

ASHLAND UNIVERSITY



STUDENT HANDBOOK 2026-2027

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PRESIDENT'S WELCOME

Dear students,

Welcome to Ashland University! Our dedicated faculty and staff are committed to ensuring that you have an educational experience that prepares you not only for the job market but also for a life of meaning and service to others.

Since our founding in 1878, Ashland has placed the "Accent on the Individual." Our outstanding educational programs will challenge you academically and help you grow personally, preparing you to follow your calling in life. Rooted in academic freedom, we teach you how to think, not what to think.

At Ashland, you will also find outstanding extracurricular programs. From a nationally acclaimed Division II athletics program to more than 100 student organizations to public lectures on global topics, you can immerse yourself daily in new experiences inside and outside of the classroom. I attend as many cultural and athletic activities as I can. I hope you will, too.

Ashland is a safe, welcoming campus. We are blessed by the presence of students of different backgrounds, races and ethnicities, from small towns and major cities, representing nations from around the world. We are here to support your intellectual growth, physical and mental health, and spiritual development. Our student body includes individuals with a range of ideological viewpoints. We welcome this diversity. We also acknowledge that Christian values are a core element of our institutional identity. We affirm faith in God, moral integrity, and respect for each person in our community of learning. Our university is better because of you.

A great education is about the pursuit of Truth. At Ashland University, we believe that objective truth, pursued in a community of scholars and students, is a vital ingredient of a healthy democracy and prosperous society. Our founders began this university with a clear mission more than 145 years ago, and our mission is as vibrant today as ever. We take great pride in this history, and we invite you to join us in Eagle Nation.

Welcome home!

Dr. Jon Parrish Peede
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 students 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 here. [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 to consider a proposal from members of the German Baptist Brethren Church 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 campaign funds and make final plans. The success of the campaign was announced, the college was chartered on Feb. 20, and a church-related, coeducational 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, built from bricks made on the site. Classes began at Ashland College on Sept. 17, 1879, with approximately 60 students and eight faculty members.

The new institution grew slowly during its first few decades, but enrollment reached 200 shortly after the turn of the century. By the 1950s, the college had added many new academic programs and experienced rapid growth from about 300 students to more than 2,500 in 1970. In 1989, college officials changed the name to Ashland University to reflect an institution with broader academic programs and both graduate and undergraduate students.

Progress continued on campus during the 1990s and 2000s with the construction of several new academic buildings, as well as a new student center, recreation center and athletic complex. In 2010, the university acquired MedCentral College of Nursing in Mansfield and constructed the state-of-the-art Dwight Schar College of Nursing and Health Sciences facility in Mansfield, which opened for classes in 2012.

The main campus is situated on 135 beautiful acres with trees and flower gardens. The location is close to Cleveland and Columbus, while offering an intimate campus experience in a small-town setting. Deeply rooted in tradition, yet always moving forward, AU provides unparalleled opportunities for students to learn, grow and find their place in the world.

The university has grown to more than 7,000 students and is ranked as a “Best College” in *U.S. News and World Report’s* Regional Universities – Midwest category. Ashland University continues to value the individual student by offering a unique educational experience that combines the challenge of strong, applied academic programs with faculty and staff who build nurturing relationships with students.

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 the 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 quite a flurry. Her abductors were identified and expelled from school. Louise was ultimately deemed 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, half a ton heavy and 20-foot-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 70's 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, standing in front of the Dauch College of Business and Economics; Bob standing at the entrance to the Troop Center; Martha poised in front of the Schar College of Nursing and Health Sciences; Maxine welcoming guests at the front of the Recreation Center and Arthur L. and Maxine Sheets Rybolt Sport Sciences Center; and Dwight, located 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

ACADEMIC RIGHTS AND RESPONSIBILITIES

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 regarding registration: [Ashland University Catalog](#).

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

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/Flu/RSV: Students who are experiencing respiratory illness such as Covid-19, flu, or RSV should stay home and away from others until symptoms are improving and have been fever free for at least 24 hours without the use of fever reducing medication. When resuming normal activities, you are encouraged to take additional precautions for the next 5 days such as wearing a well-fitting mask, keeping distance from others, and practicing good hygiene methods. It is also recommended that you get tested as there are treatments available. If your healthcare provider feels that treatment would benefit you, the treatment must be prescribed soon after your symptoms begin. Current guidelines can be found at <http://www.ashland.edu/covid-19-updates-and-info>.

ATHLETIC POLICIES

[25 26 handbook FINAL \(PDF\) - Ashland University](#)

Complimentary Tickets Policy

A student may receive up to four complimentary admissions per regular-season home contest. Complimentary admission will be provided only by a pass list for family members and relatives, and only for the sport(s) in which you participate. Complimentary tickets will not be provided for away contests.

Student-Athlete Ticket Requests

Student-athlete ticket requests must be submitted via Teamworks.

The student-athletes may not receive payment from any source for the complimentary admissions and may not exchange them for any item of value.

A student-athlete jeopardizes his or her eligibility status by not following the complimentary ticket policy.

CONSUMER INFORMATION

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: <https://ashland.edu/consumer-information>.

FINANCIAL AID POLICY STATEMENT

Ashland University has several 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 ashland.edu/policies-terms.

CAMPUS RESOURCES

[Academic Catalog](#)

[Academic Calendar](#)

[University Calendars](#)

Department Website	Location	Email (@ashland.edu)	Phone
Academic Advising	7 th floor Library	academic-advising@ashland.edu	419-289-5639
Ashbrook	2nd floor SCOE	ashbrookroom@ashland.edu	419-289-5411
Ashland Center for Nonviolence	Bixler 108-116	acn@ashland.edu	419-289-5313
Ashland Theological Seminary	910 Center Street	ats-info@ashland.edu	419-289-5161
Athletics	Kates Gymnasium	jgreen34@ashland.edu	419-289-5441
Auxiliary Services	1st floor Amstutz	aux-services@ashland.edu	419-289-5371
Campus Stores	1st floor HCSC	books@ashland.edu	419-289-5336
Career Center for Life Calling	8 th floor Library	cclc-au@ashland.edu	419-289-5064
Christian Ministries	Lower Chapel	ocm@ashland.edu	419-207-6100
CommUNITY & Belonging	254 HCSC	diversity@ashland.edu	419-289-5917
Community Service	MVRC	comserve@ashland.edu	419-289-5358
Counseling	244 HCSC	Omcknigh@ashland.edu	419-289-5200
Student Dining	Lower Convo	dining@ashland.edu	419-289-5762
Eagle Card	Lower Convo	icard@ashland.edu	419-289-5433
Facilities	Maintenance Bldg.	facilities@ashland.edu	419-289-5490
Financial Aid	310 Founders	financialaid@ashland.edu	419-289-5002
Fraternity & Sorority Life	230 HCSC	fsl@ashland.edu	419-289-5325
Health Services	1st floor HCSC	healthcenter@ashland.edu	419-289-5200
Honors Program	1st floor Clayton	honorsapps@ashland.edu	419-289-5260
Information Technology	Archer Library 1 st Floor	au-tsc@ashland.edu	419-289-5405
Instructional Resource Ctr	2nd floor Archer Library	irc-aulib@ashland.edu	419-289-5406
International Student Services	254 HCSC	iss@ashland.edu	419-289-5123
Archer Library	Archer Library	library@ashland.edu	419-289-5400
Leadership Development	230 HCSC	leadership@ashland.edu	419-289-5325
Mail Center	1st 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	419-289-5666
Recreation & Wellness	Recreation Center	recwell@ashland.edu	419-289-5440
Residence Life	230 HCSC	reslife@ashland.edu	419-289-5303
Parking	1st floor HCSC	parking@ashland.edu	419-207-5555
Safety Services	1st floor HCSC	security@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 Life and Success	244 HCSC	cwilli49@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	211 Bixler	studyabroad@ashland.edu	419-289-5870
Title IX/Sexual Misconduct	254 HCSC	TitleIX@ashland.edu	419-289-5504
Tutoring	Archer Library, 7 th floor	tutoring@ashland.edu	419-207-6779
Writing & Communication Ctr	Archer Library, 1st floor	wcc@ashland.edu	419-289-5156

Auxiliary Services

Eagle Card

Only you may use your Eagle Mobile ID. You may not loan your card to anyone else at any time. Should you loan your card to someone else, you will be held responsible for any activity, service, privilege or sales transaction that occurs with your card. [Eagle Card Information | Ashland](#)

As of June 1, 2026, The **Eagle Mobile ID** is available to all enrolled students and current employees. Please visit: [Eagle Mobile ID | Ashland](#)

Having issues adding your **Eagle Mobile ID**? Contact the Eagle Card Office at:

Eagle Card Office

Lower Level, John C. Myers Convocation Center

419-289-5433

eaglecardoffice@ashland.edu

ID pictures can be taken during normal Eagle Card Office business hours: Monday-Friday, 8:00 a.m. to 4:00 p.m. Ashland University is excited to also offer Online Photo Submission. It is preferred that your assigned AU email is used for this process. Follow this link to submit a photo on the Eagle Card Office page: <https://www.ashland.edu/eaglecard-information>

- Click on Eagle Card Policies
- Click on **Manage Your Account** (in purple)
- Click on Sign In
- Go to Profile on top of page
- Submit a photo

All full-time and part-time students are required to possess a valid Ashland University ID.

The Eagle Mobile ID serves as a meal ticket, library card, residence hall access, and entry to many campus events. Students must present it to university officials upon request. Failure to do so or misrepresentation may result in conduct action.

If using a physical Eagle Card, the first one is free, after this there is a \$20 replacement fee. Temporary 72-hour cards are available in the Eagle Card Office from 8:00 a.m. – 4:00 p.m. Monday–Friday, and after hours or on weekends at the Safety Services Office in the Hawkins-Conard Student Center.

