, to recover university furniture not issued to the resident(s) of a student room and to inspect for maintenance requests or repairs. The times for these inspections, except during vacation periods, are typically announced at least 24 hours in advance to allow occupants of the room an opportunity to be present. Residents are encouraged to be present but are not required to be present. Students are to promptly correct deficiencies discovered as a result of room inspections. Residents are held personally and financially responsible for all behavior which takes place within or emanates from their assigned room. If students are not present while staff is there, staff will lock the residents' room when they leave.

Furniture

Common-space furniture inventories will be checked during health and safety inspections. If you bring furniture to the university, you must take it home at the end of the year. Students leaving extra furniture on university property will be charged a minimum of \$50.00 for removal of personal furniture. All furniture assigned to the room must stay within the space and be present and properly assembled at check out. Furniture cannot block windows or doorways to ensure egress. Furniture should be six inches from heaters.

Lobby, lounge or study room furniture cannot be removed from the designated area. If anything is removed, the responsible individuals will go through the student conduct process. Missing lobby furniture may be prorated to residents of the floor or building.

Bed Risers

A bed riser is a support that elevates a bed to create additional space underneath. Bed risers should not exceed six inches or else they will be considered a loft (not permitted). Bed risers may not be bricks, cinder blocks or other stacked items.

Liability

The university assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc. during the entire term of the room contract, including all university vacation periods during the year. The university recommends that students not leave valuables

in their rooms during vacation periods. Students are strongly encouraged to consider carrying some form of personal insurance if the family's policy does not cover personal property in the residence hall or house. Additionally, students should always lock their doors when they leave their respective rooms.

Pets

For purposes of health and sanitation, no pets other than aquarium fish and underwater frogs are allowed in any residential unit. Students are permitted one fish tank of 30 gallons or less per residential room. The university reserves the right to mandate the removal of any living creature or plant at the discretion of university officials. Any pet that is disruptive to the community in any way (noise, smell or otherwise) may be removed by a university official. Any pet that is not properly taken care of will need to be removed. Any living creature or plant left in a student's room unattended over breaks or after checking out are not the responsibility of the university and will be considered abandoned. Violations of the pet policy/abandoned pets will be processed through Student Conduct.

Quiet Hours

During certain hours, quiet is expected to promote the kind of community climate necessary at an institution of higher education. Although there is an expectation that students will be considerate and courteous to each other at all times, mandatory quiet hours have been established. During this period, students in the residential units are expected to keep noise at a level which would not disturb anyone who may want to study or sleep. Quiet hours may be increased in any residential unit if voted on by residents of that area, approved by the Office of Residence Life and announced to the residents. An Incident Report may be processed for first-time violations of quiet/courtesy hours. Quiet hours are as follows:

Main Campus:

- 9 p.m. - 9 a.m. week nights, Sunday - Thursday
- 12 midnight - 9 a.m. Friday evening and through Sunday morning

College of Nursing and Health Sciences:

- 5 p.m. - 9 a.m. week nights, Sunday - Thursday
- 7 p.m. - 9 a.m. weekend nights, Friday - Saturday

Finals Week:

- 24-hour quiet hours

While quiet hours have been established to assist in maintaining acceptable noise standards at night, COURTESY HOURS are 24/7 and exist in addition to quiet hours as a way for floor communities to set activity and noise standards. Residents are expected to comply with requests from their neighbors to cease bothersome noise or activity that may affect their rights to study or sleep in their rooms without being disturbed by excessive noise.

Students are free to have televisions and speakers in their rooms. The amplification must be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers may not be placed in or facing windows. The installation of outside aerials for televisions is not permitted.

Room Personalization

Students are encouraged to give their room personal touches. Posters and other decorations may be hung on the walls. Nothing may be hung from the ceiling, over entrances or attached to sprinkler heads/fire

alarms due to fire codes. Nails, screws, thumbtacks and other devices (decals or contact paper) which will damage any surfaces are not permitted. Removing closet doors for any purpose is not permitted. No construction (e.g. raised floors, partitions, etc.) or installation of paneling or tile floors by students is permitted in any room. Due to safety concerns, electrical modifications cannot be allowed. This specifically includes installation of ceiling fans and changing switch or wall receptacle plates. Students may also decorate the outside of their door, as long as only one-quarter of the door is covered (for fire safety reasons).

- Miniature LED lights are permitted, but may not be used as an extension cord.
- Contact paper/removable wallpaper is not allowed on any room surfaces (desks, walls, doors, etc.).
- Drywall is easily damaged. Students are encouraged to take care in placing and removing items from these types of walls.
- Glitter is extremely difficult to clean. It should not be used within the residence halls.
- Unauthorized street, business or transportation signs are not permitted on campus. The university is not responsible for identifying if signs were stolen or purchased; therefore possession of any type is prohibited.
- Street signs and safety cones (of any variety)
- More than three strands of Christmas lights strung together
 - Must be plugged directly into the wall and surge protector

Self-Care

Residents must engage in self-care, including appropriate personal hygiene and management of medical conditions, so as not to unduly compromise the health and safety of the residence hall community. Residents who are unable to engage in self-care without assistance should collaborate with the appropriate office including Student Accessibility Services, Counseling or Health Center.

Thefts

All students should take precautions against thefts. Most thefts that occur in the residential units occur as CRIMES OF OPPORTUNITY when students leave their room with the door unlocked or leave their laundry unattended in the laundry room. Students are advised to keep room doors locked at all times. Also, items left in common areas of residence hall buildings are subject to be removed by university staff.

If a theft does occur, students should report it immediately to a Residence Life staff member, Safety Services Office or submit an incident report at www.ashland.edu/safety-services. Notify Safety Services immediately of any suspicious people on campus. Ashland University is not responsible for theft, damage or loss of personal property. Please refer to www.ashland.edu/safety-services for more information.

Unauthorized Recreation

No objects (i.e. baseballs, footballs, golf balls, basketballs, Frisbees, water balloons, water containers, shaving cream) may be thrown in any area in the residential units. In addition, recreational activities deemed inappropriate by Residence Life Staff must cease upon request. Failure to do so may result in documentation and subsequent conduct for regulations such as Inappropriate Behavior, Endangerment (Property and/or Safety), Failure to Comply or other applicable policies. Resulting damage caused may also be cause for conduct and/or restitution.

Visitation

1. The visitation hours are as follows:
 - a. **Amstutz and Kem Halls:** Visitation for guests of the opposite sex on floors and in rooms where students reside is from 8 a.m. to 2 a.m. during week nights, Sunday - Thursday and 24-hour visitation during weekend nights, Friday and Saturday. Guests must always have roommate approval prior to having a guest in the room. First-year students are required to complete a roommate agreement to discuss visitation of guests in the room and expectations. If a roommate agreement is not completed through housing.ashland.edu, students are not permitted to have guests in the room.
 - b. **Andrews, Clark, Clayton, Jacobs, Kilhefner and Myers Halls, Fraternity Circle and Apartments:** Pending approval of all residents of the room/apartment, 24-hour visitation seven days a week is permitted. Note that no 24-hour visitation is permitted the weekend prior to finals week.
2. Guests of the opposite sex may not use restroom facilities in residence halls and fraternity houses designated for the opposite sex unless they are age 12 or under and accompanied by a responsible adult.
3. Overnight guests may not stay more than three consecutive nights on campus. The invitation of overnight guests must meet the consent and approval of roommates. Each respective hall has the right to decrease visitation hours by obtaining a majority vote and then contacting the Office of Residence Life regarding the changes.
4. Guests 12 and under may stay in a student's room, regardless of gender. All other visitation/escort policies also apply to guests 12 and under.
5. Guidelines for entertaining guests in student rooms are as follows:
 - a. Residents and guests should at all times conform to existing university regulations and local, state and federal laws.
 - b. Noise should be kept at a level that permits other residents to pursue their intended activities, especially study, without interference or disturbance.
 - c. Social activities should be confined to the room area. Without exception, public corridors or hallways should provide unrestricted passage to other residents at all times.
 - d. Residents are responsible for the behavior and actions of their guests. Violations of university policy or damage that occurs and cannot be traced to individuals will result in the residents being held accountable.
 - e. Entertaining guests in rooms shall not take precedence over a roommate's need to use the room, nor shall it infringe upon the policy of quiet hours or visitation policies on the floor or in the house.
 - f. Escort
 - i. No escort is required from 8 a.m. to 11 p.m. All other hours, guests must be escorted by their host/hostess.
 - ii. Escort requirements in residence halls and fraternity houses relate to entire residential buildings, including elevators and stairwells.
 - iii. Guests may wait in the main floor lobby areas without escorts.
 - g. No 24-hour visitation is permitted the weekend prior to finals week.
 - h. Occupancy of rooms should always be maintained. Occupancy must always be no more than 2 guests per resident(s) of the room.
 - i. Regular single - 3 persons total

- ii. Regular double - 6 persons total
- iii. Regular triple - 9 persons total
- iv. Quads/Senior Apartments - 12 persons total

Guest Responsibility

The assigned occupants of rooms will be held responsible for activities in the room within the context of the student conduct process, unless misconduct can be attributed to other identifiable individuals or unless circumstances are clearly beyond their control. The university recommends that room doors be locked whenever residents leave, even if only for a brief period. Hosts will also be held responsible for the behavior of their guests who are not Ashland University students.

Windows

Most windows in student rooms have screens. Those screens must remain securely fastened at all times. Students who throw any objects out of windows will be referred to the student conduct process. Objects deemed inappropriate by staff cannot be displayed in or from windows (i.e. alcohol containers, posters, signs, etc.) The use of windows as entrances or exits or as a means to pass objects is strictly prohibited except in emergency situations.

Safety Services & Parking

Information about campus safety and emergency processes can be found at the [Safety Services website](#). Included are documents pertaining to campus safety, crime statistics and emergency procedures, as well as other critical information, such as:

- [Annual Report & Statistics](#) (For all campuses and centers)
- [Crime Logs](#)
- [Emergency Information](#)
 - Emergency Operations Plan
 - Campus Alerts/Emergencies
 - Closing Communication Plan
 - Criminal Activity
 - Evacuation/Shelter in Place
 - Emergency Assembly Locations
 - Tornado Shelter Areas (PDF)
 - Hazard Response (PDF)
 - Medical Emergencies (PDF)
 - Missing Student (PDF)
 - U.S. Department of Homeland Security <http://www.dhs.gov/index.shtm>
 - Ashland Community Office of Homeland Security <http://www.ashlandcounty.org/ema/>
 - Closing Communication Plan
- Emergency Notification System (students can sign up at the following site)
 - <https://www.ashland.edu/student-affairs/health-safety-safety-services/emergency-notification-system-0>
 - Emergency Alert Sign-Up: Parents
 - Emergency Alert Sign-Up: Students, Faculty and Staff
- FBI/BCI Criminal Background Checks
- Parking Appeals
- Parking for Faculty and Staff
- Parking for Students

College of Nursing and Health Sciences students who take classes on the Ashland and/or Mansfield campus are responsible for registering their vehicle and obtaining a parking permit. Permit registration is available online at the Safety Services website listed above. Failure to properly register a vehicle and follow parking policy will result in ticketing, fines and possibly towing. All expenses will be the responsibility of the student.

Lost and Found

A lost and found service is located at the Safety Services Office on the ground floor of the Hawkins-Conard Student Center, as well as the Dwight Schar College of Nursing and Health Sciences reception area. Unidentified items abandoned on the campus will become the property of Ashland University after thirty days. The university may dispense of these items as deemed necessary.

Student Accessibility Center

The Student Accessibility Center at Ashland University collaborates with students who have disabilities in order to coordinate services that enable equal access to education and university life. Services provided include, but are not limited to, the following:

- Academic accommodations – extended time for exams, access to a distraction-reduced testing area, access to text-to-speech software, alternative versions of textbooks, etc.
- Classroom accommodations – Sign Language Interpreters, attendance policy modification, accessible seating as requested, access to record lectures, etc.
- Assistive Technology/Equipment – digital recorders, mobile scooter, amplification system, etc.
- Advocacy assistance for students as requested

Students requesting accommodations should contact the [Student Accessibility Center](#) as soon as possible.

Student Conduct

The Ashland University community subscribes to and strongly supports the right of each student to study and work in a quiet, peaceful and respectful atmosphere which is conducive to the pursuit and acquisition of knowledge. Article IV, Section 2 of the Ashland University Constitution, Rules and Regulations of the Members of the Corporation of Ashland University (1990) states that all students on entrance shall make and subscribe to the following declaration: “I sincerely promise while I remain connected with the institution to obey all its rules and regulations, and to treat my instructors, fellow students and others with respect.” Regulations and the Conduct system also support the mission and core values of the university. The Board of Trustees and designates reserve the right, therefore, to establish and enforce regulations which enhance this philosophy and which they deem necessary to preserve the educational mission of Ashland University.

Students who enroll in Ashland University are assumed to be adults who understand the obligation to conduct themselves in a manner that is compatible with the university's function as an educational institution. By applying for and accepting admission to Ashland University, students are voluntarily indicating their decision to behave within the norms set forth by the university. Each student is expected to be fully acquainted with all published policies, rules and regulations of the university and will be held responsible for compliance with them.

Each member of the community is expected to assume responsibility for creating an environment conducive to the mission and core values of the institution. This includes the expectation that all members

have the responsibility for enforcing rules, reporting violations and appearing as witnesses when requested. It is the student's and his/her guest's responsibility to be aware of and comply with all federal, state and local laws and to abide by the Ashland University rules and regulations. Any person not willing to live within these norms should expect disciplinary action by the university and/or criminal prosecution.

The rules and regulations governing the university community have been established to help ensure a positive educational experience for every student. The conduct system establishes the essentials of fundamental fairness and is intended to be part of the educational mission of the university. Its purpose is to provide a framework for the fair and expedient completion of conduct action in our university community, while encouraging students to live responsibly and be accountable for their actions. These rules and regulations are based on the university's commitment to developing personal integrity and self-respect, respect for the rights of others and respect for the functioning and property of the university.

The university may modify these rules and regulations so as to properly exercise its educational responsibilities.

Building a Community of Respect

The Ashland University student conduct process strives to build a community of respect. To encourage Ashland University students to organize and unify their experiences into a workable and satisfying philosophy of life, we, as a community:

- Respect new ideas.
- Emphasize personal development by encouraging the examination and discussion of differing opinions.
- Support the worth and dignity of each individual.
- Promote justice and compassion on our campus and in our world.
- Enjoy Ashland University's rich cultural, ethnic and racial diversity.
- Celebrate the heritage of the institution, affirming both tradition and innovative change.
- Teach the spirit of excellence and integrity through scholarship, research and service.

Authority and Jurisdiction

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). University policies shall apply to a student's conduct even if the student withdraws from classes while a disciplinary matter is pending.

Generally, university intervention and discipline shall be limited to conduct which occurs on university premises or which adversely affects the university community and/or the pursuit of its objectives. The university reserves the right to investigate and to subsequently take university action for behavior of Ashland students in off-campus situations when such behavior is believed to fall short of the university's expectations for its students or has a negative impact on the university or surrounding community. University officials have latitude in determining whether an activity adversely affects the interests of the university community.

Any student involved in illegal activity may face both university conduct procedures and civil or criminal action. The university reserves the right to determine the timing of the conduct process in relation to criminal proceedings.

Definitions

Accused or Responding Party

Any student reported as violating a policy.

Administrative Meeting

A meeting in which an individual Student Conduct Administrator reviews the information related to a violation report, makes a determination as to the student's responsibility or lack thereof and assigns sanctions if applicable.

Appeals

Responsible findings may be appealed on the grounds that a) new information not previously available has come to light AND would likely have bearing on the findings or sanctions or b) the reported student believes that the university did not follow its own policies. The appeal must be submitted within three business days of the findings notification and must include rationale supporting one or both grounds to be considered for appeal. Appeal requests submitted without grounds and rationale may not be granted.

Appeal Officer or Board

Any person or persons respectively authorized by the Vice President for Student Affairs to consider an appeal when the student was determined to have violated the Student Handbook.

Complainant or Reporting Party

Any person who submits a report alleging that one or more students violated a policy. The complainant may be a student, university employee or other official.

Conduct Administrator

Person(s) designated by the Ashland University Vice President for Student Affairs to coordinate the university's Conduct process. The Conduct Administrator determines if a violation has occurred, guides the appropriate conduct process - either an administrative meeting, conduct hearing board or appeals process - and the sanctions outcomes.

Faculty

Any person hired by Ashland University to conduct classroom or teaching activities or who is otherwise considered by Ashland University to be a member of its faculty.

Hearing Officer

Person designated by the Ashland University Vice President for Student Affairs to be responsible for the administration of the student conduct process. During administrative hearings, the hearing officer determines responsible and not responsible outcomes, along with sanctions. During board meetings, they are responsible for running the meeting, but do not have a vote on responsible or not responsible outcome except in the case of a tie. If the board determines the student is responsible, the hearing officer will determine the sanctions.

Incident Report

A written report filed through the student conduct process by any member of the university community.

Member of the Ashland University Community

Any person who is a student, faculty member, Ashland University staff or any other person employed by Ashland University. A person's status in a particular situation shall be determined by the Hearing Officer and can include persons in the City of Ashland community.

Policy

The written regulations of Ashland University as found in, but not limited to, the Student Handbook; Academic Catalog; Undergraduate, Graduate and Seminary Catalogs and the university website, portal or other electronic means.

Staff

Any person employed by Ashland University, performing assigned administrative or professional responsibilities.

Standard of Evidence

Ashland University uses the "preponderance of the evidence" standard of evidence. This simply means that, based upon the information provided in the report and investigation, decision makers can conclude that "more likely than not" one or more violations did or did not occur.

Student

Includes all persons enrolled in courses at Ashland University, either full time or part time, pursuing studies at the time of an alleged behavior. In addition, the following individuals are considered "students:"

- Persons who have been accepted via any university admission process.
- Persons who are currently enrolled in one or more Ashland University courses.
- Persons who are living in Ashland University-owned or -controlled residential facilities, whether currently enrolled or not.
- Persons enrolled in any program on-ground, online or off-site.

Student Conduct Board

Any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated university policies and to recommend sanctions when necessary. The Board is composed of at least two faculty or staff representatives and at least three student representatives, appointed annually by the Student Senate and approved by the Vice President for Student Affairs (or designee). During a Student Conduct Board, the hearing officer does not exercise a vote except in the event of a tie.

Student Conduct Process

The process by which all conduct hearings are executed. The process includes review of procedures, review of information received, acceptance/denial of responsibility, review of case information, summary and final statements, executive session and written notice of recommended findings, sanctions and rationale.

Student Organization

Any number of persons who have complied with the formal requirements for Ashland University recognition through the Office of Student and Residence Life.

Support Person

Students may be accompanied by one individual to act as their support person in any conduct proceeding. The support person may be a member of the Student Conduct Board, as long as he or she is not serving in the present or related cases. The support person does not actively participate in the meeting nor speak for the student, as they are in no way formally representing the student. Support persons in non-Title IX conduct cases may not be attorneys, parents or legal guardians, nor can they attend conduct or appeal proceedings.

University Property

All land, buildings, facilities and other property in the possession of or owned, used or controlled by Ashland University (including adjacent streets and sidewalks).

Witness

A person who has directly observed an event or behavior that is relevant to the conduct process. If a witness cannot attend the conduct hearing in person, they may submit a signed statement or appear via electronic means when pre-approved by the Conduct Administrator.

Student Conduct Staff

The primary administrator of the conduct system is the Dean of Students (or designee - in most cases, Residence Life Staff). Others who administer the conduct system include Residence Life Coordinators, the Student Conduct Intern and the Student Conduct Board. The Vice President for Student Affairs has executive authority over all student conduct matters.

The Dean of Students (or designee) serves as the administrator for the conduct system and meets regularly with the Student Senate Judicial Affairs Officer. The Dean of Students and Director of Residence Life train and advise Administrative Hearing Officers and the Student Conduct and/or Appeal Board on conduct procedures, due process, etc.; as well as help to assess the effectiveness of the conduct system by compiling statistics. An administrative meeting can be conducted by the Dean of Students, Director of Residence Life or other Administrative Hearing Officers when deemed appropriate.

Accused/Responding Party's Rights

Student rights (against whom the complaint has been made) in order to uphold fairness include:

1. Being treated with respect and dignity by all university personnel.
2. Being informed in writing of specific violations reported against him/her.
3. Having sufficient time to allow for the preparation of his/her response.
4. Having the right to the reported violations being processed in a timely manner.
5. Requesting a full Student Conduct Board if one can be convened in a timely manner.
6. Questioning a Conduct Officer's or Board member's ability to fairly participate in a conduct meeting.
7. Being accompanied by a support person. Support persons in non-Title IX conduct cases may not be attorneys, parents or legal guardians, nor may they attend conduct or appeal proceedings.
8. Inviting witnesses to appear on his/her behalf during a Student Conduct Board meeting. If a witness cannot attend the conduct hearing in person, they may submit a signed statement or appear via electronic means when pre-approved by the Conduct Administrator.
9. Witnesses may be required to appear in person or remotely if a verified written statement is not submitted in advance.

10. Being entitled to know the nature and source of information at the time of the Conduct meeting/board, and to be informed of the final outcome of the case in writing.
11. Having the opportunity to appeal as outlined in the Student Handbook.

Complainant/Reporting Party's Rights

Includes Student Rights 4 through 9, although disclosure of outcome is typically not in writing. In addition, other complainant / reporting student rights include:

1. Being treated with respect and dignity by all university personnel.
2. Appropriate counseling, medical resources and academic assistance as determined by the university, when requested.
3. Reasonable accommodations in campus residence and/or classes as determined by the university.
4. Information pertaining to the campus conduct process, as well as criminal/civil options.
5. Requesting that conduct charges be pursued.
6. Presenting information and responding to specific charges brought against him/her.
7. Being accompanied by a support person. Support persons in non-Title IX conduct cases may not be attorneys, parents or legal guardians, nor may they attend conduct or appeal proceedings.
8. Speaking at the conduct proceedings in a seat not directly facing the accused if the complainant requests.
9. Submitting questions to be asked during the conduct proceedings, subject to the discretion of the hearing officer.
10. Being informed (or in the case of the alleged victim's death, have the next of kin notified) of the results of conduct proceedings in cases involving alleged crimes of violence or a non-forcible sex offence as mandated by the Higher Education Act, or in the event one is an alleged victim of sexual misconduct.
11. Having the right to appeal the student conduct decision and/or outcomes only when one is the alleged victim of sexual misconduct.

Student Conduct Board members are trained to support and serve as advocates for complainants and victims, as well as the accused.

Conduct Process

The Conduct System is initiated by the filing of an Incident Report by any member of the university community. Issues involving individual student-to-student conflicts will typically only be processed if the Dean of Students deems it appropriate. The Dean of Students, or his/her designee, will determine how a conduct case is processed (either administrative or board). Typically, Conduct Boards are convened for cases considered severe, persistent or that could result in serious student sanctions.

Students must be given two business days' notice of a conduct meeting and the conduct violations in which they are accused. During the meeting, the accused student will review the written record of the offense (the Incident Report). If the accused fails to appear at the scheduled meeting, the Hearing Officer or the Student Conduct Board may proceed in their absence. In the event that the responding student accepts responsibility for reported violations, the Hearing Officer may choose to forgo a meeting and issue appropriate sanctions.

An observer may be present during either conduct process for purposes of training, with the mutual approval of the student parties. In addition, specified university administrators may be present at the

discretion of the Vice President for Student Affairs, Dean of Students or Hearing Officer to ensure fundamental fairness and compliance.

Conduct records may be maintained by the university for up to seven years at the discretion of the university. A recording of conduct hearings shall be made during Student Conduct Boards. All non-university audio and video recording is strictly prohibited and is a violation of the student conduct process. To maintain privacy, any dissemination of the incident report or supporting documents is prohibited. Additional student conduct charges may be added for such violations.

Student Conduct Board and Administrative Meeting Procedures

Greeting and Introductions

Good morning/afternoon, my name is (*Name of Hearing Officer*) and I will serve as the Hearing Officer for the Administrative Hearing/Conduct Board today, (*Specify date*). This conduct meeting in accordance with university policies is now in session for Incident Report(s) [list incident report numbers].

Although this is a formal meeting, it does not duplicate a court of law. The proceedings are being recorded for the purpose of appeal. Please be informed that misrepresenting the truth in university conduct proceedings is against university policy. Rules of common courtesy will be followed at all times.

I am going to ask all parties to introduce themselves for the record. Please speak slowly and clearly.

- Would the Hearing Board Members introduce themselves?
- Would the Complainant and accompanying parties introduce themselves?
- Would the Accused and accompanying parties introduce themselves?

Do you believe any members of the conduct board hold a bias that would make them unable to serve as a board member today?

YES NO

Review of Procedures

All involved parties have been notified of the procedures to be followed in the hearing.

- Do the Accused and the Complainant understand the procedures?

YES NO

NOTE: If any of the involved parties answers "NO," the Hearing Officer may request a break to address any questions/concerns about the procedures from any of the involved parties.

NOTE: If there are no witnesses, skip to the next section.

- Confirm that Ashland University uses the "preponderance of the evidence" standard meaning, if the evidence presented leads the board to conclude that the violation "more likely than not" occurred, the accused student will be found responsible.
- Will all witnesses please leave the room? The Hearing Officer will inform you when you need to come before the Board.

Review of Information Received

NOTE: The Hearing Officer will read the list of all submitted documents in the hearing file aloud and allow time for all parties to review the information.

3. At least one educational/work/community service sanction

Regulations/policies are categorized in three levels (with Level I as the most serious category to Level III as the least serious). Recommended sanctions are categorized with each level. Some violations may be categorized at various levels. The levels are as follows:

Level I Offenses

\$150 Fine, Probated Suspension, Suspension or Expulsion, Restitution, Notification to Others, Educational and Other Sanctions

- Dangerous Weapon
- Destruction/Damage to Property (can also be Level II)
- Drug Use, Possession, Distribution, Manufacturing and/or Sales
- Failure to Comply with Requests
- Failure to Comply with Sanctions
- Fire Safety (creating a false alarm; knowingly, recklessly or negligently setting a fire)
- Harassment (may also be Level II)
- Hazing
- Hazing - Failure to Report
- Inappropriate Behavior
- Off-Campus Disturbance (may also be Level II)
- Participating as an Accessory to Level I violations
- Physical Abuse (injury or against an AU employee) or self-endangerment
- Second Level II
- Sexual Harassment/Violence
- Third Level III
- Unauthorized Removal, Use or Possession (theft)
- Unauthorized Use of Keys
- Violations committed while on Probation or Probated Suspension
- Violation of local, state or federal law (COVID-19: Including state mandates.)

Level II Offenses

\$100 Fine, Probation, Restitution, Notification to Others, Educational and Other Sanctions

- Alcohol (\$100.00 fine plus \$35.00 online alcohol education sanction and/or BASICS counseling)
- Deception, fraud and misuse of documents/technology (includes falsifying ID)
- Destruction /Damage to Property (may also be level I)
- Endangerment (property): for example, leaving a kitchen unattended
- Endangerment (safety): for example, leaving a kitchen unattended
- Failure to Comply
- Fire safety (tampering with fire equipment, failing to comply promptly with fire alarm procedures, etc.).
- Harassment (may also be level I)
- Inappropriate Behavior
- Interfering with the response of officials to emergency calls
- Off-Campus Disturbance (may also be level I)
- Participating as an accessory to Level II offense
- Physical Abuse (no injury)
- Second Level III offense
- Unauthorized Entry

- Violation of Ashland University Acceptable Use or other departmental policies

Level III Offenses

Disciplinary Warning, Restitution, Notification to Others, Educational and Other Sanctions

- Alcohol Paraphernalia
- Disruption
- Failure to Comply
- Failure to Inform the university of address or name change
- Fire Safety (possessing candles, unauthorized electrical items, etc.)
- Inappropriate Behavior
- Littering
- Participating as an Accessory to a Level III violation
- Removal of Screen from Window(s)
- Res Life Policies (room contract violations, quiet hours, windows, pets, smoking, etc.)
- Special Interest Activities Policy Violation
- Student Activities Policies (chalk, posting, etc.)
- Throwing Items from Windows
- Visitation

Organizational Sanctions

First Offense

1. Fine of \$200
2. Probation Conduct assignment of 25 hours which cannot be used for award recognition/credit from a governing body
3. Notification to others
4. Alcohol education (in cases of alcohol)
5. Depending on severity/circumstances (optional)
 - a. Refer for BASICS counseling and/or alcohol assessment
 - b. Notify parents
 - c. Reassign individual members
6. 50 conduct hours

Second Offense

1. Fine of \$400
2. Recommendation to Student Senate and/or Vice President for Student Affairs that the charter be revoked
3. Community service notification to others, reassignment, disciplinary status and other educational sanctions can also be issued
4. 50 conduct hours

Status Sanctions:

Disciplinary Probation

A sanction which defines a student's status for a specific amount of time; future infractions will result in probated suspension, suspension or expulsion.