Student Dining

Questions concerning dining services? Please email dining@ashland.edu. [Student Dining](#)

- Tuffy's [Student Dining | Ashland](#)
- Conard Café [Student Dining | Ashland](#)
- Concessions [Student Dining | Ashland](#)
- Eagle's Nest [Student Dining | Ashland](#)
- Lyceum Café [Student Dining | Ashland](#)

Vending Machines

If money is lost in the vending machines (i.e., candy, snacks, soda, juice), refunds are provided by the Campus Store, located on the ground floor of the Hawkins-Conard Student Center. Please be ready to provide your name, AU ID number, dollar amount, date, and the location of the vending machine.

Christian Ministry

Lower level of Jack and Deb Miller Chapel ashland.edu/office-christian-ministry

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 in 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 faith exploration and discipleship to deepen 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 419-207-6100, 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 the University Chaplain through the Office of Christian Ministry at ocm@ashland.edu or by calling 419-289-5624.

Counseling Services

244 Hawkins Conard Student Center

ashland.edu/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 address various students' needs. Such services include:

- Counseling for social, personal and academic issues
- Crisis intervention and retention referrals
- Academic assistance
- Advanced memory training/accelerate 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 request” 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.

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 8 students at any one time may ride a campus elevator.

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 \$75.00 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. Any individual 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, Scholarships and Student Employment

310 Founders Hall ashland.edu/financial-aid

Ashland University provides financial assistance to eligible students who have been accepted for admission, are not on disciplinary probation, and meet Satisfactory Academic Progress (SAP) standards outlined in the academic catalog and on our website. Financial aid may come from federal, state, or University sources and may be based on academic or talent-based achievements and/or financial need. Aid is awarded one academic year at a time. To continue receiving aid, complete the FAFSA each year at studentaid.gov and meet renewal requirements.

Visit [Ashland University Financial Aid](#) 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 available on our website and the Self-Service Financial Aid portal.

Check your AU email and Self-Service Financial Aid portal regularly to make sure there are no outstanding requirements that could delay aid.

- Scholarships and grants are automatically applied to your student account if eligibility requirements are met.
- Federal loans must be accepted in the Self-Service Financial Aid portal before they are applied to your account.

If you receive an outside scholarship, the check can be mailed to the Financial Aid Office at 310 Founders Hall, 401 College Ave., Ashland, OH 44805. You may also email financialaid@ashland.edu to let us know it is coming and include any paperwork that accompanies the scholarship.

Financial Aid Counselors are available to help guide you through the process. Counselors are assigned based on the first letter of your last name. Contact information is available at ashland.edu/financial-aid.

Student Employment

Ashland University employs several hundred students each year through two programs:

- Federal Work-Study (FWS) – awarded to students who demonstrate financial need through the FAFSA. FWS students receive priority for on-campus jobs.
- Regular Student Employment (RSE) – available to students who do not qualify for Federal Work-Study.

Student employees typically work up to 20 hours per week and earn at least minimum wage, with higher pay possible for advanced skills or supervisory roles.

Campus job opportunities are posted on Handshake through the Career Center for Life Calling ([Handshake](https://handshake.joinhandshake.com) joinhandshake.com). Students can search and apply for positions or internships there. Meeting with the Career Center to review your resume before applying recommended.

Student Employment Forms and Pay

After a student is hired, the supervisor submits an On-Campus Student Employment Work Authorization through Etrieve. The form routes through the Financial Aid Office, the student, and then Human Resources and Payroll. A separate authorization is required for each job or internship.

Students who have not previously worked at Ashland University must complete the following forms at ashland.edu/student-employment:

- **(I-9) Employment Eligibility Verification Form**
- **(W-4) Employee’s Withholding Allowance Certificate**
- **(IT-4) State of Ohio Form**

Before starting work, bring the completed forms and required identification for the I-9 to the Human Resources Office (104 Founders Hall).

Student employees are paid every two weeks based on hours worked and may receive payment by paycheck or direct deposit. Set up for direct deposit at ashland.edu/student-employment by clicking on Student Employment Forms.

Health Services

Hawkins Conard Student Center 1st floor [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. to 12:15 p.m. and 1 p.m. to 3:30 p.m., Monday through Friday, during fall and spring semesters when the university is 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 Service at 419-207-5555 or 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 may 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 unless equipment is not returned.
- 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 Psychological Counseling and Health Services and/or the Vice President of Student Life and Success; Associate Provost of Student Success (or his/her designee), determines a student requires medical or psychological care, interim action may be issued.

Insurance

- All full-time undergraduate students are enrolled in the Basic Accident Medical Benefit program. The cost for this insurance is included in the campus access center fee. Participation in the Student Major Medical Health Insurance program is optional. Students may waive their AU Student Major Medical Health Insurance program and fees by visiting the Wellfleet portal [Wellfleet Student - Ashland University](#). Proof of an alternative major medical health insurance is required.
- All full-time graduate students are eligible to enroll in the Student Insurance Major Medical Health program. To enroll, contact the Student Accounts Office at 419-289-5958.
- All international students are required to enroll in the Student Major Medical Health Insurance program.
- 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 [wellfleetstudent.com](#) for medical claims and [AG Specialty Insurance](#) for injuries. 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

Copying and Printing

Multifunctional Devices (Photocopy, Print, & Scan) are available on: Archer Library 1st & 2nd Floor, Hawkins-Conard Student Center, Schar College of Nursing and Health Sciences, and Dauch Hall College of Business and Economics. 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 lockers 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.

Services

- The Mail Center offers stamps and envelopes for purchase, as well as parcel postage, first class, express, and standard mail processing. We can send parcels via UPS, FedEx, and the United States Postal Services, depending on the sender's needs and pricing preferences. We are proud to offer full transparency regarding various pricing options and shipping times.

Hours of Delivery and Pick up

- The Main Center window is open from 10:00 a.m. to 4:00 p.m. Monday through Friday.
- Student mail is picked up from the Ashland Post Office Monday through Saturday at 10:30 a.m.
- Outgoing USPS mail is taken to the Ashland Post Office at 3:00 p.m. each weekday.
- FedEx delivers and picks up at 9:30 a.m. each weekday.
- UPS is delivered each Wednesday at 10:30 a.m. and picked up at approximately 3:30 p.m.

Lockers

- All incoming packages and letters are scanned, and an email is sent to the recipient notifying them that they have mail to pick up from the mailroom lockers. This email will contain a QR code to use at the automated locker kiosk, which allows students 24/7 access to their packages or letters. You have 3 days to pick up your package(s). When there is a holiday or break packages will remain in the lockers until the following Tuesday of your return.
- When expecting a package, please wait until you have received the notification email from the AU mailroom. Vendors and carriers often send status updates, but packages will not be available for pick up until they are received and processed by the Mail Center.

Address

- In August, incoming freshmen will receive an email with their box number, which they will use throughout their four years. While the Mail Center does not have physical mailboxes, the box number helps identify students with identical or similar names.
- Please use the following format for your address here on campus:

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

Forwarding Mail

- Students may have their mail forwarded to an address other than their home address during the summer by emailing the Mail Center at mailroom@ashland.edu. All first class mail can be forwarded home. UPS and FedEx packages cannot be forwarded.
- Students who will be away for a semester should notify the Mail Center staff so their mail can be forwarded during their time away from campus.
- Students who move off campus are encouraged to use their residence as their mailing address.

On-Campus Mail

- The Mail Center has mail slots for off and on campus mail when the Mail Center window is closed. For on campus mail please have the person's name or department on the front of the letter along with the sender's name. Off campus mail must be sealed and have correct postage affixed to the letter. Mail does not get taken down to the Post office on Holidays.

Mail at Schar College of Nursing and Health Sciences

- Ashland University main campus and the administration building at the Schar College of Nursing and Health Sciences campus has a delivery service that goes between both campuses. Mail leaves the Main Campus by 9:30 a.m. every Monday, Wednesday, and Friday morning. Mail is then distributed at the Schar College of Nursing and Health Sciences. Any special delivery requests, questions or concern should be directed to the Mail Center (419-289-5317).
- Students residing at the Mansfield campus should have all incoming mail addressed to:

1071 Marion Ave
Apt # _____
Mansfield, OH 44906

Even though you might live at the 1081 apartment building all mail and packages are delivered to the 1071 apartment building then distributed from there.

Residence Life

Role of Staff

Resident Assistants (RAs) are the foundation of the Office of Residence Life, who are undergraduate students serving as peer advisors, facilitators, policy upholders, administrators and community builders for residents in their living environments. Residence Life Coordinators (RLCs) are professional live-in staff members who serve as the administrator and supervisor of residence halls, university apartments, fraternity houses and Living-Learning Communities. The Assistant

Director of Housing and Operations manages the keys, room change processes and other housing-related processes. The Assistant Director for Residence Life manages all aspects of housing and residence life at the College of Nursing and Health Science Campus. 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, as well as all residential and housing processes.

Rights and Responsibilities of Roommates

The following is a reminder to each resident of their responsibility to their roommates. One's enjoyment of life in a residential unit will depend mostly on the thoughtful consideration that students demonstrate to 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, safe 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. Residence Life staff members are 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 Res Life Coordinator. Roommate agreements are available for creation or amendment at housing.ashland.edu.

Housing Processes

Apartments

Apartment style living is available to qualified students in the Senior Apartments, 9th floor Amstutz Apartments, and Mansfield Campus Apartments.