Disciplinary Warning

A written statement of reprimand for a specified time indicating that future violations will result in more severe sanctions.

Expulsion

Termination of student status permanently. During this time period the student is not permitted on campus or at university activities. If the student is dismissed, a status of “withdrawn” will be entered for all classes in which the student was enrolled. Students should refer to the Ashland University Undergraduate Catalog for further clarification on the status “withdrawn.” Students leaving the University due to conduct suspension or expulsion receive no refunds of any kind.

Probated Suspension

A sanction which defines a student's status for a specified amount of time and stipulates that any further conduct violations during the time may result in immediate suspension.

Suspension

Exclusion from the university campus, classes and other university activities for a specified amount of time, which may range from the remaining portion of a semester to a set period of time. During this time period the student is not allowed on campus or at university activities. A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the remainder of a semester. If the student is suspended, a status of “withdrawn” will be entered for all classes in which the student was enrolled. Students should refer to the Ashland University Undergraduate Catalog for further clarification on the status “withdrawn.” Re-admission following suspension is not likely and may be conditional requiring the continuation or issuance of sanctions (i.e., conduct status, restriction from areas or individuals, counseling or treatment, etc.). Students leaving the university due to conduct suspension or expulsion receive no refunds of any kind.

Fine Sanctions:

Fines

Fine ranges are noted for each violation in the rules and regulations section. All fines will be placed on the student account and can be paid through the Business Office. In cases of extreme financial hardship, the Student Conduct Board or Administrative Hearing Officer may grant an extension of the due date for the payment of the fine.

Restitution

Reimbursement for damage, destruction or misappropriation of property. This is not a punitive fine, but a charge for repair or replacement. The university reserves the option to issue the sanction of restitution for damages caused to property belonging to other students. Those wishing to pursue damages that they believe are deserved from other students may need to pursue these issues through the civil and/or criminal courts.

Other Sanctions:

Educational Conduct Assignment

An assignment to be completed by a specified time in a satisfactory manner. It can include drug and/or alcohol education or assessment that includes additional fees, meeting with university officials, accompanying or assisting staff with responsibilities, coordinating and/or presenting programs, writing reports or letter(s) of apology or general service to the university or outside community. Students cannot complete conduct assignments through student organizations unless prior authorization is given by the

Conduct Office. Medical screenings at the Health Center (drug or alcohol analysis) are administered at the student's expense. The university assesses a \$10.00 per hour or \$50 per educational sanction for failing to complete assignments within the allotted time frame.

Paper

Papers will include at least three categories: statement of the violation committed, what was learned from the experience and plans moving forward. Papers must be completed within two weeks. The length will be determined by the level of violation: Level I - 15 pages, Level II - 5 pages, Level III - 1 page. Students will be assessed a \$5/page fee for non-completion of paper within the allotted time frame. If not completed in a sincere and satisfactory manner, students' papers will be considered incomplete and their student accounts will be charged the incomplete fees.

Removal of Property

Removal of property (i.e. entertainment units, etc.) from university property or a designated area.

Restriction

Restriction and/or revocation of campus privileges or another member of the campus community for a specified period of time. Restriction is for a designated area, privilege or person(s). These privileges may include any or all of the following: holding office or membership in any campus club or organization, participating in intercollegiate sports, extracurricular participation in the performing arts, representing the university or its organizations in any public event, other areas which seem appropriate. They may also restrict contact by any means of another person(s). Restrictions may at times be issued absent of the formal student conduct process and may not be appealed. Notification may be sent to appropriate university offices, (i.e., Student Life Office, Theatre Office, Athletic Office, etc.).

Room Transfer

Transfer of a resident student(s) to another room, floor or building. It can also include loss of group housing privileges. Students reassigned from the senior apartments and/or senior house will have to comply with the change in required meal plan and its subsequent costs.

Interim Sanctions

When immediate action is deemed necessary by the appropriate administrator, sanctions may also be issued temporarily for the welfare of the student and/or campus community until the issue has been processed. (See also Involuntary Withdrawal/Interim Action in this handbook for one type of interim sanction).

Loss of Privileges

Loss of privileges can include the privileges of visitation, participation in programs, recreation or leadership, as well as use of entertainment units for a specified period of time. It can include individual students or areas of a residential unit.

Loss of Recognition/Privileges

Sanctions for organizations include any of those listed above, as well as the possible revocation of recognition as a university organization and all rights and privileges which come with that status.

Notification to Others

Informing those deemed necessary to further support the student or organization. Notification can include the complainant(s)*, parents or legal guardians,* faculty, advisors, coaches, Financial Aid, academic

college of study, Student Affairs staff or an organization when involving student organization membership or leadership (i.e. Student Senate, IFC National Headquarters, Panhellenic Council, etc.) Complainants do not receive notice of student conduct outcomes as such information is protected by law. The only exception is for Title IX formal investigations or other violations related to violent crimes.

*Notification (as permitted by law) to parents of dependent students may occur when:

- A. The student is found responsible for Level I violations.
- B. The student is found to have violated the alcohol and/or accessory to alcohol policies when they are under the age of 21.
- C. When there is property damage.
- D. When medical attention to any person, including the student, is required as a result of the student's alcohol or drug-related behavior.
- E. When the student demonstrates reckless disregard for his or her own personal safety or the safety of others.
- F. When there is information that the student's alcohol or drug-related behavior negatively impacted the learning environment.
- G. When the student is found responsible for an off-campus disturbance/violation.
- H. When the student is found responsible for harassment.

Termination of Housing Contract or Off Campus Approval

Discontinuation of housing for students assigned to a residential unit or revocation of off-campus approval.

Withholding Degree

In order for a student to be approved for graduation, the student must resolve any outstanding conduct charges and must comply with all sanctions issued. A degree can be withheld after requirements are met in the event of policy violations. The awarding of degrees is conditioned upon compliance with the university and institutional regulations, as well as performance meeting bona fide expectations of the faculty.

Off Campus Policy

The university reserves the right to investigate and to subsequently take university action for behavior of Ashland students in off-campus situations when such behavior is believed to fall short of the university's expectations for its students or has a negative impact on the university or surrounding community. In the event the university is made aware of criminal charges/activities occurring off campus, the university can take conduct action and proceed with the conduct process with or without a meeting. Actions include sanctions that coincide with the appropriate policy violation level (Level I, II or III). Minor misdemeanors are equivalent to a Level II violation. All higher level charges are equivalent to a Level I violation.

Appeals

Accused (or responding students) have the right to one appeal. Appeals will be considered from the accused (and in cases of sexual misconduct findings only, the complainant) based on at least one of two grounds:

- *New evidence or new information* that did not exist at the time of the Student Conduct Board or administrative decision has become available that would have had a bearing on the original decision.
- The appealing student indicates that an *error occurred in the student conduct procedure* that likely

affected the final outcome or sanctions.

An appeal is initiated by the accused (or responding student) by submitting a written request through the appeals form found at housing.ashland.edu within three business days of the original decision. Otherwise, the original decision is final. Appeal decisions will be submitted to the accused/responding student only - except in cases involving Title IX or violent offenses. All appeal decisions are final.

In cases where the Dean of Students is the original Hearing Officer, the Vice President for Student Affairs or his/her designee(s) will serve as the Appeal Officer or an Appeal Board can be convened. The Appeal Officer will provide written notification of his/her decision to the accused (or responding) student.

Students will be notified of the Appeal Officer's or Board's decision within three business days after the appeal proceedings. Possible outcomes of an appeal decision include:

- All findings of responsibility are reversed and sanctions are eliminated.
- The findings and/or sanctions may be modified.
- The case may be remanded to the original hearing board to rectify procedural errors.
- Findings and sanctions are fully affirmed and do not change.

Student Life

Ashland University has a strong tradition of supporting co-curricular activities outside the classroom. There are currently more than 100 student organizations and clubs on campus, designed to develop leadership potential and provide for the meaningful involvement of all students. Involvement provides opportunities for personal, social, intellectual, cultural and spiritual development, as well as friendship and fellowship. Log in to www.ashland.edu/engage with your Ashland University Gmail credentials to join clubs and find events! Contact the Office of Student and Residence Life, located on the second floor of the Student Center, Room 230, or call 419-289-5325 for more information.

Student Senate

The purpose of the Student Senate is to enact resolutions and to promote the general welfare of the Ashland University student body. Voting members are elected annually by the student body. Students are welcome to attend Senate meetings and are encouraged to bring concerns to the attention of their class senators. Student Senate affords individuals the opportunity for experience and training in a variety of skill areas including: leadership, decision making, planning, organization and human relations.

POLICY STATEMENTS

Academic Integrity Policy

See the Academic Catalog for the full policy: www.ashland.edu/catalogs.

Accessory Responsibility

Aiding, abetting, inciting or cooperating with another person in the commission of a violation of regulations. Individuals who are present in their own or any other residential room where university policies are being violated are subject to the same disciplinary action as the host of the room. All members of the university community have the responsibility for enforcing rules and reporting violations. (Same as Regulation Violation).

Alcohol

Ashland University does not permit the possession, use, sale, manufacturing, distribution or paraphernalia of alcohol, alcohol infused food or drinks, vaporized or powdered alcohol or "non-alcohol" beer by students, faculty or staff on Ashland University property; except under specific guidelines for student and staff apartments, as well as catering and conference services. Student Organizations should refer to the Student Organization Manual for more information on this alcohol policy as it relates to student organizations and club activities. In addition, the federal law entitled "Drug Free Schools and Campuses Law" requires all institutions to adopt and implement a program to prevent illicit use of drugs and the abuse of alcohol by students and employees. Use and/or possession of alcoholic beverages and/or containers outside of designated areas (i.e. apartments, residence halls and fraternity houses on university property) is not permitted. Also, individuals under the legal drinking age of 21 may not consume any alcohol on campus under any circumstances. Those individuals of age may only consume alcohol in approved senior apartment areas.

Alcohol paraphernalia includes, but is not limited to, items used for rapid consumption, i.e. funnel or keg tap, and decorative alcohol containers with alcohol labels. It does not include posters, bottle openers or glassware.

Behavior, regardless of location, that is judged irresponsible or inconsiderate while under the influence of alcohol is considered to be an abuse of alcohol and a violation of the regulation. When alcohol and alcohol paraphernalia are found in unauthorized areas on university property, the items will be confiscated by Ashland University officials. Confiscated alcohol will not be returned to the offender. Alcohol policy violations can include behavior which occurs off campus. Being present in a room where alcohol and or alcohol paraphernalia are found against policy is at maximum a violation of this regulation. At minimum, presence in such a room equates to an accessory violation.

The alcohol policy for the apartments is listed below. The university reserves the right to rescind these privileges at any time. This policy permits beer and wine under the following conditions:

- All residents of the apartment must be at least 21 years old before alcohol is permitted in their apartment at all. Absence of underage resident(s) does not change this portion of the policy.
- Beer and wine can be consumed only when all present are 21 years of age or older.
- No more than 2 guests per present resident may be present when beer or wine is being consumed (Example: maximum of 8 guests in an apartment when all four respective residents are present, for a maximum of 12 people in an apartment at one time. Please note that there is a maximum of 12 people in the apartments at the Mansfield Campus, even if there are five residents).
- Open containers will not be permitted in the public areas of these residential units, such as hallways, lounges, laundry rooms, balconies, etc.
- Beer and wine may be brought into apartments only by residents of that specific apartment.
- No common sources or binge consumption devices (i.e. beer bong, kegs/pony kegs or beer funnels) will be permitted at any time.
- Drinking games are not permitted. This includes games that would typically include alcohol that is replaced with water or another substance, for example, water pong or flip cup.

Safety Services and Residence Life Staff will make rounds throughout these residential units as they do all other residential units. Residents who violate this policy in the apartments may be reassigned from the respective building (similar to current reassignment policy) and billed for board. Residents who violate this policy at the Mansfield Campus Apartments are at risk of losing their housing privileges at the Schar College of Nursing and Health Sciences.

Process for Handling Alcohol Violations

When alcohol or alcohol paraphernalia are found in unauthorized areas on university property, Ashland University officials have the right to request student(s) immediately dispose of the alcoholic beverage/container and/or the items will be confiscated. Furthermore, AU officials will do a visual inspection of the space and may request residents to open fridges, drawers, closets, etc. Residents are expected to comply with these requests.

Confiscated alcohol will not be returned to the offender.

Alcohol Policy for Student Organizations

See the Student Organization Manual located on www.ashland.edu/engage for information on alcohol and student organizations.

Athletic Policy

Please review all athletic policies located at: goashlandeagles.com.

Camera Use/Drones

Camera use by drones that may invade the privacy of the campus community or others may be considered inappropriate behavior. Students wishing to use a drone on campus must request permission from Student Life.

Consumer Education

As an institution that receives federal funding, Ashland University is required to make certain institutional, financial aid, safety, athletics and drug/alcohol abuse prevention information available to students. You may review this information at: www.ashland.edu/consumer-information.

Disruption

Activity which disturbs or obstructs teaching; research; administration; student conduct proceedings; other Ashland University activities, including its public service functions on or off campus or other authorized non-Ashland University activities when the conduct occurs on university premises.

Forms of Activism

Ashland University is a private campus and reserves the right to determine who may or may not host and/or contribute to various forms of activism on campus. Typically, sidewalks around the perimeter of campus are not considered Ashland University property. Forms of activism may be defined as any activity including, but not limited to, marches, sit-ins, protests, demonstrations, non-university affiliated speakers or groups, etc. Unapproved forms of activism of any kind are prohibited on campus property. Engaging in a form of activism on campus without prior registration may result in trespass violations or further penalties. All student organizations and off-campus organizations must submit a request to Student Life and be approved prior to hosting or engaging in any of these activities on university property. Individuals or groups who sponsor or contribute to demonstrations, marches or speakers on university property are responsible for making the necessary arrangements and provisions in accordance with the procedures established in this policy.

When approved, the following will apply:

- Signs attached to permanent/rigid supports or frameworks are prohibited (i.e. light posts, buildings, etc.).
- Student organizations approved to sponsor forms of activism are responsible for making provisions to maintain the peaceful demeanor of the assembly, including the arrangements for security personnel. The sponsoring group shall be responsible for all expenses and damages (personal, property or otherwise) incurred to the university.
- The university will neither permit nor condone unlawful action. Civil disobedience as a means to produce change is always a matter of personal choice and may carry various consequences.
- No sound amplification equipment is utilized unless approved in advance.
- No obstruction or disruption of any legitimate function of the university including, but not limited to, research, teaching, administration, public service or other authorized events.
- No obstruction of the free flow of pedestrian or vehicular traffic.

Permission will be denied by Student Life, in consultation with Safety Services, when:

- There is a reasonable basis to conclude that the form of activism threatens to materially disrupt the normal activities of the university, threaten health or safety or result in a violation of criminal law.

Violations and Sanctions

It is the responsibility of Student Life to give “first notice” to groups or individuals in violation of these regulations and report violations of this policy to appropriate university officials. Typically, upon notification of a potential violation of policy or complaint, the Dean of Students or designee will alert the participating individuals/group of the concern and a printed copy of this policy will be provided. If a violation of policy is affirmed, the individuals/group participating in the form of activism will be asked to correct their actions to align with this policy. If the group refuses to make the adjustments necessary for correcting the policy violation, the Dean of Students or designee will contact Safety Services. Safety Services will make the same request of the individuals/group. If the individuals/group continue to refuse correction, the Ashland Police Department may be dispatched. Any person failing to disband from a form of activism upon being so ordered shall be in violation of this policy and subject to appropriate university and/or legal sanctions. Persons not registered as students who are in violation of this policy shall be subject to arrest for a violation of law.

Appeal

Any member of the university community convinced that arbitrary, unlawful, or unreasonable limitations have been imposed under the provisions of this policy may appeal in writing to the Vice President for Student Affairs.

Drugs

Ashland University prohibits the illegal use, possession, sale, distribution, manufacture and/or growth of illegal, synthetic or counterfeit drugs on or off university property. The misuse of prescription and over-the-counter drugs is not permitted. This includes sharing a prescription with unauthorized persons, selling and/or buying a whole or partial prescription to unauthorized persons, intentionally combining a prescription with other substances, possessing/using a prescription drug not prescribed to you and intentionally exceeding the prescribed dosage of a drug. In addition, storing prescription drugs in an unlabeled or incorrectly labeled container is considered a violation of this policy. Drugs, misuse of drugs, cultivation, manufacturing, sale or distribution and drug paraphernalia on or off university property is illegal. Medical marijuana is not permitted on campus.

Marijuana odor emanating from a room is reason enough for university staff to authorize a search (possession, use, manufacture, sale and distribution are referred to local authorities). Being present in a room where drugs and/or drug paraphernalia are found is at maximum a violation of this regulation. At minimum, presence in such a room equates to an accessory violation. Drug policy violations can include behavior which occurs off campus. Drug paraphernalia is not permitted in the City of Ashland. In the City of Ashland, the ordinance regarding marijuana changed in 1986 from a minor misdemeanor to a misdemeanor of the fourth degree. This involves a maximum \$250 fine and maximum 30-day jail sentence (for the first offense.) In addition, students found guilty in court for state or federal drug possession or distribution crimes may be ineligible to continue receiving federal financial aid (see FAFSA application for further information) as mandated by the Higher Education Act.

Support and Resources for Alcohol/Drugs

1. University Resources
 - a. Student Health Center 419-289-5200
 - b. Counseling Services 419-289-5307
 - c. Christian Ministries 419-289-5489
 - d. Human Resources Office 419-289-5033
2. Ashland and Richland County Support Services
 - a. Ashland County Council on Alcoholism 419-289-7675
 - b. Appleseed Counseling and Case Management (24 hours) 419-281-3716, Ashland County
 - c. Ashland County Health Department 419-282-4231
 - d. UH Samaritan Medical Center 419-289-0491, Ashland County
 - e. Richland County Health Department 419-774-4500
 - f. Center for Individual and Family Services 419-774-5400, Richland County
 - g. MedCentral Health System 419-526-8000, Richland County

Description of Alcohol/Drug Treatment Programs

In an effort to prevent the illicit use of drugs and the abuse of alcohol by students and employees, Ashland University has in place procedures to facilitate drug/alcohol assessment and treatment. While treatment is not available on site, initial drug/alcohol counseling intervention is available via the Counseling Services and/or the Student Health Center. Referrals can be made, including to the Ashland County Council on Alcoholism and Drug Abuse (ACCADA). If the need for additional services is indicated, further assessment/treatment is provided in cooperation with community resources. This includes both outpatient and inpatient services. All contacts are completely confidential.

Endangerment

Any action which, as a result, did or could have recklessly endangered any person (i.e., leaving a kitchen unattended when food is being processed, walking on ledges, threatening to drop items off footbridge, unauthorized roofs or areas of roofs, propping open of entrance/exit or fire doors, etc.).

Financial Aid Policy Statements

Ashland University has a number of policies that govern various aspects of the administration of financial aid, including, but not limited to, the Satisfactory Academic Progress Policy, Return of Title IV Funds Policy, Outside Scholarship Policy and Terms of Agreement. These policies may be reviewed at www.ashland.edu/students/financial-aid.

Fire Safety

At the first sign of an obvious fire, locate a pull box to initiate an alarm. Then call the Safety Services Office at 419-207-5555 or 911 from any campus phone to inform them of the location and extent of the fire. They will notify the Fire Department. If the fire is small and contained, you may attempt to put it out with an extinguisher (typically located throughout the building). If successful, locate staff to report details of the incident and to arrange for the recharging of the extinguisher. If unsuccessful in extinguishing the fire, or if it is spreading and not contained, vacate the building immediately. Ashland City ordinances require notification to the Ashland Fire Department whenever there is an "unfriendly" fire, even if it has been extinguished. Failure to do so warrants criminal prosecution. THEREFORE, ALL FIRES, REGARDLESS OF THE SIZE, REQUIRE INITIATING THE ALARM AND IMMEDIATE NOTIFICATION TO UNIVERSITY STAFF.

Anyone found to have caused a fire maliciously or recklessly (no matter how small), or who tampers with firefighting/life protection equipment, initiates a false alarm or fails to comply promptly with requests from university employees or the Fire Department is endangering the lives of other people. Such behavior cannot be tolerated and violators will face conduct charges, as well as concurrent criminal prosecution.

In addition to the University Conduct process, students could be in violation of city or state ordinances when accused of behaviors or determined responsible for one of the following: (please note references to the Ohio Revised Code in italics).

1. Use of open flame/combustibles (candles, incense, etc.)
2. Knowingly, recklessly or negligently setting a fire on university property (plus restitution).
3. False reporting of a fire.
4. Creating a false alarm. Under *section 2917.32 of the Ohio Revised Code*, creating a false alarm is punishable up to \$1,000 fine and six months in jail.
5. Failing to report a fire.
6. Interfering with the response of university or city officials to emergency calls. (i.e., fire, tornado, medical, etc.).
7. Misuse of or tampering with fire prevention, control and/or detection equipment, including unwarranted discharge of fire extinguisher or activation of smoke alarms (plus restitution). Under *section 2907.07 of the Ohio Revised Code*, improperly tampering with a "safety device," which includes fire equipment, is a misdemeanor of the first degree and punishable up to \$1,000 fine and six months in jail.
8. Refusing to promptly comply with fire alarm and fire drill procedures.

Alarm

When the alarm sounds, everyone is to assume an emergency exists and cooperation with Safety Services and university staff is a must. When hearing the building fire alarm, all occupants must evacuate the building IMMEDIATELY. Take a towel, coat or pillow to cover your face in case of smoke. Exit quickly and in an orderly fashion through the nearest stairwell exit. Move far away from the building once outside, since exploding glass is a major source of injury. If it is cold or raining outside, go to the lobby of the nearest building until you are permitted to reenter your residential unit. Never open a door that feels hot to the touch, and never use an elevator once the alarm has been sounded. Close your window(s), turn the lights off and close and lock your door before you leave. Do not reenter the building until the “All Clear” has been given by Safety Services and/or the Ashland Fire Department. The university assumes no responsibility to inspect student rooms when a fire alarm sounds. One fire drill is conducted each semester for your safety.

Open Flame/Combustibles

Candles and incense are not allowed in any residential unit. This also includes oil-burning lamps, scented oil burners, etc. Fuel-driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit live Christmas trees and boughs, as well as the large decorative Christmas lights, in residential units. Fire safety reasons also prohibit posters, tapestries, etc. from being hung or placed on ceilings. Standard miniature tree lights may be used but must be plugged into a wall outlet or a surge protector and no more than three strands may be connected. Student organizations, including the Greek community, are not permitted to use candles or other means of open flames (with the exception of approved fire pits and bonfires) on campus property.

Harassment

Threatening to do harm, intentionally harassing, hazing, stalking, coercing, intimidating, bullying or seriously embarrassing any person through conduct which would offend a reasonable person. Sexual harassment or gender inequity will be investigated and processed at the discretion of the Vice President for Student Affairs & Title IX Coordinator.

Hazing

Ohio Revised Code 2903.31 defines “hazing” as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization, or any act to continue or reinstate membership in or affiliation with any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Ohio Revised Code.

In alignment with Ohio Revised Code 2903.31, Ashland University defines “hazing” as doing, requiring, encouraging or coercing any act or behavior regardless of the participant’s willingness or reluctance that is associated with initiation into or continued affiliation with any organization recognized by, or operating under the sanction of Ashland University, that causes or creates a substantial risk of physical or mental harm or humiliation to any person, including coercing another to consume alcohol or a drug of abuse. Hazing is strictly prohibited on the campus of Ashland University and off campus when involving two or more individuals affiliated with Ashland University. Students are not permitted to participate in any activity (including athletic teams, student organizations, sport clubs, etc.) sanctioned by Ashland University until a required anti-hazing training is completed and recorded as completed.

Required Training, Education and Enforcement

1. **Implement hazing prevention education and awareness strategies.**
 1. Required for students, employees and volunteers in direct contact with students
 2. Required training provided by Orientation, Student Life, Fraternity & Sorority Life and Athletics will adjust content for their specific audience.
 1. Students are not permitted to participate in any Ashland University sanctioned activity (including athletic teams, student organizations, sport clubs, etc.) until a required anti-hazing training is completed and recorded as completed.
 3. Attendance will be tracked by the office or department hosting the training.
2. **Educate community members on intervention strategies.**
 1. Required bystander training for students
 2. Required training provided by Orientation, Student Life, Fraternity & Sorority Life and Athletics will adjust content for their specific audience.
 3. Attendance will be tracked by the office or department hosting the training.
3. **Hold community members accountable for violations of institutional policy and law.**
 1. Required distribution of anti-hazing policy to students, student organizations and employees and volunteers who have direct contact with students
 1. Distributed biannually in August and January via email
 2. Required posting of Anti-Hazing policy on institution's publicly accessible website
4. **Report violations of institutional policy and/or law on the institution's publicly accessible website.**
 1. Ashland University Safety Services will maintain a report that captures all violations of this policy that are reported incidents to the university at least five years prior to Oct. 6, 2021 (effective date of "Collin's Law"), and provide updates to this report bi-annually in August and January.

Sanctions for Hazing

Hazing is a violation of Ohio Law and a Level 1 Violation of Ashland University Policy.

Having knowledge of and failing to report hazing is a violation of Ohio Law and a Level 1 Violation of Ashland University Policy.

Ashland University has no tolerance for hazing. Organizations operating under the umbrella of Ashland University and found responsible for hazing may be suspended and/or disbanded and permanently restricted from any affiliation with the university. Organizations under investigation for hazing may be interimly suspended until a conduct outcome is reached.

Enforcement

The Ashland University Student Conduct System is initiated by the filing of an Incident Report by any member of the university community.

1. An Incident Report is documented for the alleged violation.
 1. The Director of Student Conduct or designee investigates the incident to determine reasonable cause.

1. If reasonable cause is found, the Director of Student Conduct or designee will determine how a conduct case is processed (either administrative hearing or conduct board).
2. If the case proceeds to administrative hearing or conduct board, the process outlined in the Student Handbook will be followed.

Students are not permitted to participate in any Ashland University sanctioned activity (including athletic teams, student organizations, sport clubs, etc.) until a required anti-hazing training is completed and recorded as completed.

Required Reporting

It is the responsibility of the entire university community to report suspected acts of hazing immediately to Safety Services at security@ashland.edu, 419-207-5555, or first floor Student Center.

All alleged hazing incidents will be investigated through the Ashland University student conduct system, as well as reported to local law enforcement. The university reserves the right to process incidents that occur outside of university property and when classes are not in session. It is a violation of Ohio Law and university policy (Level I) to have knowledge of a hazing incident and fail to report it.

Ashland University Safety Services will maintain a report that captures all violations of this policy that are reported incidents to the university at least five years prior to Oct. 6, 2021 (effective date of “Collin’s Law”), and provide updates to this report bi-annually in August and January.

Hoverboards

Due to concerns regarding fire safety and other general safety, hoverboards and related battery-powered, self-balancing scooters are not permitted anywhere on campus. (A more detailed definition of hoverboards includes, but is not limited to, self-balancing scooters, battery- or gas-operated scooters, hands-free Segways and electric-powered skateboards.) If and when the fire safety issues are sufficiently eliminated in these products, the university will revisit this policy.

Hypodermic Needles and Syringes Policy

Ashland University is committed to maintaining an environment that is conducive to the health and safety of all students. Therefore, students who use hypodermic needles and syringes should comply with the following policy:

1. Hypodermic needles and syringes should be stored with a protective cap over the needle when not in use and deposited in a special puncture-proof waste disposal container available from the Ashland University Student Health Center. There is no cost for the container.
2. Once the container is full, it should be properly disposed of, and a new one obtained from the Student Health Center.
3. Under no circumstances should hypodermic needles or syringes be placed in public trash cans.
4. Students who find syringes or needles should contact Safety Services immediately.

Please contact the Ashland University Student Health Center at 419-289-5200 for further information.

Information Technology

Acceptable Use Policy

The Information Technology Acceptable Use Policy and other important IT policies can be found at <https://myau.ashland.edu/TechSupportCenter/Pages/Policies.aspx>

Email Policy

<https://myau.ashland.edu/TechSupportCenter/IT%20Policies/Ashland%20University%20Email%20Policy.docx.pdf>

Application

The email services managed by Ashland University are a critical component of the communications infrastructure. An University assigned email account shall be the University's official means of email communication with any person having an AU email account. Students, faculty, and staff are responsible for all information sent to them via their University assigned email account.