- **For Commuter Students and Select Campus Apartments***
Tuffy Plan - \$1,260 for Commuter Students and Senior Living.
Students receive 80 meals to be used in the dining hall or for equivalency at the Eagle's Nest, Tuffy's Smoothie Bar, Lyceum Café, and Concessions. If you run out of meals, additional meal blocks are available for purchase. No Dining Dollars included.
**Senior Living includes; Senior Apartments on Samaritan Avenue and Seniors Living in Amstutz Hall.*
- 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 Schar College of Nursing and Health Sciences).
- Smoking is not allowed in any Ashland University building or patio.

- Grills are also not permitted on the patios, due to fire hazards.
- Students must be enrolled in courses at the Schar College of Nursing and Health Sciences 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 Senior 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:
 - (GPA x Credit Hours) – less student conduct deductions = individual points.
 - The point deductions for student conduct violations are as follows:
 - ❖ Level III – no points deducted
 - ❖ 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

The University does not discriminate in housing assignments on the basis of race, color, ancestry, age, sex, national origin, pregnancy or childbirth, disability, genetic information, military service, veteran status or any other status protected by laws applicable to the University. Students falling outside of the traditional Undergraduate age or ‘pregnancy or childbirth’ status are exempt from University residential requirements or, if necessary, may be assigned campus or retail housing that accommodates their specific needs.

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 <https://ashland.erezlife.com/>. The Room Waitlist Request Form will be available to students after the lottery process has been completed and closed by August 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.

Break Closing

The University residential units are closed for all official vacation periods: Thanksgiving, Winter/Christmas 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. Applications not submitted by the deadline will be subject to a \$50 late fee, applied to the student's account.

When leaving for vacation periods, all residents are requested to unplug all electrical appliances (including refrigerators and aquariums), remove all trash, turn off lights, close and lock windows and blinds, and lock the door. Mini refrigerators should be emptied, defrosted, and the door left ajar with a towel underneath, except 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 (RCR) 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 check-out, all residents must fill out a move out date and time with their RA no later than one (1) week prior to finals, or the student will be charged for a fee for improper check out. At check-out 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 check-out 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 will be 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 48 hours of withdrawal, suspension or expulsion, or whenever the resident is no longer a student unless otherwise stated by a university official.

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, they will be held accountable for the room's

condition submitted by a Residence Life staff member. An additional \$50.00 will be assessed for not officially checking out of the assigned space as outlined by closing information or by your chosen checking out time. If a resident fails to return the room key at check-out, that resident will be charged \$75.00 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 cost of damage in the room is determined by Facilities, Building Services, and The Office of Residence Life.

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 damage 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

All full-time undergraduate students (registered for 12 or more hours per semester) at Ashland University are required to live on campus for all 4 years unless one of the housing exemptions listed below is requested and approved. Students who wish to live off campus must annually apply for off campus status through the Office of Residence Life.

Students who started their undergraduate coursework at Ashland University in the 2023-2024 and 2024-2025 academic years only are grandfathered in with a *3-year live-on requirement*. Students in these cohorts will be required to live on Ashland University's campus for a total of 6 (3 Fall and 3 Spring) semesters. Students in these cohorts who are interested in living off campus will need to fill out the Off Campus Housing application with the Office of Residence Life and will need to have a verified address within 35 miles of Ashland University's campus but are not required to live with a parent or guardian as stated in the list of exemptions. Students in these cohorts who are requesting to live off campus further than 35 miles away from campus need to request, in writing, to the Director of Residence Life with reasoning as to why it would benefit the student's overall success to live off campus.

Non-traditional students who are under age 17 or older than 24 who wish to live in campus residence halls must request in writing an exemption from the Director of Residence Life. Exemptions are not guaranteed, and requests will be reviewed on a case-by-case basis.

Students living in University Residential Housing who complete their undergraduate coursework in December and then enroll in an AU graduate program beginning the following spring term may continue to reside in residence for the remainder of their housing contract (not to exceed one semester).

All approvals are granted on an annual basis. Students must complete the Off Campus Housing application each year while attending Ashland University. Falsification of any information in an attempt to receive an off-campus exemption will result in room and board charges applied to your student account, as well as being considered a violation of the Student Handbook. Violations of the student handbook will be adjudicated through our student conduct process.

Housing Policy Exemptions

Exemptions will be made for the following reasons:

1. While in attendance at AU, the student is living in the **permanent primary residence** of his/her parents or legal guardian and that resident is within 35 driving miles of AU's main campus (401 College Avenue, Ashland, Ohio 44805) or The Schar College of Nursing and Health Sciences (1020 S. Trimble Road, Mansfield, Ohio 44906).
 - a. Please note that the Office of Residence Life considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address of record on file with federal, state, and/or local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) resides. Students will not be exempted from their residency requirement to live with other family members (e.g., grandparents, aunts, uncles, brothers, sisters, etc.) or friends.
 - i. The purchase of property and/or lease or sublease of rental property within 35 miles of the University does not automatically constitute permanent primary residence and may not be considered for housing policy exemption.
 - b. Documentation Required:**
 - i. A copy of the parent/legal guardian's driver's license or state-issued identification, showing a matching address.
 - ii. A copy of utility bills listing the permanent address for a minimum of six months before the application date. Legal parent/guardian's name must be on the utility bill.
2. The student is:
 - a. Married, divorced or widowed.
 - i. Marriage certificate, divorce paperwork or death certificate as appropriate.
 - b. 22 years of age or older prior to October 1 of that academic year.
 - i. No additional documentation required.
 - c. The parent or guardian of a dependent child.
 - i. Documentation Required:**
 1. Document showing guardianship of child or birth certificate with the student's name listed as a parent.
 - d. A new transfer student who has completed four semesters and earned a minimum of 45 credits from an accredited college/university and has not lived on Ashland University's campus does not include college credits earned while still enrolled in high school.
 - i. Documentation Required:**

1. A copy of the transcript showing completed credit hours.
3. The student has:
- a. Served in the Armed Forces and received an honorable discharge.
 - i. Documentation Required:**
 1. Discharge paperwork.
 - b. Lived in campus housing for the equivalent of 8 fall and spring semesters at Ashland University while enrolled in academic coursework each semester.
 - i. Documentation Required:**
 1. No additional documentation required.
 - c. Earned a bachelor's degree from an accredited four-year college/university.
 - i. Documentation Required:**
 1. A copy of the transcript showing a completed degree.
 - d. An approved accommodation to live off campus through Student Accessibility Services.
 - i. Documentation Required:**
 1. Approved accommodation paperwork provided to the Office of Residence Life from Student Accessibility Services.

More information regarding timelines and **required documentation** for approval can be found on the website <https://www.ashland.edu/residence-life>. Approval to live off campus may only be granted through the Office of Residence Life for up to one academic year. 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 time period for which the student has been approved to live off campus may nullify the off-campus status, resulting in the student being invoiced for room and board and/or referred to student conduct for violating university policy.

If you have obtained off-campus status, to retain that status you must maintain a valid local address and phone number through the Office of Residence Life. If you fail to provide an accurate address and phone number to the Office of Residence Life by July 1 prior to the academic year, you will be charged for room and board. If, as an off-campus resident, you disrupt the life/lives of those on campus (whether via noise, alcohol use or other means), the university may charge you with a conduct violation and/or rescind your commuter status.

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 and/or utilize the work order system via the laundry machine QR codes. Damages to clothing should be reported to Facilities. 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 priority for the Schar College of Nursing and Health Sciences 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 \$75.00 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 that room changes will not be offered. These time frames are called "room freezes." Room freezes will begin once housing letters are sent out until three 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 7 weeks, 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 7 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 need to 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 or allow anyone to live in their room who is not assigned to it by an authorized university official.

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 only

- Compact microwaves (up to 1.0 cubic feet)
- Computers
- Curling irons/curlers – needs extra caution
- Electronic cigarettes/vaporizers may be possessed but not used inside university buildings.
- 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
- Televisions

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 fryers
- Broiler ovens
- Candles, wax warmers or incense
- Live Christmas trees and boughs
- More than 3 strands of Christmas lights strung together
 - Must be plugged directly into the wall & surge protector
- Led Light Strips hung up using any adhesive other than painters' tape or command strips
- 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 over 20 pounds each, 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, tasers/stun guns, knives and nun chucks, etc. Nerf guns, Orbeeze 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.**

Emotional Support Animals

Emotional Support Animal (ESA) - is a category of an animal whose sole function is to provide emotional support, comfort, and benefits for a person with a mental health diagnosis. ESA's are not considered Service Animals and, when provided as an accommodation, are considered exceptions to the current university pet policy. The Accommodation Review Team will review all ESA accommodation requests based on appropriate documentation from a qualified mental health professional that determines the accommodation's necessity. **To see the full ESA policy, please contact the Student Accessibility Center [Student Accessibility Center | Ashland](#).**

We can never assume the treatment intervention/process is static - it is a dynamic process, thus requiring updated treatment plans and recommendations. For this reason, students are asked to renew their ESA requests every year, just like they would renew their housing accommodation requests. The owner must notify the Student Accessibility Center and the Office of Residence Life in writing if the ESA is no longer needed or is no longer on campus.

The owner is responsible for assuring that the approved animal does not unduly interfere with the residence's routine activities or cause difficulties for students who reside there. The owner is financially responsible for the approved animal's actions, including bodily injury or property damage. The approved animal must abide by the same rules of conduct as the owner, outlined in the Student

Handbook. The student is encouraged to have insurance on the animal for any injury that may occur.

When reviewing students for an ESA on campus, the following objectives may be taken into consideration.