Appropriate Use

The email system is a valuable but limited resource. The system is intended for faculty and staff to carry out their duties. The email system is primarily used to conduct university-related business and research and support classroom/instructional activities. The system may be used by students to keep in touch with others and for other communications needs. Specific instances of prohibited use include (partial list):

- Advertising items for sale/rent/lease or events not associated with the university.
- Matters unrelated to academic or business activities designed for or resulting in personal gain.
- Sharing illegal or copyrighted music, video or computer applications.
- Sending harassing or threatening communications.
- Sending unwanted email (spam) to others.
- Sending unauthorized “bulk” email to AU or external accounts.
- Sending any material that is obscene or defamatory.
- Representing personal opinions as those of the university.
- Sending confidential or proprietary information to unauthorized parties.

AU Acknowledgement and Consent to Monitoring

Individuals accessing AU technology resources are acknowledging they have read the Acceptable Use Policy, as well as other applicable policies. Individuals also acknowledge that the systems being used, as well as the information contained on them and exchanged between them, is the property of the university.

The university does not routinely monitor email and other electronic communications, but it does have the ability and right to do so without prior notice should the need arise.

Email Account Retention

Email accounts are issued to full- and part-time students registered for a degree program, faculty assigned in Colleague to teach a class and staff upon hire and entered into Colleague. These accounts are stored on the Google Education Suite system - Email. They may be retained until they are closed by the university and have the “[@ashland.edu](mailto:)” address. Faculty and staff email accounts are deactivated upon separation

from the university. Student accounts are deactivated 90 days after completion of a degree program. There is NO email for life for ashland.edu accounts.

Faculty designated as Ashland University Emeritus faculty retiring from AU may keep their email upon request. Accounts that are not actively maintained will be archived for 90 days before being deleted from the system.

Spam and Virus Email

AU attempts to provide secure, private and reliable email services by following sound information technology practices. However, Google cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using Ashland University email to communicate confidential or sensitive matters. If a spam message does get to a user, please forward the message to Spam@ashland.edu.

Retrieval of Deleted Email in Gmail

By default, all messages in the Trash and Spam folders are held for 30 days. After 30 days, items are removed from the mailbox forever. **Items emptied from the Trash or Spam folders are permanently removed and considered unrecoverable.**

Third-Party Email Readers

Gmail is the only university-supported email system. The Gmail web interface is the only fully supported method for accessing the AU Gmail system. Mac users may use Mac's mail.app to connect using IMAP. Instructions for connecting over IMAP on Mac are provided on the Technical Support Center FAQ site. **AU email accounts may not be set to forward to other email systems.**

Threatening or Harassing Email

Sending threatening or harassing email is strictly prohibited. Cases involving threatening or harassing email communications will be referred immediately to the appropriate authorities and/or university department for action. Revised: February 2019, Approved by the Ashland University Executive Leadership Team.

Integrity

Inappropriate Behavior

Disorderly conduct or an act which is morally shameful or jeopardizes the integrity of the university, any of its community members, guests or vendors. As a representative of the university, inappropriate behavior violations can include activity which occurs off campus. (Can be any Level).

Failure to Comply with Conduct Sanctions

Failure to comply with conduct sanctions could result in suspension or expulsion.

Failure to Comply with Requests

Failure to follow the oral or written instructions regarding university policies or Municipal, State or Federal law by a properly identified university official whom the Board of Trustees or the President has

vested with the authority to give such instruction, or knowingly interfering with or obstructing students, faculty or staff acting in the performance of their assigned duties. Cooperation with staff in their assigned duties is expected. This includes producing a university I.D. when requested to do so or to heed an official request to report to the office of an administrative officer within the designated time.

Failure to Meet Financial Obligations

Failure to meet financial obligations to the university.

Failure to Notify University of Change of Name or Address

In order that the university may maintain student records on a current basis and respond in cases of emergency, all students must notify the university of any changes in name and home or local address by reporting them to the Registrar's Office. Residential students must also notify the Residence Life Office.

Off-Campus Disturbance

Any conduct that disturbs the general peace of the university or the City of Ashland community. This may include, but is not limited to, excessive noise, littering, trespassing, defacing of property and blocking access to others' property. Typically, this is a Level I offense. A warning, citation or visit issued by law enforcement officers may be considered a violation of this policy.

Deception, Fraud and/or Misuse of Documents/Technology

Furnishing false information to the university, including, but not limited to, representing oneself as another (in writing or in person), knowingly supplying false or misleading information to university officials, unauthorized possession of an ID or false ID or falsifying, tampering, altering, forging or misusing any university record, computer, technology or official document. (Restitution, loss of system privileges, federal, state or local prosecution).

Dishonesty in Student Conduct Matters

Dishonesty before University Conduct bodies, knowingly misrepresenting verbally or in writing the nature of events or identification of persons, or failing to appear before the appropriate conduct body by a complainant or witness when requested by an official member of the Conduct System. Accusations against students for violations of this policy are initiated by the university.

Election Tampering

Tampering with the election of any university-recognized student organization (minor election code violations are addressed by the Student Senate).

Involuntary Withdrawal/Interim Action

Ashland University may take an interim action of an involuntary withdrawal of a student when immediate action is deemed necessary for health, welfare or security reasons. The Vice President for Student Affairs or his/her designee may impose this action only when there is strong reason to assume that failure to do so presents a substantial threat:

- To the stability and continuance of university living-learning functions and/or

- Of serious damage to university property and/or
- To the emotional or physical welfare of the student in question, or other people.

If a decision has been made to administer this action, the student in question will be given written notice of the terms and conditions of the involuntary withdrawal/interim action. Terms and conditions may include but are not limited to:

- Restricted access .
- Room, floor or residential unit transfer.
- Involuntary Withdrawal/Interim Action; the student will be permitted to return to campus for a conduct hearing if the suspension is related to the student conduct process. For emotional or physical health problems, appropriate medical documentation will be required for the university to approve before the action is lifted. Should the student's return be approved by the university, certain conditions may be required.
- The involuntary withdrawal/interim action status and subsequent decision by the university may be appealed.

Jaywalking - Use Of Crosswalks and Bridge

When crossing Claremont Avenue, a particularly busy street, students should exercise extreme caution. All students are expected to utilize either crosswalks or the footbridge. Jaywalking on Claremont Avenue is a violation of Ashland City ordinance, punishable by a fine up to \$150 for the first offense, plus potential court costs. Likewise, when crossing King Road or College Avenue, students should cross in the marked crosswalks.

Littering

Any action which causes an unsightly public mess (untidiness, items discarded inappropriately, trash, etc.)

Non-Discrimination Policy and Reporting Procedures

Discrimination against any university community member is prohibited. This policy applies to students, faculty, staff and others on or off university property. Prohibited conduct includes, but is not limited to, the following activities when the conduct is based on race, ethnicity, national origin, veteran's status, gender, disability or age:

- Denial of access to campus resources;
- Disparate treatment in academic or administrative functions of the institution;
- Verbal or written use of derogatory slurs (includes vandalism, desecration of property and public displays of any kind);
- Threats, harassment or violence of any kind (also see harassment policy).

If you believe that the actions or words of a member of the university community or at an experiential learning site (internship, community service, etc.) constitute discrimination against you or another, you have a responsibility to immediately report the suspected discrimination in writing to any of the following administrators:

- Vice President for Student Affairs, Room 244 Student Center, 419-289-5324
- Director, Human Resources and Legal Affairs, 106 Founders Hall, 419-289-5034
- Director, Student Accessibility Services, 960 Claremont, 419-289-5904

- Associate Dean of the appropriate college

Ashland University will investigate complaints of discrimination promptly and impartially. The university will not tolerate retaliatory treatment of students or other individuals because they report discrimination. While the university will protect the privacy of discrimination complaints to the extent possible, it may also have a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the university's general practice that those who allege discrimination will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in discrimination will be subject to appropriate corrective action up to and including expulsion.

Non-Students

The university reserves the right to take administrative action against non-students who violate university policy on or off campus. This includes conduct of prospective students and university guests. Typically, individuals accused of violating university policies will be restricted from campus. Continued disregard for community standards may lead to the Ashland Police Department being contacted and potential arrests for trespassing.

Official Student Notification

It is required that all students use the email address and mailbox (if assigned) provided to them by Ashland University. Correspondence sent to students using these media will be considered a legitimate attempt to contact a student. Students will be responsible for information sent to their Ashland University email address (____@ashland.edu), and campus mailbox (if assigned) or permanent address at the time that this information is sent. Ample notice will be defined by the university office that seeks to initiate contact. Please note that university offices are in no way obligated to accept a student's failure to check e-mail or AU mailbox as a legitimate excuse for non-compliance with instructions, requests or appointments.

Physical Assault/Self Endangerment

Physical Assault

Use of force on another person that results in injury or against an Ashland University employee (Level I) or that did not result in injury (Level II).

Self-Endangerment

Threatening or attempting to harm oneself.

Police/Civil Authorities

Police/civil authorities are often contacted to assist in cases involving disorderly conduct, sexual misconduct, sexual assault, possession of a weapon, identification of non-students and in the event of threat to property or life. Civil authorities are also contacted per student request. The civil authorities may also be summoned by Safety Services, Residence Life or Student Affairs staff to respond to incidents of suspected law violations (i.e. drug use, possession, manufacture, etc.). A student, employee, guest or vendor may contact civil authorities by calling 911. Safety Services (419-207-5555) or the Vice President of Student Affairs (419-289-5324) should also be contacted.

Posting Procedures and Guidelines

Please see the posting policy located in the Student Organization Manual which can be found at www.ashland.edu/engage.

Property

Destruction/Damage to Property

Destruction, damage or defacement (i.e. graffiti or other unauthorized painting), including damage to technological equipment and/or destruction to network services belonging to the university, any of its community members, guests or vendors. (Restitution)

Endangerment to Property

Any action, such as leaving a kitchen unattended when food is being processed, and including the improper use or possession of hazardous items, which, as a result, did or could have recklessly endangered property belonging to the university, any of its community members, guests or vendors.

Unauthorized Removal, Possession or Use of University Property

Unauthorized use, possession or removal from a designated area, property belonging to the university, its community members, guests or vendors. Specifically note that unauthorized street or transportation signs are not permitted in residential units.

Raffles and Charitable Gaming

1. There are specific laws that student organizations, including the Greek community, must follow when it pertains to Charitable Gaming. Please refer to the Ohio Revised Code for laws pertaining to charitable gaming.
2. The organization must have received a tax-exempt determination letter from the IRS stating that it is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.
3. The organization must qualify as a “charitable organization” as defined in the Ohio Revised Code.
4. The organization may only raise funds for its own 501(c)(3) charitable organization.
5. Under no circumstances can the organization conduct games of poker or roulette and exchange money, for any reason, on the same premises.

Charitable Gaming events must be registered with Student Life at least two weeks prior to the scheduled event. You may not publicize the event until you have registered the event and have received approval.

Violations of any of the preceding sections may be punishable by state and local laws. The section above is not meant as legal advice. Organizations assume all responsibility for their charitable gaming events. To fully understand laws pertaining to Charitable Gaming, please contact the Ohio Attorney General’s Helpline and ask for the Attorney on Duty for Charitable Gaming.

Rioting

Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others or damage and/or destruction of property

Rock Painting Policy

Painting on sidewalks, buildings, benches or rocks that have not already been painted is considered vandalism. In keeping with tradition, rocks which have already been painted may be painted as deemed appropriate by university administrators. Any other painting is considered a violation of policy and will be referred to the Student Conduct Office for processing. For questions about specific rocks and whether or not they can be painted, please contact Student Life, 230 Student Center.

Solicitation/Fundraising

Ashland University is a private campus and reserves the right to determine who may or may not solicit on campus. Solicitation may be defined as anything from selling a product, to distributing information (whether written or verbal), to recruitment activities of any kind. Solicitation of any kind is prohibited in residence halls and university-owned apartments. Solicitation without express permission may result in trespass violations or further penalty. Non-university-affiliated individuals and/or groups and all Ashland University student organizations must request permission from Student Life for approval to solicit on campus. Student Organizations should refer to the Student Organization Manual for more information on this policy.

Special Interest Activities

All students, campus organizations and off-campus organizations must seek approval from Student Life (230 Student Center or 419-289-5325) prior to engaging in any special interest activities (i.e. canvassing, circulation of petitions, etc.). Student organizations that organize or participate in unapproved special interest activities are subject to loss of charter, loss of ABCC funding and/or student conduct proceedings. Final approval of activities is at the discretion of Student Life.

Stolen Property

Knowingly taking or maintaining possession of stolen property. Unauthorized street, business or transportation signs are not permitted on campus. The university is not responsible for identifying if signs were stolen or purchased, therefore possession of any type is prohibited.

Student Complaints

The Ashland University [Student Complaint Policy](#) is available to students who wish to have a concern resolved regarding a process or person of the university community not covered by existing policies (i.e., grade appeals and academic grievance procedure). The objective of the AU Student Complaint Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize either or both procedures.

Formal Resolution Procedure

A formal complaint is in writing and sets forth a statement of the issue, the university policy or procedures violated and the specific remedy sought. The complaint must be submitted using the [online form](#).

Level 1

Absent extraordinary circumstances, the person, normally a Dean or Director, to whom the complaint has been submitted conducts, within seven business days of receiving the complaint, a formal conference with

the student, permitting her or him to provide any necessary relevant information. The Dean or Director confers with the other person or persons involved and conducts an additional investigation as he or she deems necessary. Absent extraordinary circumstances, a written recommendation is sent within seven business days of the first formal conference. The recommendation is sent to the student and the other involved person or persons. The written recommendation states the background information, the rationale for the recommendation and the recommended remedy, if any. Copies of the original complaint and the written recommendation are kept in the Office of Institutional Effectiveness for a minimum of five years.

Level 2

If the complaint is not resolved in Level 1, the student or one of the other involved parties may, within fourteen business days of receipt of the Level 1 recommendation, appeal to the direct supervisor of the person who wrote the recommendation. Absent extraordinary circumstances, the supervisor holds a hearing within fourteen business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation is sent to the student and others within fourteen business days of such hearing. In cases of appeals to Level 2, copies of the original complaint and the Level 1 and 2 written recommendations are kept in the Office of Institutional Effectiveness for a minimum of five years.

Level 3

Except in the case of a complaint against the President, where the Board of Trustees has final authority, appeals of the Level 2 recommendation are submitted to the President within fourteen business days. The President makes the final decision. Absent extraordinary circumstances, the President's written decision is sent to the student and other parties within fourteen business days of receiving the Level 3 appeal. In cases of appeals to Level 3, copies of the original complaint, the previous written recommendations and the final decision are kept in the Office of Institutional Effectiveness for a minimum of five years.