- Generally, only one animal will be approved to serve as an ESA for a student. Typically, only one animal may reside in a housing unit.
- Animals who are not completely vaccinated (where applicable) and spayed or neutered as appropriate, will not be permitted in the residence hall setting.
- Emotional Support Animals may be considered for access to university residential spaces; however, they can only be in the Owner's assigned room. The animal must be contained when the owner is not in the room. ESA's may not be left overnight in housing without the owner present.
- The Emotional Support Animal is not permitted in any other areas of the university. (e.g. libraries, academic buildings, classrooms, labs, student center, other residence halls, etc.).

Identification: Documentation of the licensure of the animal and tags is required by law or local ordinance. Please submit a photo and name of the animal to shenriss@ashland.edu. Vaccinations: per local ordinances and regulations, the ESA must be immunized against diseases common to that type of animal. Proof of vaccinations must be submitted and approved before the ESA's arrival. If the animal is not of age to have required vaccinations or procedures, it cannot be on campus.

Health: The ESA must be in good health. ESA's to be housed in University Housing must have an annual clean bill of health from a licensed veterinarian, and verifying documentation must be submitted to the Office of Residence Life, along with the yearly Housing Accommodation Request document. ESA's must be spayed or neutered before being brought to campus, and the owner must submit the applicable procedure documentation.

Cleanliness: All ESAs must be clean and well-groomed. Flea and odor control should be used where relevant. If an infestation is suspected a staff member will enter and evaluate the room. Any extermination deemed necessary will be completed by the approved Ashland University exterminator at the student's expense. The owner is responsible for the immediate clean-up and disposal of the animal's waste in an appropriate waste receptacle.

Requirements for Cause of Removal of the ESA: Any violation of the listed policies and procedures or the Student Handbook may result in immediate removal of the ESA from University Housing. The owner may also be subject to Student Conduct charges. If a request to remove the ESA is made, the owner must remove the animal within 48 hours of notification unless the animal poses a direct and immediate threat to the health or safety of another, then it must be removed immediately. The animal should be placed with the agreed off-campus handler as stated below.

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 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 resident's 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 at least \$50.00 per item of furniture 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. Beds that were bunked at move-in must be re-bunked upon moving out of the room. Rooms that have beds that were left unbanked will incur a furniture moving charge, split between all students assigned to the room. Furniture cannot block windows or doorways to ensure egress. Furniture should be 6 inches from heaters.

Lobby, lounge, or study room furniture cannot be removed from the designated area. If anything is removed, the responsible individuals will be processed 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 6 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 health and sanitation, no pets, other than aquarium fish and underwater frogs, are allowed in any residential unit. Students are permitted to have 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 approved 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 students are expected to be considerate and courteous to each other, 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 listed as follows:

Main Campus:

- 9 p.m. - 9 a.m. weeknights, Sunday-Thursday
- 12 midnight - 9 a.m. Friday evening and through Sunday mornings

College of Nursing:

- 5 p.m. - 9 a.m. weeknights, 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 help maintain acceptable noise standards at night, **courtesy hours** are 24/7 and exist in addition to quiet hours 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 if only one-quarter of the door is covered (for fire safety reasons).

- Contact paper/removable wallpaper is not allowed on any room surfaces (desks, walls, doors, etc.)
- The 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 3 strands of Christmas lights strung together.
 - Must be plugged directly into the wall & 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 unable to engage in self-care without help 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 always keep room doors locked. 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 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 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 student conduct proceeding for potential policy violations such as Inappropriate Behavior, Endangerment (Property and/or Safety), Failure to Comply, or other applicable policies.

Visitation

1. The visitation hours are as follows:
 - a. Guests are permitted 24-hour visitation 7 days a week. Guests must always have roommate approval prior to having a guest in the room.
 - b. First year students must complete a roommate agreement to discuss the 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.
 - c. 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.
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 always 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 always provide unrestricted passage to other residents.

- 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.
6. Escorting Guests
 - a. Guests who are not students at Ashland University must be escorted in the residence hall, apartments, and fraternity houses by their hosts at all times. Escort requirements in residence halls and fraternity houses relate to entire residential buildings, including elevators and stairwells.
 7. Occupancy of rooms should always be maintained. Occupancy must always be no more than 2 guests per resident(s) of the room.
 - a. Regular single - 3 persons total
 - b. Regular double - 6 persons total
 - c. Regular triple - 9 persons total
 - d. 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.

Safety Services & Parking

Information about campus safety and emergency processes can be found here [Safety Services](#). 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)
- [Emergency Information - Safety Services](#)
 - 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)
 - US Department of Homeland Security <http://www.dhs.gov/index.shtm>
 - Ashland Community Office of Homeland Security <http://www.ashlandcounty.org/ema/>
- Emergency Notification System (students can sign up at the following site) [Campus Emergency Notification System](#)

- 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

Commuting and residential students must register their vehicle to park on campus. Student parking permits are a Limited Pass for \$50, a Standard Pass for \$100, Commuter Pass for \$100 and a Super Pass for \$150. Definitions of these passes are listed in Parking Regulations. These passes can be obtained by using the SimplyPermit link available on the AU Safety Services webpage. The parking permit is a digital pass connected to your license plate number. Failure to register your vehicle will result in parking violations of a ticket, boot, towing, a judicial through Student Life, or even revocation of parking privileges. All violation fees are the responsibility of the student registered to the vehicle. All parking regulations and full information on the passes are available on the AU [Safety Services](#) webpage.

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 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

At the Student Accessibility Center (SAC), our mission is to ensure equal access to all aspects of the college experience for qualified students with disabilities. We strive to create an inclusive, supportive environment, working collaboratively with students, faculty, and staff to promote access and inclusion at Ashland University.

Our office reviews and approves reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), which defines a disability as a physical or mental impairment that substantially limits one or more major life activities. This may include physical, psychological, learning, or communication-related disabilities. Students who would like to request accommodations should contact a [Student Accessibility Center](#).

Student Life

Ashland University has a strong tradition of supporting co-curricular activities outside the classroom. There are currently over 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 and friendship and fellowship. Login to [Engage](#) with your Ashland University email 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, 419-289-5325 for more information.

Student Senate

The Student Senate enacts resolutions and promotes the 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.

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. Board of Trustee Regulations and the Ashland University Student Conduct system support the mission and core values of the University. The Board of Trustees and its designees reserve the right 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 considered adults who must 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 community member is expected to assume responsibility for creating an environment conducive to the institution's mission and core values. 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 University's educational mission. 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 periodically modify these rules and regulations 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 can determine the timing of the conduct process in relation to civil or criminal proceedings.

Definitions

Accused or Responding Party

Any student reported as violating a policy. Accused students are considered not responsible unless and until found responsible through a University student conduct proceeding.

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 (3) 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 will not be granted.

Appeal Officer or Board

Any person or persons respectively authorized by the Vice President 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 persons 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 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 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 hearing board meetings, the Hearing Board Office is responsible for running the meeting, but does not have a vote on responsible outcome except in a tie. If the board determines the student is responsible, the hearing officer will determine the sanctions.

Incident Report (IR)

A written report filed through the student conduct process by any authorized 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 people 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:"

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

Student Conduct Board

Any person or persons authorized by the Vice President to determine whether a student has violated University policies and to recommend sanctions when necessary. The Board is composed of at least two (2) faculty or staff representatives, and at least three (3) student representatives appointed annually by the Student Senate and approved by the Vice President. The Conduct Board hearing officer does not exercise a vote except in a tie. Student Conduct Board members are trained to support and serve as advocates for complainants, victims, and the accused.

Student Conduct Process

The process in 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 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, and the Student Conduct Board on occasion. The Vice President 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 trains and advises Administrative Hearing Officers and the Student Conduct and/or Appeal Board on conduct procedures, due process, etc.; as well as help assess the effectiveness of the conduct system by compiling statistics. An administrative meeting can be conducted by the Dean of Students or other Administrative Hearing Officers when deemed appropriate.

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 these individuals 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.

INDIVIDUAL RIGHTS

Accused/Responding Party's Rights

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

1. Being treated with respect and dignity by all University personnel.
2. Appropriate counseling, medical resources, and academic assistance as determined by University, when requested.
3. Being informed in writing of specific violations reported against him/her.
4. Having enough time to prepare his/her response.
5. Having the right to the reported violations being processed in a timely manner.
6. Requesting a full Student Conduct Board if one can be convened in a timely manner.
7. Questioning a Conduct Officer's or Board member's ability to fairly participate in a conduct meeting.
8. 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.
9. 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.
10. Submitting questions to be asked during the conduct proceedings, subject to discretion of the hearing officer.
11. Witnesses may be required to appear in person or remotely if a verified written statement is not submitted in advance.
12. Being entitled to know the nature and source of information at the time of the Conduct meeting/board, and to be informed of the outcome of the case in writing.
13. Having the opportunity to appeal as outlined in the Student Handbook.

Complainant/Reporting Party's Rights

(Includes above Student Rights 4 through 9). In addition, other complainant/reporting student's 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 accommodation 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 of the results of conduct proceedings only in cases involving reported crimes of violence or non-forcible sex offence as mandated by federal law. (In the case of the Complainant's/Reporting Party's death, the next of kin will be notified.)
11. Having the right to appeal the student conduct decision and/or outcomes only when one is the alleged victim of sexual misconduct.

Conduct Process

The Conduct System is initiated by filing an Incident Report by any University community member. 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 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 absentia"). If the responding student accepts responsibility for reported violations, the Hearing Officer may choose to forgo a meeting, render an outcome, 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, Dean of Students or Hearing Officer to ensure fundamental fairness and compliance.

Conduct records may be maintained by the University for up to seven (7) 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 prohibited and violates 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 a potential appeal. No other recordings are permitted. Please be informed that misrepresenting the truth in university conduct proceedings is against university policy. Rules of common courtesy will be followed.

At this time, we will have all parties introduce themselves for the record.