To access the student complaint form, please go to:

www.ashland.edu/student-affairs/content/student-complaint-form.

Student Records Policy/FERPA

Students have federally specified rights in terms of their records. Please see Ashland University's policy at: [www.ashland.edu/administration/registrar/ferpa#FERPA Info for Students](http://www.ashland.edu/administration/registrar/ferpa#FERPA_Info_for_Students)

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's educational, financial and health records. Without the appropriate student information releases, student account and academic records cannot be discussed with a parent, guardian, spouse or other parties. Under the provisions of FERPA, student education records and information cannot be released without the expressed written consent of the student. The written consent needs to contain specifically what is to be released, the reasons for release and to whom (for example, a transcript).

The exception to this information is classified as “**Directory (Public) Information**” and may be released without the student's consent. Ashland University has determined the following as directory information:

- a. Name, local address, home address, local telephone numbers, home telephone number, date and place of birth, parent names and address, email address, major, class, center attended, dates of attendance, full-time/half-time/part-time status (not specific credit hours), degrees and awards received (including Dean's List), previous institutions attended, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams.

- b. Directory information cannot include student identification numbers or social security numbers. Ashland University sends names and social security numbers of enrolled students to the National Student Clearinghouse each semester. In addition, the university is required by law to release enrolled student social security numbers and addresses to agencies connected with The U.S. Department of Education when mandated to do so.
- c. Students have the right to withhold the release of the above by presenting a written request to the Registrar. A small number of students have requested this and when the name is "accessed in the computer" the statement "Do Not Release Information" will appear.

The Family Educational Rights and Privacy Act of 1974, as amended, outlines the requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. The following explains the rights of students to the student education records and outlines the university's procedures to comply with FERPA.

The meaning of "**education records**" is, with certain exemptions as listed below, those records, files, documents and other materials which contain information directly related to a student, and are maintained by any employee or agent of the university. The following categories of information are exempt and are not considered to be "education records:"

- a. Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
- b. Records maintained by the Safety Services Office for law enforcement purposes.
- c. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
- d. Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records.

All records pertaining to students which are maintained by university offices are official university records, and as such, remain the property of the university.

A student has the right to:

A. Inspect and review education records pertaining to the student.

- a. Students have the right to view their education records wherever these records are maintained on campus.
- b. Once a student has submitted a written request to inspect his or her records, an institution must comply within 45 days.
- c. Information contained in the education records will be fully explained and interpreted to students by university personnel assigned to, and designated by, the appropriate office.
- d. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).
- e. The university allows inspection and review of the specified requested education records, but does not permit a copy of said records. No photographic, electronic or audio devices are permitted during the inspection and review meeting.
- f. When the student has an outstanding financial or other hold on records, the student still maintains the right to review his or her education records. He or she does not have the right to obtain any copies of those records unless failure to do so would effectively deny the student the right to inspect and review records. Also, that student does not have the right to have a transcript sent to a third party until the obligation is fulfilled.

- g. In cases where a student is not within commuting distance (50 miles) of campus and therefore is physically unable to be present to view the record on campus, the institution must make arrangements for the student to obtain access for review of these records.

B. Challenge Information in Records

- a. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading or inappropriate.
- b. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- c. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

C. Procedures for Hearing to Challenge Records

- a. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
- b. Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
- c. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge.
- d. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
- e. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior university officials and a decision rendered, in writing, within a reasonable period of time.
- f. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the university.

D. Limit disclosure of some "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) known as directory information.

- 1. Any student who does not want directory information to be released must submit their request in writing and meet with the campus FERPA Coordinator located in the Registrar's Office.

E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ashland University to comply with the requirements of FERPA may be made by contacting the Family Policy Compliance Office, U.S. Department of Education.

Title IX Policy

Members of the Ashland University community, guests and visitors have the right to be free from gender-based discrimination and sexual misconduct. As a faith based institution, Ashland University is committed to the respect and dignity of each individual.

Title IX - The Law

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. (Title IX of the Education Amendments Act of 1972).

See Ashland University's Title IX Policy at: www.ashland.edu/TitleIX

Authority and Jurisdiction

This policy applies to any person participating in any Ashland University educational program or activity while in the United States of America. “Educational program or activity” includes locations, events or circumstances over which AU exercises substantial control over both the respondent and the context in which the sexual misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Standard of Evidence

Ashland University’s standard of evidence is “preponderance of the evidence.” This simply means that university hearing boards or appeal officers must determine if, based upon the information provided in an investigation, that the reported violation(s) “more likely than not” occurred. When the evidence suggests a 51-49% balance, a preponderance of evidence has been achieved. The burden of evidence or “proof” rests on the university. Respondents are considered not responsible for violations unless and until found responsible by a hearing board or appeal officer.

Definitions

Advisor

Students may be accompanied by one individual of their choice to act as their advisor in any Title IX proceeding.

Advocate (Safe Haven)

AU partners with Safe Haven Rape Crisis and Domestic Violence of Ashland County to provide a confidential, trained advocate for victims of sexual abuse, dating violence or other sexual misconduct matters.

Appeal Officer

A Title IX Coordinator (or designee) not involved in the original case who serves as the appeal official.

Assistants

Assistants are trained Ashland University Title IX Deputy Coordinators. Their role is to provide information about policies, procedures and the resolution process; provide support and guidance throughout the process, to follow-up after completion of the process and refer available resources as needed. Assistants do not act as an advisor or advocate for either party.

Board Member

A three-person panel will be drawn from a pool of Title IX Deputy Coordinators by the Title IX Coordinator. Board Members have been educated and trained on Title IX rules, policies and processes. The board will determine responsible or not responsible outcomes. They will also determine the appropriate sanctions in the event of a responsible outcome. Deputy Coordinators serving as investigators or Assistants are not permitted to also serve as board members.

Hearing Officer

Title IX Coordinator (or designee) who is responsible for the administration of the Title IX Hearing Board process.

Reporting Party

A person who reports that they have experienced, have knowledge of or witnessed sexual misconduct.

Respondent Party

A person reported as a potential violator of Title IX/Sexual Misconduct Policy.

Title IX Staff

For reports or questions related to Title IX, please feel free to contact:

Title IX Coordinators

Robert Pool (student reports)
Vice President, Student Affairs
244 Hawkins-Conard Student Center
rpool2@ashland.edu
419-289-5324

Josh Hughes (employee reports)
Director, Human Resources & Legal Affairs
106 Founders Hall
jhughe11@ashland.edu
419-289-5034

Deputy Coordinators

Emily Adam
Student Affairs Specialist
College of Nursing, Mansfield
419-521-6868

Dave McLaughlin
Director, Safety & Mail Room Services
Student Center
dmclaugh@ashland.edu
419-207-5555

Brielle Nettles

Executive Director of Diversity Equity &
Inclusive Excellence/Special Asst to the
President
244 Hawkins-Conard Student Center
bnettlles@ashland.edu
419-289-5504

Scott Parillo

Director of International Student Services
232 Student Center
sparillo@ashland.edu
419-289-5631

The Role of Title IX Coordinator and Deputy Coordinators

- Coordinate Ashland University Title IX federal compliance by helping to ensure that the university responds appropriately, effectively and equitably to Title IX issues.
- Create specific sexual misconduct materials, including university policy and resources.
- Train new students and new employees, as well as those employees designated as “responsible employees,” on the university Title IX policy, processes and resources.
- Provide a preventative education program (including bystander prevention efforts as well as Title IX policies and protections) with the university community.
- Maintain Safety Services protocols to respond to sexual misconduct complaints.
- Appoint Title IX Deputy Coordinators as needed. Ensure coordination with Title IX Deputy Coordinators and appropriate staff with relevant responsibilities including, but not limited to: prevention and education, law enforcement and university student conduct, housing, medical services, counseling services and safety of students, employees, third party contractors and guests.
- Conduct an annual review of all Title IX complaints. Analyze trends or patterns of sexual misconduct on campus and assess the university’s responses. Annually assess the overall efforts of the university’s compliance with Title IX policies.

Individual Rights

- The university will provide a timely and thorough investigation and will treat the reporting party and responding party with respect before, during and after the process.
- The university will inform both parties of supportive resources such as counseling services, medical services, law enforcement, local rape and domestic violence center services and other campus and off-campus resources.
- Reporting parties are strongly encouraged to report sexual assault, stalking and domestic/dating violence to local law enforcement.
- Both parties may request changes to academic and living situations after a sexual misconduct report occurs. University staff are able to help facilitate such changes, if requests are reasonably available.
- Both parties have the right to have an advisor, who must not also be a witness. An advisor may attend any or all Title IX proceedings and is the student’s designated spokesperson during live hearing cross-examination questioning. Students are not permitted to directly speak to or ask questions of the other party during formal hearings.

- Both parties and the university have the right to a campus "no-contact directive," which prohibits both parties from having contact of any kind (including electronic contact or contact from third parties acting on the responding party's behalf) with the reporting party or the responding party.
- The university will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974) and the university disciplinary action process.
- Both parties are afforded the right to be updated on the investigation and be informed of the outcome in writing.
- Both parties have the right to have prior, irrelevant sexual behavior or history with other individuals excluded from an investigation. (As a reminder, prior consensual behavior with the responding party does not indicate consent on subsequent occasions.)
- Prior to an investigation, both parties are allowed to inform the investigators of relevant witnesses to include in the investigation.
- The university utilizes "the preponderance of evidence" standard for all reported violations, including sexual misconduct. Respondents are considered not responsible for violations unless and until found responsible by a hearing board or appeal officer.
- Both parties will be provided an Assistant to help them navigate the sexual misconduct resolution process. Assistants are trained Ashland University Title IX deputy coordinators. Their role is to provide information about policies, procedures and the resolution process; provide support, advice and guidance throughout the resolution process; follow up after the resolution and refer to available resources as needed. Assistants do not act as advisors or advocates for either party.

In our efforts to end gender-based discrimination, the university expects all members of its community to never:

- Pressure anyone to suppress a report of gender discrimination and/or sexual misconduct.
- Cause the reporting party to believe that he/she is responsible for the commission of the gender-based discrimination committed against him/her.
- Imply to a reporting party that he or she was negligent or assumed the risk of gender-based discrimination by reason of circumstances, dress, or behavior.
- Suggest to anyone that their complaint will bring unwanted publicity to the university.

Title IX Policies

Amnesty

If the reporting party and/or responding party provides any information about alcohol/drug use associated with the reported case, Ashland University will not pursue conduct charges on said substance use. The reporting student(s) would fall under the amnesty of Title IX protection.

Consent

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence - without actions demonstrating permission - cannot be assumed to show consent.

Consent can also be negated (making consent not possible) due to a variety of factors. The following are examples of circumstances that negate consent:

- *Age*- In order to give effective consent, one must be of legal age (16 yrs old in the State of Ohio).
- *Coercion*- Coercion is unreasonable pressure for sexual activity. When someone makes clear by words or actions that they do not want to have sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercive behavior differs from seductive behavior based on the type of pressure someone uses on another. Factors to consider in analyzing whether consent did not exist due to coercion include, but are not limited to, the frequency of requests, the intensity of requests, the persistence and duration of requests and isolation of the alleged reporting party.
- *Force* - Force is the use (or threat) of physical violence on someone to gain sexual access. Sexual activity that results from actual or threatened physical force is non-consensual.
- *Incapacitation*- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. Sexual activity with someone who one knows to be mentally or physically incapacitated constitutes a violation of this policy. Actual knowledge of incapacitation is not required when, based on the circumstances, a reasonable person should have known that the person was incapacitated.

Incapacity can result from a variety of circumstances, including alcohol, drugs, mental disability, sleep, involuntary physical restraint or from the taking of rape drugs. Possession, use and/or distribution of date rape drugs, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to anyone is a violation of this policy.

- *Gender-Based Harassment* - May include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Gender Discrimination

Any act that treats someone unfavorably because of that person’s gender and interferes with that person’s opportunity to participate in an educational activity or university employment.

Indecent Exposure

The exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the responding party may be readily observed.

Intimate Partner Violence (Dating Violence, Domestic Violence)

A pattern of abusive behaviors used to exert power and control over a current or former partner. It can include emotional, sexual, verbal or economic actions or physical threats of violence. Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone. It can happen to anyone, regardless of race, sexual orientation, age, education, religion, etc.

There is often a pattern or repeated cycle of violence, starting with the first instance of abuse. Pattern behaviors to be aware of are:

- **Tension Building:** Relationship begins to get strained or tense between partners.
- **Explosion:** Outburst that includes verbal, emotional or physical abuse.
- **Honeymoon:** Apologies where the abuser tries to reconnect with his/her partner by shifting the blame onto someone or something else.

Non-Consensual Sexual Contact

Any intentional sexual touching, with any body part or object, by any person upon any person without consent.

Non-Consensual Sexual Intercourse

Any sexual penetration (anal, oral or vaginal), however slight, with any body part or object by any person upon any person without consent.

Prior Sexual History

The prior sexual history of a reporting or responding party will never be used to establish character or reputation. Questions about a party's sexual history with anyone other than the other party involved will not be permitted unless directly relevant to the specific facts or evidence in the current matter. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a Policy violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The Title IX Coordinator will determine the relevance of this information, and both parties will be informed if information of prior sexual history is deemed relevant.

Quid Pro Quo

When a person causes another to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur in an employment setting.

Retaliation

The university will not tolerate retaliation in any form against any faculty, staff, student or volunteer who files an allegation, serves as a witness, assists a reporting party or participates in an investigation of a Title IX violation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination, sexual misconduct or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of or questions about retaliation should be directed to a Title IX Coordinator.

Sexual Exploitation

Taking non-consensual, unjust or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;

- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends secretly observe consensual sex);
- Engaging in voyeurism;
- Knowingly sexually transmitting an STI, HIV or other communicable disease to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose his/her genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual Harassment

Sexual harassment is federally defined as conduct on the basis of sex that satisfies one or more of the following:

- a) A school employee conditioning education benefits (i.e. course grades, athletic playing time, etc.) on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
- b) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school’s educational program or activity;
- c) Sexual assault (as defined by the Clery Act), dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA). See definitions below.

([Source](#): U.S. Department of Education, 34 CFR Part 106, Aug. 14, 2020)

Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Rape**: Penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b. **Fondling**: Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
- c. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape**: Sexual intercourse with a person who is under the age of consent (16 years old).

Sexual Violence

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on:

- the reporting party’s statement and with consideration of the length of the relationship

- the type of relationship and
- the frequency of interaction between the persons involved in the relationship.