- Hearing Officers or Board Members
- Complainant and accompanying parties
- Accused and accompanying parties

Do you believe any members of the conduct board hold a bias that would make them unable to serve as a board member today? (requires a verbal yes or no)

Review of Procedures

Have all involved parties been notified of the procedures to be followed in this hearing?
(requires a verbal yes or no)

Do the Accused and Complainant understand the procedures?
(requires a verbal yes or no)

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

At this time, all witnesses will leave the room. The Hearing Officer will inform you when it is your turn to speak.

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

Review of Information Received

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

Acceptance/Denial of Responsibility

NOTE: *The Hearing Officer will read each charge individually for Accused to accept or deny.*

Would the accused like to accept or deny responsibility for (insert potential policy violation)?
(Requires accused student to say "accept" or "deny" for each potential policy violation.)

Review of Case Information

NOTE: *The following parties will be called in for questioning, in this order:*

- Complainant(s)
- Complainant's Witness(es)
- Accused
- Accused Witness(es)

Can you describe what happened from your perspective?

Does the Hearing Officer or Board Members have any questions?

NOTE: *If any parties are not present, move to the next. Once the Witness(es) have been questioned, they are free to leave. The Complainant(s) and Accused will stay for the Summary and Final Statements.*

Summary and Final Statements

NOTE: *The following parties will present any final statements in this order:*

- Complainant(s)
- Accused

Would the Complainant(s)/Accused like to present a final statement?

Executive Session

We have now reached executive session. The student(s) and any accompanying parties will be excused. A determination of not responsible or responsible will be made based on the totality of information presented at the conduct meeting. Ashland University uses the “preponderance of the evidence” standard, which means, based upon the information provided in the report, investigation and hearing, decision makers can conclude that “more likely than not” one or more violations did or did not occur.

Announcement of Findings

Student(s) will be notified of the outcome of this meeting within three (3) business days. The goal will be to notify the student(s) in writing as soon as possible.

Sanctioning

Typically, several sanctions may be applied whenever violations occur. Any violation of university rules and regulations are recognized grounds for suspension or expulsion. However, emphasis is placed on ensuring that students learn to make careful choices, take responsibility for their choices and grow through their mistakes. Whenever feasible, sanctions will be given for a particular violation as established by previous decisions in similar situations. Sanctions not listed below but seem appropriate to the circumstances may also be imposed. Sanctions for group or organization misconduct may include revocation of University recognition or registration, and other appropriate measures.

Regardless of the violation, the University reserves the right to suspend a student or organization if it is determined to be appropriate by the Administrative Hearing Officer, Vice President or a

recommendation from the Student Conduct Board. For each conduct case, minimum expectations when violations are verified typically include:

- Status sanction for a minimum of 4 months
- Fine(s)
- 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.

- Destruction/Damage to Property (may also be Level II or III)
- Disturbance: On or Off-Campus (may also be Level II)
- Drugs & Other Prohibited Substances (plus reflection paper and/or counseling)
- Failure to Comply (may also be Level II or III)
- 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 (may also be Level II or III)
- 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
- Stolen Property
- Third Level III
- Unauthorized Removal, Use or Possession
- Unauthorized Use of Keys
- Violations committed while on Probation or Probated Suspension
- Violation of local, state or federal law
- Weapons

Level II Offenses

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

- Alcohol (plus reflection paper and/or counseling)
- Deception, fraud, and misuse of documents/technology (includes falsifying ID)
- Destruction /Damage to Property (may also be Level I or III)
- Disturbance: On or Off-Campus (may also be Level I)
- Endangerment (property): for example, leaving a kitchen unattended

- Endangerment (safety): for example, leaving a kitchen unattended
- Failure to Comply (may also be a Level I or III)
- Fire safety (tampering with fire equipment, failing to comply with fire procedures, etc.)
- Harassment (may also be Level I)
- Inappropriate Behavior (may also be a Level I or III)
- Interfering with the response of officials to emergency calls
- 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 Accessory
- Alcohol Paraphernalia
- Destruction /Damage to Property (may also be Level I or II)
- Disruption
- Failure to Comply (may also be a Level I or II)
- Failure to Inform the University of address or name change
- Fire Safety (possessing candles, unauthorized electrical items, etc.)
- Inappropriate Behavior (may also be a Level I or II)
- 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

- Sanction assignments will align with each level of offense. (i.e., a Level 2 Alcohol violation can include \$100 fine, Probation, Restitution, Notification of Others, Education and Other Sanctions.
- Community Service sanctions will include a minimum of 25 hours, not to exceed 50 hours at a location assigned by the Hearing Officer or Board (cannot be used for award recognition or credit from a governing body).

- If the violation is particularly egregious or created a safety risk to members of the organization or others, the student organization may be placed on interim suspension, suspension and/or a recommendation for the charter to be revoked.

Status Sanctions

Disciplinary Probation

A sanction which defines a student's status for a specific amount of time and stipulates that any further conduct violations during this time may result in probated suspension, suspension or expulsion.

Disciplinary Warning

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

Expulsion

Termination of student status permanently. During this period, the student is not permitted on University properties or at University activities. If the student is dismissed, a status of “withdrawn” (Administrative Withdrawal) 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 this time may result in immediate suspension.

Suspension

Exclusion from the University properties, classes, and other University activities for a specified amount of time, which may range from the remaining portion of a semester or to a set period of time. During this time, the student is not allowed on University properties 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” (Administrative Withdrawal) will be given to the student. This will include being dropped from all classes in which the student was enrolled. Students should refer to the Ashland University Undergraduate Catalog for further clarification on the status of “withdrawn.” Readmission 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's account and can be paid through the Business Office. In cases of extreme financial hardship, the Hearing Officer or Dean of Students may extend the due date for 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 damage 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 writing 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 assignment within the allotted time frame.

Reflection Paper

Reflections 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. If not completed in a sincere and satisfactory manner, the student may be assigned an additional \$50 fine or may have their probation period extended. This will be determined by the Hearing Officer or Dean of Students.

Removal of Property

Removal of property (i.e., gaming systems, 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. 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 be issued absent from the formal student conduct process and may not be appealed. Notification may be sent to appropriate University offices, (i.e., Student Activities Office, Theatre Office, Athletic Offices, etc.).

Room Transfer

Transfer of a resident student(s) to another room, floor, or building. It can also include the 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 related University fees.

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 visitation privileges, participation in programs, recreation or leadership, and use of gaming systems for a specified 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 organizations (i.e., Student Senate, IFC National Headquarters, Panhellenic Council, etc.). In addition, the University community can be informed when a student accepts responsibility or is determined responsible through the University Conduct process for violations of physical abuse, vandalism, or sexual imposition. The specific information provided to The Collegian will be the violation(s), and the sanctions issued. Except in Title IX formal investigation outcomes, Complainants do not receive notice of student conduct outcomes as such information is protected by law.

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

- The student is found responsible for Level I violations.
- The student is found to have violated the alcohol and/or accessory to alcohol policies when they are under the age of 21.
- When there is property damage.
- When medical attention to anyone, including the student, is required due to their alcohol or drug-related behavior.
- When the student shows reckless disregard for their own personal safety or the safety of others.
- When there is information that the student's alcohol or drug-related behavior negatively impacted the learning environment.
- When the student is found responsible for an off-campus disturbance/violation.

- 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 case of policy violations. The awarding of degrees is conditioned on compliance with the university and institutional regulations, and performance meeting bona fide expectations of the faculty.

Off Campus Behavior

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

Responsible findings may be appealed on the grounds that: a) new information not previously available has come to light AND would likely have bearings 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 (3) 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 will not be granted.

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 (3) 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 or his/her designee(s) will serve as the Appeal Officer, or the Vice President may choose to convene an Appeals Board. 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 3 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 back to the original hearing board to rectify procedural errors.
- Findings and sanctions fully affirmed and do not change.

POLICY DEFINITIONS

Academic Integrity Policy

Refer to the Academic Catalog for the full policy: [Ashland University Catalog](#)

Accessory Responsibility

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

Alcohol

The Drug-Free Schools and Communities Act (DFSCA) of 1989, also known as the Drug-Free Schools and Campuses Act, requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs.

In compliance with DFSCA, Ashland University does not permit the promotion, possession, use, sale/raffle, manufacturing, or distribution of alcohol or alcohol paraphernalia except under specific policies related to student/staff apartments as well as events hosted through Catering & Conference Services. Please note, student organizations do not fall under the Catering & Conference Services policy with regard to alcohol.

Relative to this policy, alcohol paraphernalia includes items that once contained alcohol (i.e., decorative alcohol bottles, alcohol packaging) and items used for bingeing or rapid consumption (i.e., beer bong, funnels, keg taps). Alcohol paraphernalia does not include posters, bottle openers, or other glassware. Please note, drinking games are not permitted. This includes games that would typically include alcohol that is replaced with water or another substance (i.e., root beer/water pong, flip cup).

When prohibited alcohol and/or 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 that occurs off campus. Being present in a room where alcohol and/or alcohol paraphernalia are found is against University policy. At minimum, presence in such a room equates to an accessory violation.

Alcohol Policy for Senior Apartments

The University reserves the right to rescind these privileges at any time. This policy permits beer and wine in the Senior Apartments, ONLY under the following conditions:

- All residents of the apartment must be at least 21 years old before alcohol is permitted.

- Beer and wine may be consumed only when all individuals present are 21 years of age or older. Beer or wine adjacent alcohol is not permitted (e.g., seltzers, hard teas, etc.).
- 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 bongs, 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 (i.e., water pong, flip cup).

Safety Services and Residence Life Staff will make rounds throughout these residential units as they do in all other residential units. Residents who violate this policy in the apartments may be reassigned from their respective building and billed for housing. 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

Refer to the Student Organization Manual located in [Engage](#) for information on alcohol and student organizations.