Domestic violence: A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others or
- suffer substantial emotional distress

([Source](#): U.S. Department of Education, 34 CFR Part 106, Aug. 14, 2020)

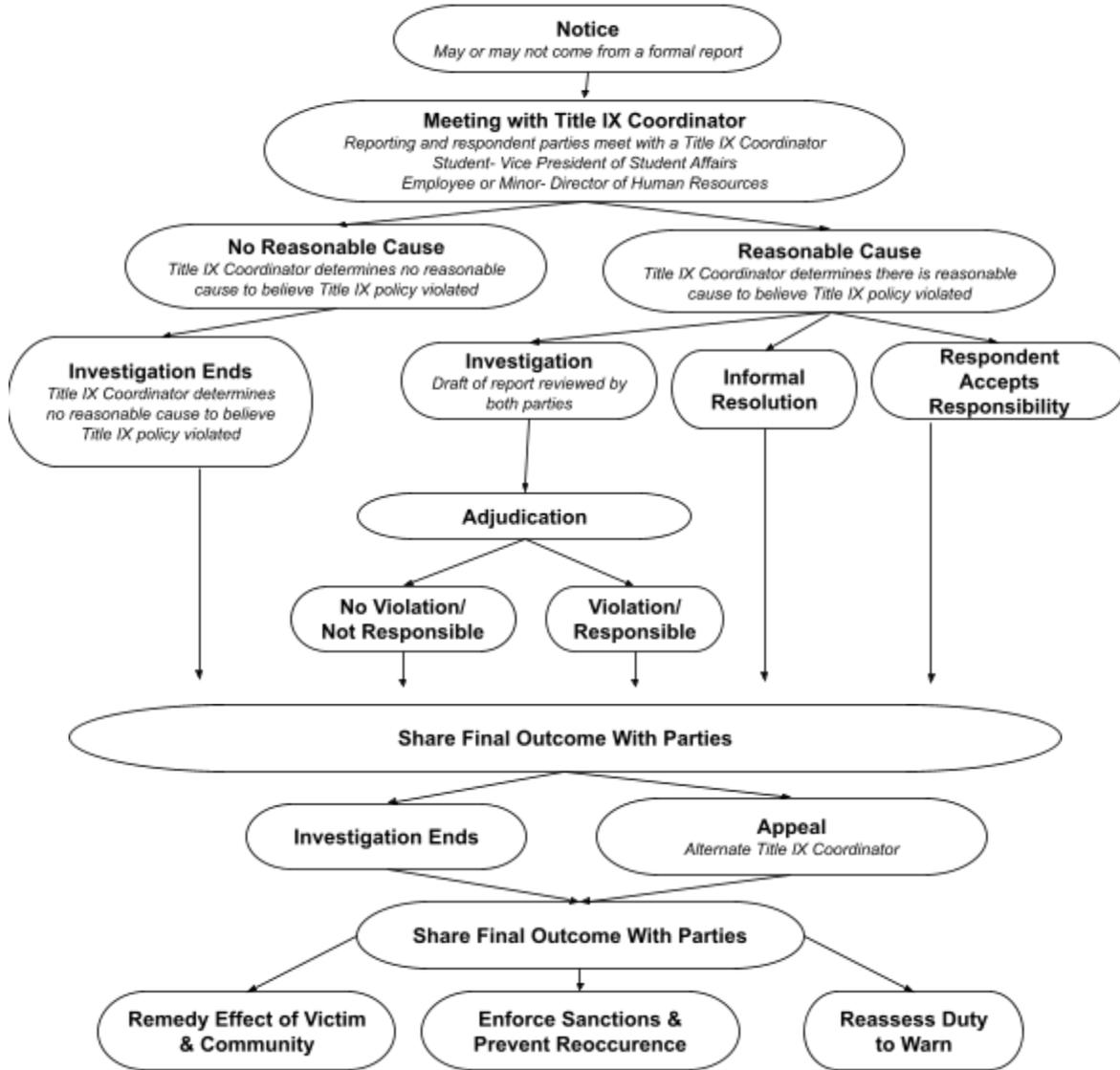
Other Sexual Misconduct Offenses

(Considered a Title IX violation if offense is sex- or gender-based)

1. Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender
3. Intimidation, defined as implied or actual threats or acts that would cause a reasonable person to feel fear of harm from another
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

**Ashland University
Title IX Process**

Adapted from the ATIXA Title IX Grievance Process Flow Chart



Title IX Process

Notice

The university receives information that a Title IX violation has reportedly occurred. Depending on the circumstances, the university may proceed with interim support, safety or disciplinary action, up to and including temporary campus restrictions and suspension if the university believes one or more parties are at imminent risk of danger.

Reporting

The university maintains confidential records for all Title IX-related case documents and conversations. Information is shared on a need-to-know basis only with campus personnel, reporting and responding parties and legal authorities directly involved in Title IX procedures. Each case is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws and university policy.

- Ashland University is obligated to follow up on all reported violations.
- Reports must be based on actual knowledge of sexual harassment or allegations of sexual harassment submitted to the university's Title IX Coordinator or any official who has the authority to institute corrective measures on behalf of the university. University employees (faculty and staff) are considered by the federal government to be "**responsible employees**" and are thus required to report violations (mandatory reporter) to a Title IX Coordinator. Exceptions include employees who must observe strict confidential laws while exercising their roles of confidentiality (i.e. Health and Counseling professionals, Clergy, Athletic Trainers, state-certified Victims Advocates) The confidentiality of reporting and responding parties are carefully protected at all times.
- Violations publicly shared in awareness gatherings, such as "Take Back the Night" programs, or social media posts through non-university-hosted media are not considered reports, notices or complaints requiring a university response.
- Student employees are not considered "responsible employees" and are not required to report, unless they work in the following areas: Human Resources, Safety Services and Resident Assistants/Assistant Residence Directors in the Office of Student and Residence Life.
- Recreational Services student employees receive enhanced training and are required to report if they observe violations in the course of their duties.
- Reporting parties are encouraged to ask employees if they are a mandatory reporter and required to report allegations before sharing their reports.
- Note that the university cannot require the reporting party to discuss the matter further with others - for example, the Title IX Coordinator. However, incomplete information limits the university's ability to investigate, obtain additional information and resolve the situation.
- An **anonymous complaint** can be made. However, without the identity and contact information of the reporting party and/or responding party, the university's ability to investigate, obtain additional information and resolve the situation may be limited.

Confidential Employees/Staff/Support Persons

- Medical: AU Health Center Physician: Dr. Mario Brunicardi | Registered Nurse: Patricia Owens | and Nurse Practitioner: Sarah Taylor.
- Counseling Center: Dr. Oscar McKnight, Counselors - Shannon Kahle & Karen Gilman
- Ashland Theological Seminary, Smetzer Counseling Center: Certified Counseling Interns

- Ordained and licensed clergy hired in those capacities at the university (Executive Director/Chaplain – Rev. Dr. Charles Neff , Athletic Chaplain - Joe Maggelet, Catholic Chaplain - TBA).
- Athletic Trainers (on file with the Athletics Department).

These professionals are required to keep the reporting party’s information confidential. That is, no information may be shared without explicit permission from the reporting party, unless:

- information is requested through the courts or other legal subpoena or
- a person presents a clear and present danger to themselves or others.

In addition, Ohio State Law crime statistics are supplied to the Ashland University Clery Act Compliance Officer by these professional staff for compliance with federal crime reporting requirements.

Submitting a Complaint/Report

If you have any concerns about any of the processes or do not know where to go or with whom to speak, you may contact either Title IX Coordinator.

Student Complaints

Contact Robert Pool, Title IX Coordinator/Vice President for Student Affairs titleix@ashland.edu, 419-289-5307.

- Reports can also be made immediately to Safety Services, located on the first floor of the Student Center, or by calling 419-207-5555 for immediate assistance.
- You are encouraged to write up a description of the incident. Remember, the more details you can provide the better.
- Remember that many offenses described in this policy are also crimes. You are strongly encouraged to consider reporting to the police. However, a police report or complaint is not required in order to pursue university processes. ***In an emergency, please dial 911.***
- Once you file a complaint, an investigator is responsible for notifying the student or group of the charge, conducting a timely investigation and determining if there is a potential violation of the Code of Student Conduct.
- A complaint may be filed without identifying an offender, however, actions of the investigators will be limited in these cases.
- When you make a complaint, you will be asked to write down what you saw, heard or experienced. Witnesses may be requested to meet with the investigator to provide witness statements. Remember that the person named has a right to see what you write.
- Reporting and responding parties may bring a support person with them to meetings or interviews.

Employee Complaints

- For any complaints not involving students, contact Josh Hughes, Title IX Coordinator/Director of Human Resources and Legal Affairs, 106 Founder Hall, jhughe11@ashland.edu, 419-289-5034.

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with government authorities. Complaints can be sent to:

Cleveland Office, Office for Civil Rights, U.S. Department of Education,
1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115-1812. Telephone: 216-522-4970,
Fax: 216-522-2573, TDD: 800-877-8339. Email: OCR.Cleveland@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Meeting with Title IX Coordinator

Once a Title IX Coordinator receives notice of a Title IX violation, they will schedule a meeting with the reporting party and, if applicable, the responding party. During this meeting the Title IX Coordinator will ensure both parties' safety, give options and resources. Some example of resources, but not an exhaustive list, are:

- Rape Crisis Domestic Violence Safe Haven - staffs a Campus Advocate to support reporting parties through the beginning, middle, end and after the process. The Campus Advocate is not an Ashland University employee and is a confidential resource.
- Ashland Police Department - reporting parties have the right to file a report with the Ashland Police Department. If the reporting party chooses not to take this step and it is a felony act, the university will report to the Police without names. In the case of minors, this is mandatory.
- Interim Measures - the university will assist in obtaining medical support (if appropriate), information regarding available legal resources and counseling and support services. If requested by either the reporting or responding party, and if reasonably available, regardless of whether the reporting party moves forward with an investigation or outside law enforcement, the university may assist them in:
 - Changing living situations, including obtaining emergency housing or moving into another residence facility
 - Assisting with exploring options to address academic concerns, such as notification to current faculty, transferring class sections or independent study, requesting an incomplete in a class
 - Restricting both parties through a university no-contact directive or assisting with a civil Protection Order
 - Addressing financial concerns, including providing financial aid guidance
 - Assessing interim suspension and/or a security alert to campus
- Reviewing and offering a formal or informal process
- Offering an Advisor
- Parental notification - in the case of minors, this is mandatory
- Reviewing the Amnesty and Retaliation Policies
- Answer any questions they may have

During the initial meeting with the Title IX Coordinator, the following outcomes can occur:

- Title IX Coordinator determines no reasonable cause to believe the Title IX policy was violated.
 - The case can be referred to conduct, if in violation of the Student Handbook.
 - The case will be closed.
- The Reporting Party chooses not to proceed with the investigation process. The Reporting Party may choose to end, resume or recuse her/himself from a formal investigation at any time. The university maintains the right and responsibility to pursue an investigation with or without the reporting party's participation if it is in the best interest of campus safety (i.e. a

pattern of violations by multiple reporting parties is established or where a clear and present danger exists for future harm).

- Title IX Coordinator determines there is reasonable cause to believe the Title IX policy was violated. The Title IX Coordinator will assign two Deputy Title IX Coordinators to be investigators.

During the initial meeting the Respondent party will be given a summary of the report and notified of the charges against them. They will have up to three business days to accept or deny the charges.

Informal Process

At the reporting party's discretion, an informal process can be requested instead of a formal investigation. Informal resolutions may include one or more of the following, but not limited to: a) an impact letter to the responding party describing the reported violation, its impact on the reporting party and demands that the behavior stop immediately; b) a non-binding, moderated dialog between parties; c) a binding, structured mediation or arbitration; d) remote or teleconference meeting or other informal measures deemed mutually agreeable by the Title IX Coordinator and the reporting party. Informal resolutions are typically reserved for non-violent offenses (non-threatening harassment, stalking, bullying, etc.).

Any party dissatisfied with the informal process (i.e., the case remains unresolved) may request, via written statement within five business days, an alternate informal or formal process. The request will be reviewed by the Title IX Coordinator to determine the next course of action.

Formal Process

Investigation

Two Deputy Title IX Coordinators will conduct the Title IX investigation. They will notify the reporting and responding parties of the investigation in writing. Investigators will meet with the reporting and responding parties to document both perspectives, speak with witnesses and follow up with all case-related fact finding. At the end of the investigation, Deputy Coordinators will submit a draft report of their findings to the Title IX Coordinator. Both parties will have the opportunity to read, submit requested edits and submit written questions they would like addressed during the hearing. The Hearing Administrator will determine if any question is appropriate to be asked and will ask all non-cross examination questions. All requested changes and written questions must be submitted 48 hours after receiving the investigation report.

Adjudication Process

All Title IX hearings are closed to the public. The only persons present will be the parties, their advisor(s), witnesses (while testifying), the Board Members and Hearing Administrator, AU investigators and any staff necessary to support the Board hearing. All parties involved in a hearing are required to keep all information learned in preparation for the hearing and at the hearing private. No copies of documents provided are to be made or shared with any third parties. Any breach of this duty is subject to further disciplinary action by the university.

Hearings are live with both parties present, separated by partition, or in separate rooms/locations via video conference (Zoom).

If the complainant chooses not to present their own complaint, the Title IX Investigators will serve in the role of the complainant. Notes may be taken by the participants in the hearing solely for their personal use. There will be a single recording from the hearing which shall be the sole property of the University's Title IX Coordinator, and this recording will be available only for viewing by the complainant, respondent, their advocate or the University for the purposes of an appeal. Copies of the recording will not be released to any party.

Both parties are permitted to be present for the entire hearing with the exception of the executive (or deliberation) session. Witnesses may be present only for their own testimony.

The Hearing Administrator, in consultation with the Board Members, may establish reasonable time limits, rules and format, providing the parties have equal opportunities to participate. The Hearing Administrator may adjourn the hearing, once commenced, and later reconvene the hearing in consideration of factors including, but not limited to, the unavailability of a witness, party, Hearing Administrator, Board Member, or necessary personnel; inclement weather; or in order to make an evidentiary or procedural ruling.

The reporting and responding parties may submit questions for witnesses or other parties in writing to the Hearing Administrator. The Hearing Administrator will determine if the question is appropriate to be asked and will ask all non-cross examination questions. Advisors, at the appointed time, will be given the opportunity to ask questions of the other party. Reporting nor responding parties are permitted to address each other directly.

Information that was excluded or redacted from the investigative record as impermissible under these procedures or applicable law will not be admissible at the hearing.