Drones/Model Aircraft

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. Personal, recreational and hobbyist drone or model aircraft flying is generally not permitted on university property. Authorized university employees or approved contracted vendors with the appropriate licensing may be approved to operate a drone or model aircraft under certain conditions. A request must be submitted to Student Life at least 2 weeks in advance and must include the reason for the request, a flight plan including date, time, and duration of flight, as well as the operational area. If approved, the operator must comply with all federal, state, and local laws. Recording of individuals, residence halls, classrooms, private spaces, medical areas, and other places where privacy is reasonably expected is prohibited unless expressly approved in writing by Student Life. Violation of this policy may result in Student Conduct proceedings and/or the Ashland Police Department (APD) being notified.

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.

Destruction/Damage to Property

Destruction, damage, or defacement of university property, any of its community members, guests or vendors. This can also include damage to technological equipment and/or disruption to network services belonging to the university.

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.

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 of other authorized non-Ashland University activities when the conduct occurs on university premises.

Disturbance

Any conduct, including off-campus behavior, that disturbs the general peace of the University or the local municipality or community. This may include, but is not limited to, excessive noise, littering, trespassing, defacing property and blocking access to others' property. A warning, citation or visit issued by law enforcement officers may be considered a violation of this policy.

Drugs & Other Prohibited Substances

In compliance with the Drug Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988, Ashland University prohibits the promotion, use, possession, sale, distribution, manufacture, and/or growth of controlled substances, illegal, synthetic, or counterfeit drugs. Ashland University has additional policies regarding other substances. Any suspected violation of the Drugs & Other Prohibited Substances policy may result in Student Conduct proceedings and/or the Ashland Police Department (APD) being notified.

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/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.

Substances Containing Tetrahydrocannabinol (THC)

Regardless of local state or federal laws, any substance containing any concentration level of hemp-derived, marijuana-derived, semi-synthetic, or synthetic Tetrahydrocannabinol (THC) is prohibited

on Ashland University property and any possession, use, sale, or distribution is considered a violation of the university's Drugs & Other Prohibited Substances policy.

Marijuana

Regardless of local, state or federal laws, the possession, use, sale or distribution of marijuana in any form is strictly prohibited on Ashland University property. Any suspected incidents involving marijuana may result in Student Conduct proceedings and/or the Ashland Police Department (APD) being notified.

Detecting marijuana odor emanating from a room is sufficient cause for authorized University staff to enter and conduct a search. Being present in a room where drugs or drug paraphernalia are present is a violation of this policy. Drug policy violations can include behavior which occurs off campus.

Drug/Alcohol - Support Resources

Ashland University Resources

- Student Health Center 419-289-5200
- Counseling Services 419-289-5200
- Christian Ministries 419-289-5489
- Human Resources Office 419-289-5033

Ashland and Richland County Support Services

- Ashland County Council on Alcoholism 419-289-7675
- Appleseed Counseling and Case Management (24 hours) 419-281-3716, Ashland County
- Ashland County Health Department 419-282-4231
- UH Samaritan Medical Center 419-289-0491, Ashland County
- Richland County Health Department 419-774-4500
- Center for Individual and Family Services 419-774-5400, Richland County
- MedCentral Health System 419-526-8000, Richland County

Drug/Alcohol - Treatment Programs

In an effort to prevent the 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.

Election Tampering

Tampering with the election of any University-recognized student organization.

Endangerment

Any action which did or could have recklessly endangered any person. These actions can include but are not limited to: leaving a kitchen unattended while preparing food, walking on ledges, threatening to/dropping/throwing items out of windows or other areas, accessing roofs, propping open of entrance/exit or fire doors, etc.

Endangerment to Property

Any action or improper use or possession of hazardous items which did or could have recklessly endangered property belonging to the University, any of its community members, guests or vendors.

Failure to Comply

Failure to Comply with the verbal or written instructions regarding university policies, or local, state or federal law by a properly identified University or law enforcement official is a violation.

Cooperation with staff in their assigned University 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 comply can also include failure to comply with conduct sanctions, which could result in additional sanctions including suspension or expulsion.

Failure to Meet Financial Obligations

Failure to meet financial obligations or failure to pay any University bill, fine or fee as assessed by the University in a timely manner is a violation.

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.

Fire Safety

At the first sign of an obvious fire, locate a pull box to initiate an alarm. Then call the Safety Services Office 419.207.5555 or 911 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. **All fires, regardless of the size, require initiating the alarm and immediate notification to university staff.**

When an emergency or fire alarm sounds, 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 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 re-enter your building. 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 local 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.

Anyone found to have caused a fire maliciously or recklessly (no matter how small), or 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 will not 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 behavior or determined responsible for one of the following:

- Use of open flame/combustibles (candles, incense, etc.).
- Knowingly, recklessly, or negligently setting a fire on university property (plus restitution).
- Knowingly, falsely reporting a fire.
- Creating a false alarm. Under section 2917.32 of the Ohio Revised Code creating a false alarm is punishable by up to \$1,000 fine and six months in jail.
- Failing to report a fire.
- Interfering with the response of University or city officials to emergency calls. (i.e., fire, tornado, medical, etc.).
- Misuse or tampering of 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.
- Refusing to promptly comply with fire alarm and fire drill procedures.

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 the Student Life Office and be approved before hosting or engaging in 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 a matter of personal choice and may carry consequences.
- No sound amplification equipment may be 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.
- No overnight encampments permitted.

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.

Forms of Activism - 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 local 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.

Forms of Activism - Appeal Process

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

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 or 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.

Hazing - Required Training, Education, and Enforcement

Hazing - Implement hazing prevention education and awareness strategies

1. Required for students, employees, and volunteers in direct contact with students
2. Training provided by Orientation, Student Life, Fraternity & Sorority Life, and Athletics will adjust content for their specific audience.
3. 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.
4. Attendance will be tracked by the office or department hosting the training.

Hazing - 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.

Hazing - 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.
 - o Distributed biannually in August and January via email.
2. Required posting of Anti-Hazing policy on institution’s publicly accessible website.

Hazing - 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 October

6, 2021 (effective date of “Collin’s Law”) and provide updates to this report bi-annually in August and January.

Hazing - Sanctions

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

Having knowledge of and failing to report hazing is a violation of Ohio Law and a Level I 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 suspended for an interim period of time until a conduct outcome is reached.

Hazing - Enforcement

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

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

Hazing - 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 1st 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 October 6, 2021 (effective date of “Collin’s Law”) and provide updates to this report bi-annually in August and January.

Information Technology Acceptable Use Policy

The Information Technology Acceptable Use Policy and other important IT policies can be found at [Department of Information Technology - IT Policies and Procedures - All Documents](#).

Email Policy

[Email Policy](#)

Application

The email services managed by Ashland University are a critical component of the communications infrastructure. University assigned email accounts 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, 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
- Represent 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 provided as part of the Microsoft 365 cloud platform. Accounts may be retained until they are closed by the University and have the “@ashland.edu” address. Faculty and staff

email accounts are deactivated upon separation from the University. Student accounts are deactivated 365 days after completion of a degree program.

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, Microsoft 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

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

Microsoft Outlook 365 is the only University supported email system. The web interface is the only fully supported method for accessing the AU email 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.

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:

- 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.
- Once the container is full, it should be properly disposed of, and a new one obtained from the Student Health Center. Under no circumstances should hypodermic needles or syringes be placed in public trash cans.

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.

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.

Involuntary Withdrawal/Interim Action

Ashland University may take an interim action of an involuntary withdrawal (Administrative Withdrawal) of a student when immediate action is deemed necessary for health, welfare, or security reasons. The Vice President for Student Affairs & Auxiliary Services or his/her designee may impose this action only when there is strong reason to assume that failure to do so presents an imminent and 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 mental 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

In compliance with the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA), Ashland University is committed to providing equal access to educational programs, services, and facilities for qualified students with disabilities university-wide.

A person with a disability is defined as someone who:

- has a physical or mental impairment that substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

No qualified student with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any University program or activity. Reasonable accommodations and academic adjustments will be provided on an individualized basis and in a timely manner to ensure equal access without compromising essential course requirements or technical standards. A reasonable accommodation is an auxiliary aid, service, or modification (e.g. sign-language interpreting, extended time on exams) that provides program participants with a disability an equal opportunity to participate in an activity, event, program, or service. A reasonable accommodation does not result in a fundamental alteration or pose an undue financial or administrative burden to the university.

The Student Accessibility Center (SAC) shall be the primary office responsible for verifying disability and determining reasonable accommodations. All disability-related information for students at AU is housed in the SAC. Students seeking accommodations can visit the SAC website to learn more about the process and what documentation is needed. It is important to be aware that the laws that guide eligibility and reasonableness of accommodations differ from those in K-12.

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, color, ancestry, age, sex, national origin, pregnancy or childbirth, disability, genetic information, military service, veteran status or any other status protected by laws applicable to the University:

- 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 either of the following administrators:

- Vice President, 244 Student Center, 419-289-5307
- Chief Human Resources Officer, 106 Founders Hall, 419-289-5677
- 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, where allowed by law, 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 mail 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 mail as a legitimate excuse for non-compliance with instructions, requests or appointments.

Open Flame/Combustibles

Candles, scented oil burners, incense, etc. are not permitted in any residential unit. Fuel driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit live Christmas trees and boughs and 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.

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).

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 (419-289-5307) 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.

Raffles and Charitable Gaming

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.

- 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.
- The organization must qualify as a “charitable organization” as defined in the Ohio Revised Code.
- The organization may only raise funds for its own 501(c)(3) charitable organization.
- 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 2 weeks prior to the scheduled event. You may not publicize the event until you have registered for 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 or 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 they can be painted, please contact Student Life, 230 Student Center.