Title IX administrative and board meetings will follow the student conduct format for meetings. See the Student Conduct section of the Student Handbook for definitions and explanation of processes. Typically, the format of the hearing will be as follows:

- Introductions
- Review of procedures
- Review of information received
- Review of Case Information
 - Investigation report by investigators
 - Questions to the investigators
 - Statements - not meant to be a retelling of the events, as the timeline will be covered by investigators. Questions may be asked after each statement - first by the hearing board, then by the other party.
 - Statement by the reporting party
 - Statement by the responding party
 - Statements by any witnesses
 - Opportunity for cross-examination questions and responses
- Final statements

- Executive Session
- Announcement of Findings

Adjudicating Employee Title IX Violations

Should the respondent be an employee of the university, an investigation and adjudication as outlined earlier in this policy shall be used.

Sanctions

A list of violations and possible sanctions are below. These are general guidelines and not prescriptive nor exhaustive. The Title IX Hearing Board (or appeal officer) will determine sanctions based on the following parameters:

1. Mitigate the risk of harm or further offense.
2. Restore an environment conducive to learning.
3. Previous or repeated violations for which the respondent was/is held responsible.
4. Improve the safety and security of the campus

Factors supporting more severe sanctions:

- Respondent was found responsible for previous Title IX violations (i.e. pattern of violations).
- Refused to comply with university directives (no-contact directives, etc.).
- Use of intimidation, retaliation or threats of violence.
- Use of physical violence.
- Complainant was unconscious or incapacitated at time of misconduct.
- Complainant is or was a minor at the time of misconduct.

Category	Actions	Warning	Probation	Suspension	Expulsion
Sexual Harassment	Verbal Sexual Comments	✓	✓		
	Relationship Violence and/or Stalking		✓	✓	✓
	Indecent Exposure		✓	✓	✓
	Quid Pro Quo		✓	✓	✓
	Gender Discrimination	✓	✓	✓	

	Retaliation	✓	✓	✓	✓
Non-Consensual Sexual Contact	Touching over clothes	✓	✓	✓	[Redacted]
	Kissing (above shoulders)	✓	✓	✓	
	Light contact with hands under clothes	[Redacted]	✓	✓	
	Sexual touching, fondling and/or groping		✓	✓	
	Kissing below the neck (breasts or genitals)		✓		
Non-Consensual Sexual Intercourse	Oral Sex	[Redacted]	✓	✓	
	Penetration		✓	✓	
	Sexual violence		✓	✓	
Sexual Exploitation	Invasion of Sexual Privacy (taking and/or distributing photos, video, voyeurism, child pornography)	✓	✓	✓	
	Knowingly transmitting sexual infections or disease	[Redacted]	✓	✓	

*University of Minnesota (<http://oscai.umn.edu/title-ix-sanctions>)



= Green check mark in boxes reflect range of possible sanctions

Appeals

Both parties have the right to request an appeal of the decision made by the Title IX Hearing Board. Each party has five business days following the receipt of the written decision to indicate their intention to appeal. Requests for appeal, with grounds, must be submitted in writing to the Title IX Coordinator. The request will be reviewed by the Appeal Officer who will notify both parties of the status of the request.

Appeals by either party will be granted for the following reasons:

- A procedural error occurred that had bearing on the final outcome.
- Information previously unavailable has now come to light that would have bearing on the final outcome.

If an appeal is requested and granted, the Appeal Officer will request written statements from both the reporting party and respondent. The Appeal Officer will review the statements, the recording of the original hearing and all associated paperwork to determine an outcome. The Appeal Officer will have 10 business days upon receipt of the written statements to notify both parties of the appeal status or outcome. Decisions made by the Appeals Officer to uphold, partially uphold or deny the original outcome are final.

Resources for Sexual Misconduct

It is important for the reporting party to be in control of his or her decisions. Though Ashland University encourages all reporting parties to utilize all of the resources and support available, the reporting party is not pressured in any of their decision making. If the reporting party does not wish to utilize these resources, they may always be utilized at a later time. The Title IX Coordinators and Deputy Coordinators identified earlier in the policy can assist with any or all resources. In addition, the aforementioned staff can assist online students, as well as students and employees at centers other than in Ashland, Ohio, in utilizing Ashland Campus resources and/or seeking assistance from their respective city law enforcement, rape crisis and domestic shelter centers and hospitals.

Ashland University Resources

- **Title IX Coordinators**
 - **Robert Pool**- V.P. Student Affairs (244 Student Center, 419-289-5324)
 - **Josh Hughes** - Dir. of Human Resources & Legal Affairs (106 Founders, 419-289-5034)
<http://www.ashland.edu/administration/human-resources>
Can assist the reporting party through each of the following resources noted below.
- **Safety Services** (First floor, Student Center, 419-207-5555) is available 24/7 to offer resources and support. <http://www.ashland.edu/student-affairs/health-safety/safety-services>
- **Safety Escort** (First floor, Student Center, 419-207-5555) can be provided at any time 24/7.
- **Health Center** (First floor Student Center, 419-289-5200) can assist with medical needs by appointment Monday-Friday 10 a.m. - noon and 1 - 5 p.m. Walk-in hours are 9 - 10 a.m. Monday-Friday. Closed Saturday - Sunday and during the summer.
<http://www.ashland.edu/student-affairs/health-safety/student-health-center>
- **Counseling Services** (244 Student Center, 419-289-5307). Appointments can be made by contacting the Student Affairs Administrative Assistant at 419-289-5307.
<http://www.ashland.edu/student-affairs/health-safety/psychological-counseling-services>
- **The Smetzer Counseling Center** at Ashland Theological Seminary also provides counseling services to students and employees. Appointments can be made by contacting Brenda Kitts, Administrative Assistant, at 419-289-5472, <https://seminary.ashland.edu/services/>
- **Christian Ministry** (Jack and Deb Miller Chapel, 419-289-5489) for spiritual support. Appointments can be made by contacting Religious Life Administrative Assistant at 419-289-5489.
<https://www.ashland.edu/student-affairs/getting-involved/office-christian-ministry>

- **International Student Services** (230 Student Center, 419-289-5631, iss@ashland.edu)
<http://www.ashland.edu/iss/>

Ashland City/County Resources

- **University Hospitals, Samaritan Medical Center**
(1025 Center Street, 419-289-0491 or 800-257-9917)
Safety Services can arrange transportation to Samaritan Medical Center.
<http://www.samaritanhospital.org/>
- **Rape Crisis Domestic Violence Center Safe Haven**
(419-289-8085) <http://www.appleseedmentalhealth.com/safe-haven>
- **Ashland Police Department**
(1211 East Main Street, 911 or 419-289-3639)
Safety Services can arrange transportation to the Ashland Police Department
<http://www.ashland-ohio.com/safety-services/police-division>
- **Ashland County Court of Common Pleas**
(142 West Second Street, 419-281-8315)
Court Protective Order can be sought through ACCCP if the responding party lives in Ashland County or if the incident occurred in Ashland County <http://www.ashlandcommonpleas.com/>
- **Appleseed Community Mental Health Center**
(2233 Rocky Lane, 419-287-3716) <http://www.appleseedmentalhealth.com/>
- **Ashland County Council on Alcoholism & Drug Abuse**
(310 College Ave, 419-289-7675) <https://accada-rap.org/>
- **Catholic Charities** (34 West Second Street, 419-289-1876)
<http://ccdacle.org/facility/catholic-charities-ashland-county>
- **Cornerstone Counseling of Ashland**
(502 Claremont Avenue, 419-289-1876) <http://www.ashlandcornerstone.com/>
- **Ashland Care Center**
(119 Sloan Avenue, 419-281-1111) <http://www.ashlandcarecenter.org/>
- **Kno Ho Co Health Services**
(1060 Claremont Avenue, Suite 3, 419-289-0491) <https://www.knohoco.org/health-servicesplanning>

Mansfield/Richland County Resources

Ashland University Mansfield CONHS Apartments/Nursing Program

- **Mansfield City Police**
(30 N Diamond Street, 911 or 419-755-9721)
- **Ohio Health Mansfield Hospital**
(335 Glessner Avenue, 419-526-8000)
- **The Domestic Violence Shelter - Campus Sexual Assault Advocate**
(Office 419-774-5843 ext. 116)

State and National Resources

- Ohio Alliance to End Sexual Violence <https://www.oaesv.org/>
- U.S. Dept. of Civil Rights Dear Colleague Letter, April 2011
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html>
- The White House Initiative Against Sexual Assault
<https://www.justice.gov/archives/ovw/page/file/905942/download>

- U.S. Dept. of Justice, The Campus Sexual Assault (CSA) Study
<https://www.ncjrs.gov/pdffiles1/nij/grants/221153.pdf>

NCAA Resource for Athletes

- NCAA Sexual Violence Prevention Guide
<http://www.ncaa.org/sites/default/files/Sexual-Violence-Prevention.pdf>

Relationship Violence

- Sex and Healthy Relationships
http://www.loveisrespect.org/pdf/Sex_And_Healthy_Relationships.pdf
- Dating Violence on Campus
http://www.ncdsv.org/images/NCVC_DVonCampusFactOfLife_Fall2003-Winter2004.pdf

Sexual Assault

- Drug-Facilitated Sexual Assault
<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Victims/Sexual-Assault-Forensic-Examination/drug-facilitated>

Sexual Harassment

- Sexual Harassment Fact Sheet
<https://www.eeoc.gov/fact-sheet/facts-about-sexual-harassment>

Stalking

- Stalking Fact Sheet
https://victimsofcrime.org/stalking-resource-center/et_english.pdf

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report.

This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety.

- Mandated federal reporters include: Title IX Coordinators and Deputy Coordinators, student/conduct affairs, campus safety services, local police, coaches, athletic and assistant athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.
- The information to be shared includes the date, location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the reporting party and may be done anonymously.

Federal Timely Warning Reporting Obligation

Reporting parties of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat or danger to members of the campus community.

- The university will make every effort to ensure that a reporting party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
- The reporters for timely warning purposes include: Title IX Coordinators, Deputy Coordinators, Student/Conduct Affairs, campus Safety Services, local police, coaches, athletic and assistant athletic directors, Residence Life staff, Student Activities staff, Human Resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

Other Title IX Issues

Athletics

Title IX has helped girls and women participating in interscholastic and intercollegiate athletics in far greater numbers than they had in the past. When Title IX became law, dramatic change was needed to level the playing fields of the nation's schools and to change the perception of the place of girls and women on them.

Girls and women also are increasingly participants in sports that have traditionally been seen as exclusionary to women. Before the passage of Title IX, athletic scholarships for college women were rare, no matter how great their talent.

It is important to recognize that there is no mandate under Title IX that requires a college to eliminate men's teams to achieve compliance. The thought that "if women are to gain opportunities, then men must lose opportunities," presents a false dichotomy. As with other educational aspects of Title IX, and according to the expressed will of Congress, the regulation is intended to expand opportunities for both men and women.

Revised 2019

Tobacco Product Policy

In accordance with Ohio's Smoke-Free Workplace Act of 2006, Ashland University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and wellbeing of its faculty, staff, students and visitors. Ashland University recognizes the Surgeon General findings that "tobacco use in any form, active and/or passive, is a significant health hazard." In light of this recognition, the following policies have been further developed. *Please note the policy difference at Dwight Schar College of Nursing.*

- Tobacco products* are not permitted to be used:
 - in any residential unit or campus building.
 - within 20 feet of a door, window or air duct of a campus building.
 - at any campus indoor or outdoor recreation and/or athletic facilities, as well as all Ashland University-sponsored outdoor events held on or off campus.
 - in any buses, vans or other vehicles used for campus business.

- Prevention, education and cessation services for tobacco in all forms are available from the Student Health Center and/or local community services.
- Advertisement and sales of tobacco products, as well as free distribution, are not allowed on campus or in campus-controlled situations, properties and environments (including scoreboards/signage in or around athletic facilities).
- Sponsorship of campus events by tobacco-promoting organizations is not permitted.
- Tobacco users must follow proper disposal of tobacco materials.

*The Dwight Schar College of Nursing and Health Sciences is committed to promoting the wellbeing of its students, employees and visitors. To reflect this commitment, a **tobacco-free** premises policy has been adopted on the Mansfield campus. The tobacco-free policy includes tobacco products, including smoking at the Dwight Schar College of Nursing and Health Sciences academic building, apartment complexes, outside grounds, parking areas and vehicles thereon.*

*Defined as any lighted or unlighted cigarette, electronic cigarettes/vaporizers, cigar, pipe, hookah, bidi, clove cigarettes and any other smoking product, and smokeless or spit tobacco.

Traffic, Parking and Vehicle Operation

Any person operating a motor vehicle on Ashland University property will be responsible for complying with university vehicle and parking regulations. Persons found to be in violation of such regulations may be subject to conduct action in accordance with the severity or persistence of the offense (fine plus restitution and possible loss of parking privileges).

Unauthorized Entry

Unauthorized access to any university building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any university building or failing to timely report a lost university identification card or key.

Unauthorized Use of Keys

Unauthorized possession, duplication or use of keys to university facilities.

Violation of Federal, State or Local Law

The university will process any violations (of which it is aware) of federal, state or local laws through the Student Conduct Office at its discretion.

Voter Registration

In accordance with the 1998 reauthorization of the Federal Higher Education Act, Ashland University will make voter registration forms available to all degree-seeking students who attend classes on the main campus. Students seeking guidance on how to register to vote may reach out to the Ashland University Department of Student Life, 401 College Avenue, Room 230 Hawkins-Conard Student Center, Ashland, Ohio 44805 or 419-289-5325.

Ohio Residents

Voter information for Ohio: <https://www.sos.state.oh.us/elections/voters/toolkit/voter-registration/>

Out-of-State Residents

Click on your own state's Secretary of State Website to learn about voter information for your home residence: www.statelocalgov.net/50states-secretary-state.cfm

Weapons

The possession, use, sale or distribution of firearms, deadly weapons or dangerous ordnance on campus (including buildings) is against the law in the state of Ohio, as well as university policy. This specific topic is addressed in the Ohio Concealed Carry Law. University policy also restricts the possession, use, sale or distribution of the following prohibited weapons: explosives of any type (including firecrackers), BB and pellet guns, paint guns, slingshots, any type of firearm, ammunition, dangerous chemicals that can be used to create an explosion of any type, knives and any other material or device that can create a safety hazard to members of the campus community.

Windows

Throwing objects out of windows of any university-owned building is prohibited and could cause a serious safety concern. Screens should remain securely fastened at all times.

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UNIVERSITY

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