Self-Endangerment

Threatening or attempting to harm oneself.

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 non-university affiliated individuals or groups 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 possessing 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 Complaint Policy

The Ashland University (AU) [***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 [***on-line form***](#).

Level I

Absent extraordinary circumstances, the person, normally a Dean or Director, to whom the complaint has been submitted conducts, within seven (7) 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 (7) 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 II

If the complaint is not resolved in Level I, the student or one of the other involved parties may, within fourteen (14) business days of receipt of the Level I recommendation, appeal to the direct supervisor of the person who wrote the recommendation. Absent extraordinary circumstances, the supervisor holds a hearing within fourteen (14) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation is sent to the student and others within fourteen (14) business days of such hearing. In cases of appeals to Level II, copies of the original complaint and the Level I and II written recommendations are kept in the Office of Institutional Effectiveness for a minimum of five years.

Level III

Except in the case of a complaint against the President, where the Board of Trustees has final authority, appeals of the Level II recommendation are submitted to the President within fourteen (14) 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 (14) business days of receiving the Level III appeal. In cases of appeals to Level III, 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: ashland.edu/student-complaint-procedure.

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 well-being 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 for main campus.

- 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 **Schar College of Nursing and Health Sciences** is committed to promoting the well-being 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 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 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.

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, Hawkins-Conard Student Center, Room 230, Ashland, Ohio 44805 or 419-289-5325.

Ohio Residents

Voter information for Ohio: [Voter Lookup](#)

Out-of-State Residents

Review your own state's Secretary of State Website to learn about voter information for your home residence.

Weapons & Other Prohibited Items

With the exception of trained law enforcement conducting official business, the possession, use, sales or distribution of firearms or other deadly weapons is strictly prohibited on Ashland University property. This restriction included firearms stored in locked vehicles that are located on any Ashland University property, including university-owned parking lots.

Ashland University also prohibits the possession, use, sale, or distribution of ammunition, explosives, dangerous chemicals (excluding possession or use of pepper spray for personal protection), paint guns, pellet guns, tasers or other projectile devices, knives, swords, and any other material or device that create a safety hazard for members of the campus community.

Refer to Residence Life policies for other items that are not permitted in the Residence Halls. Any misuse with permitted items, (i.e., dispensing pepper spray as a prank, etc.) could be considered a violation of university policy.

Windows

Throwing objects out of windows of any University owned building is prohibited. Screens should always remain securely fastened. Students must report missing or damaged window screens immediately to their Residence Life staff or complete a facilities online work order.

STUDENT RECORDS POLICY/FERPA

Students have federally specified rights in terms of their records. Please see Ashland University's policy at: ashland.edu/consumer-information

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 the Family Educational Rights and Privacy Act of 1974 (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, or 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 (FERPA) of 1974 as amended outlines the requirements regarding the privacy of student records. FERPA governs the 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 are 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 sex-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: ashland.edu/title-ixsexual-misconduct

Title IX - Authority and Jurisdiction

This policy applies to any person participating in any Ashland University (AU) educational program or activity while in the United States of America. “Education 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.

Title IX - Standard of Evidence

Ashland University’s standard of evidence is “preponderance of the evidence.” This simply means that university decision makers 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 weighed suggests a greater than 50-50% balance, a preponderance of evidence has been achieved or not. The burden of evidence or “proof” rests on the University. Respondents are considered not responsible for violations unless and until found responsible by a decision maker, hearing board or appeal officer.

Title IX - Definitions

Students may be accompanied by one individual of their choice to act as his or her advisor in any Title IX related meeting or formal proceeding. Advisors will be assigned to a party if the party does not designate an advisor of choice.

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 University official or hearing board not involved in the original case who serves as the appeal official.

Deputy Coordinators

Ashland University Title IX Deputy Coordinators provide information about policies, procedures, and the resolution process; help coordinate support, and guidance throughout the Title IX process, to follow-up after completion of the process and may refer others to available resources as needed. Deputy Coordinators may serve as an advisor but do not serve as advocates for either party.

Board Members

A three-person panel will be drawn from a pool of Title IX Deputy Coordinators and Advisors by the Title IX Coordinator. Board Members have been educated and trained in Title IX rules, policies, and procedures. 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 and Advisors serving as investigators, witnesses or Advisors to parties are not permitted to also serve as board members in the same case.

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, has reasonable knowledge of, or witnessed sexual misconduct and initiates a report to a responsible employee or Title IX Coordinator.

Respondent Party

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

Title IX Staff

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

Title IX Coordinator:

Alex Hill (student & employee reports)
Director of Community & Belonging
254 Hawkins-Conard Student Center
ahill13@ashland.edu
419-289-5504

Title IX Deputy Coordinators:

Racheal Yocum

Professional Academic Advisor

ryocum@ashland.edu

419-289-5256

Elizabeth Hoge

Assistant Athletics Director, Senior Women
Administrator

Kates Gym, 2nd floor

ehoge@ashland.edu

419-289-5458

Jennifer Wininger

Director of International Student Services

Hawkins-Conard Student Center, 2nd floor

jwininge@ashland.edu

419-289-5123

Kim Mager

Director of Safety Services

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The Role of Title IX Coordinator and Deputy Coordinators

- Coordinate Ashland University Title IX federal compliance by helping to ensure that the university responds promptly, effectively, and equitably to Title IX reports.
- Create specific sexual misconduct materials including University policy and training 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 entities 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 both the reporting and responding parties with respect before, during, and after the process.
- The University will inform both parties of supportive resources available such as counseling services, medical services, law enforcement, local rape and domestic violence center services and other campus and off-campus support 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 will help facilitate reasonable requests.
- Both parties have the right to have an advisor of their choice. 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 privacy, within the parameters of FERPA (Family and Education Privacy Act of 1974) and the University conduct 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 for future sexual behavior.)
- 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 conduct and discrimination 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 Advisor to help them navigate the sexual misconduct resolution process. Advisors are trained Ashland University Title IX Deputy Coordinators or Advisors. 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.

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

- Pressure anyone to suppress a report of sex discrimination and/or sexual misconduct.
- Cause the reporting party to believe that he/she is responsible for the commission of the sex-based discrimination committed against him/her.
- Imply to a reporting party that he or she was negligent or assumed the risk of sex-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** - To give effective consent, one must be of legal age (16 years 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 persistency 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.

- ***Sex-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.
- ***Sex-Based Discrimination*** - Any act that treats someone unfavorably because of that person's sex 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, or religion.

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 the 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 audiotaping 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*); or
- 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; or
- 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).

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 people 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)

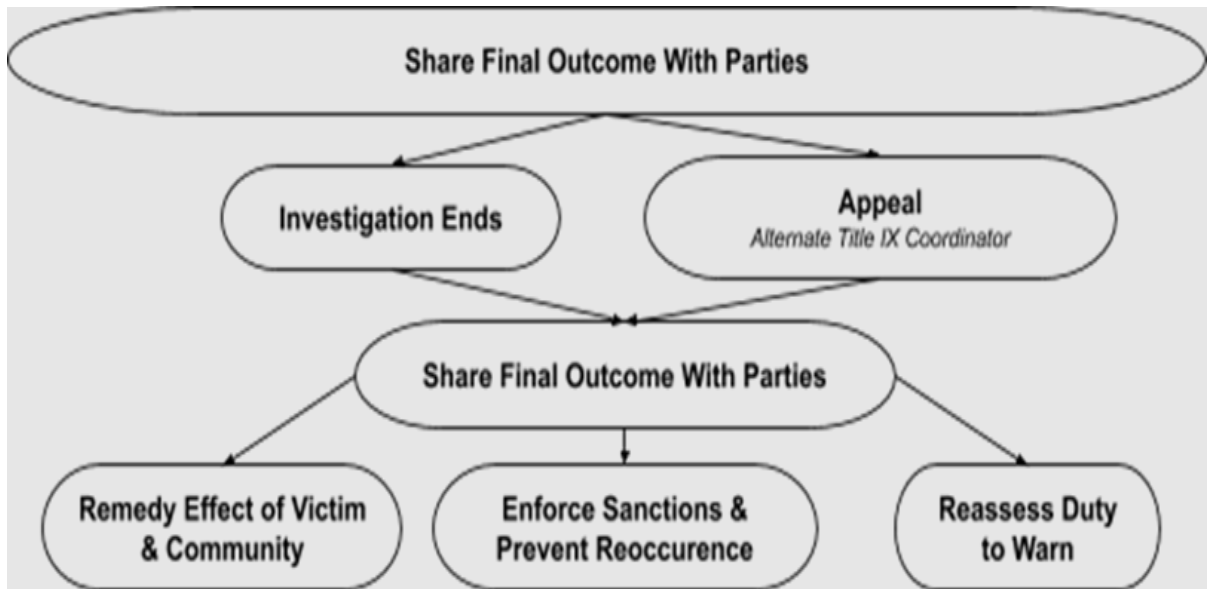
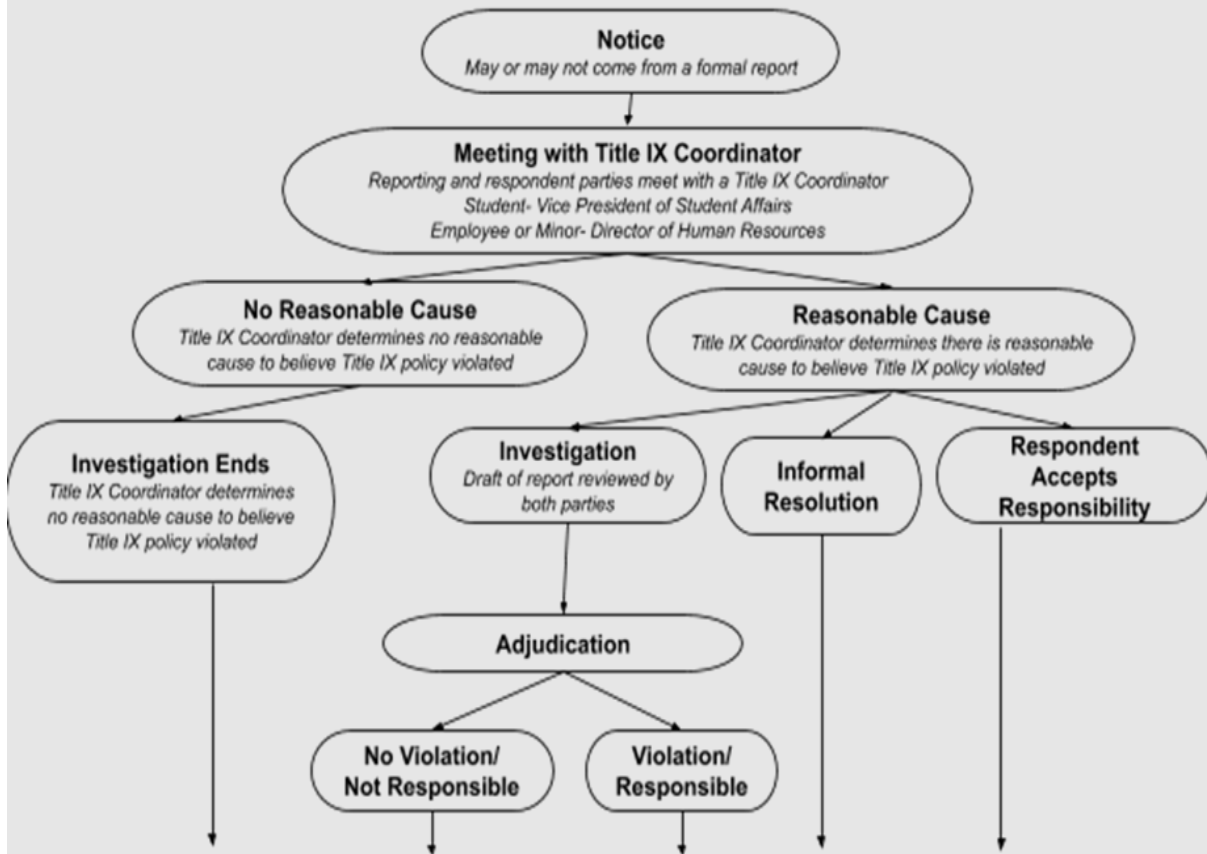
Other Sexual Misconduct Offenses

(Considered a Title IX violation if the offense is sex-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;
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 sex-based 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 sex-based 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 supportive measures, safety, or disciplinary action, up to and including temporary contact restrictions, campus access restrictions and/or suspension if the University believes the complainant or others are at imminent risk of danger.

The University maintains private 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 privacy to the extent allowed under state and federal laws and University policy.

- Ashland University is obligated to address 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 “mandatory reporters” and are thus required to report violations to the Title IX Coordinator. Exceptions include employees who must observe strict confidentiality laws and policies while exercising their roles of confidentiality (i.e., Health and Counseling professionals, Clergy, Athletic Trainers, state certified Victims' Advocates).
- The privacy of reporting and responding parties will be 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 by itself considered reports, notices or complaints requiring a University response.
- Student employees in the following roles are considered “responsible employees” at all times and are required to report Title IX related violations: Human Resources, Safety Services, and Resident Assistants/Assistant Residence Directors in the Office of Student and Residence Life.
- Recreational & Wellness Services student employees are required to report only if they become aware of or observe violations in the course of their work shifts.
- An employee must immediately disclose to a reporting party that they are a mandatory reporter as soon as it becomes evident that a Title IX related violation is being initiated.
- 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 make a formal complaint or discuss the report further with others, including the Title IX Coordinator. Instead, employees must provide the Title IX Coordinator's contact information and procedure for voluntarily reporting potential violations. Please note that incomplete reported 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/or 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 impossible or limited.

Confidential Employees/Staff/Support Persons

- Medical: AU Health Center Physician: Dr. Mario Brunicardi | Registered Nurse: Patricia Owens and Nurse Practitioner: Emily Williams.
- Counseling Center: Dr. Oscar McKnight, Counselors – Karen Gilman and Hunter Edwards
- Ashland Theological Seminary, Smetzer Counseling Center: Certified Counseling Interns
- Ordained and licensed clergy hired in those capacities at the University (Executive Director/Chaplain Dr. Joshua Sumpter, Athletic Chaplain - Joe Maggelet, The Well Campus Minister - Rev. Amber LeMaster).
- 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 Clergy Act Compliance Officer by these professional staff for compliance with federal crime reporting requirements.

Submitting a Complaint/Report [click here for Title IX Incident 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 the Title IX Coordinator.

Student and Employee Complaints

Contact Alex Hill, Title IX Coordinator/Director of Community & Belonging
titleix@ashland.edu, 419.289.5504.

- Reports can also be made immediately to Safety Services, located in the HC Student Center, 1st floor 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 taken by 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.

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. Phone: 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 and will provide options and resources. Some examples of resources, although not an exhaustive list, are:

- **Rape Crisis Domestic Violence Safe Haven** - staffs a Campus Advocate at the University 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 Depart. 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.

Title IX - 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 5 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.

Title IX - 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 for which 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 the 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. 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 to 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. to mitigate the risk of harm or further offense.
2. to 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Relationship Violence and/or Stalking		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Indecent Exposure		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Quid pro quo		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sex-based Discrimination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Retaliation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Consensual Sexual Contact	Touching over clothes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Kissing (above shoulders)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Light contact with hands under clothes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Sexual touching, fondling, and/or groping		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Kissing below the neck (breasts or genitals)			<input checked="" type="checkbox"/>	

Non-Consensual Sexual Intercourse	Oral Sex			
	Penetration			
	Sexual violence			
Sexual Exploitation	Invasion of Sexual Privacy (taking and/or distributing photos, video, voyeurism, child pornography)			
	Knowingly transmitting sexual infections or disease			

*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 5 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 irregularity occurred that would change the final outcome.
- New evidence that would change the outcome and that was not reasonably available when the outcome was made.
- An unaddressed conflict of interest or bias impacted 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, recording of the original hearing and all associated paperwork to determine an outcome. The Appeal Officer will have ten (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 available support resources, the reporting party is not required to request them nor shall be coerced at any stage of the reporting, formal investigation or alternative resolution processes. If the reporting party does not wish to initially utilize support resources, they may be requested at a later time. The Title IX Coordinator and Deputy Coordinators identified earlier in the policy can assist with any or all support 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 Coordinator**
 - **Alex Hill** – Director of CommUnity & Belonging (254 HC Student Center, 419-289-5504).
- **Safety Services** (1st floor, HC Student Center, 419-207-5555) is available 24/7 to offer resources and support. [AU Safety Services](#)
- **Safety Escort** (1st floor, HC Student Center, 419-207-5555) can be provided at any time 24/7.
- **Health Center** (1st floor HC Student Center, 419-289-5200) can assist with medical needs by appointment Monday - Friday 9 a.m. – 12:15 p.m.; 1 p.m. – 3:30 p.m. Closed Saturday-Sunday and during the Summer and university breaks. [Student Health Center](#)
- **Counseling Services** (244 HC Student Center, 419-289-5307). Appointments can be made by contacting Dr. Oscar McKnight, Director of Psychological Counseling & Health Services, omcknigh@ashland.edu, or by emailing the (healthcenter@ashland.edu). Phone: 419-289-5200.
- **The Smetzer Counseling Center** at the 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/>
- **Office of Christian Ministry** (Jack and Deb Miller Chapel, 419-207-6100) for spiritual support. Appointments can be made by calling the office. [Office of Christian Ministry](#)
- **International Student Services** (230 HC Student Center, 419-289-5123, iss@ashland.edu) [International Student Services](#)

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. [UH Samaritan Medical Center](#)
- **Safe Have Rape Crisis & Domestic Violence Center** (419-289-8085) [Appleseed Community Mental Health](#)
- **Ashland Police Department**
(1211 East Main Street, 911 or 419-289-3639)

Safety Services can arrange transportation to the Ashland Police Department

[Ashland Police Department](#)

- **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) [Ashland County Council of Alcohol and Drug Abuse](#)
- **Catholic Charities** (34 West Second Street, [Ashland County | \(419\) 289-1903 | Catholic Charities Diocese of Cleveland](#))
- **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- Ashland 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/>
- Department of Justice Office of Violence Against Women (OVM)
[Office on Violence Against Women \(OVW\) | Contact OVW](#)
- Department of Justice, The Campus Sexual Assault (CSA) Study
[Campus Sexual Assault \(CSA\) Study, Final Report | Office for Victims of Crime](#)

NCAA Resource for Athletes

- NCAA Sexual Violence Prevention Guide [NCAA Board of Governors Policy on Campus Sexual Violence](#)

Relationship Violence

- Sex and Healthy Relationships
http://www.loveisrespect.org/pdf/Sex_And_Healthy_Relationships.pdf

Sexual Harassment

- Sexual Harassment Fact Sheet [EEOC.GOV Sexual Harassment](#)

Stalking

- [Stalking, Prevention, Awareness & Resource Center \(SPARC\) Resources for Victims](#)

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 private. But statistical information will be shared with campus and local law enforcement (when required by law) 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, the 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 (1972), 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.

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