# 2014-2015 Student Handbook Table of Contents

## INTRODUCTION
- Overview .................................................................................................................. 6
- Mission of Ashland University .................................................................................. 6
- Identity Statement ..................................................................................................... 6
- Core Values ................................................................................................................ 6
- Vision Statement ....................................................................................................... 7
- Campus Creed ............................................................................................................ 7
- History of the Ashland Eagle .................................................................................... 7
- History of Ashland University ................................................................................... 7
- Ashland University Alma Mater ................................................................................ 8

## ACADEMICS
- Academic Calendars .................................................................................................. 9
- Academic Honors Program ....................................................................................... 9
- Center for Academic Support ................................................................................... 9
  - Academic Advising .................................................................................................. 9
  - Support and Retention Initiatives .......................................................................... 8
- Disability Services .................................................................................................... 10
- Peer Tutoring ............................................................................................................ 10
- Computer Facilities ................................................................................................. 10
- Global Education Office ......................................................................................... 10
- Instructional Resource Center .................................................................................. 10
- Library ...................................................................................................................... 10
- Registrar ................................................................................................................... 10
- Writing Studio .......................................................................................................... 10
- Study Areas/Places to Relax .................................................................................... 10

## AUXILIARY SERVICES
- Accent Room ............................................................................................................ 11
- ATM Teller Machine ............................................................................................... 11
- Campus Stores ......................................................................................................... 11
- Catering and Conferences ...................................................................................... 11
- EagleCard/Student ID ............................................................................................. 11
- Eagles’ Nest ............................................................................................................... 11
- Student Dining Services ......................................................................................... 11
- Tuffy’s ...................................................................................................................... 11

## CAMPUS SERVICES
- Career Services Center ............................................................................................ 12
- Commuter Lockers .................................................................................................... 12
- Copying ...................................................................................................................... 12
- Counseling ............................................................................................................... 12
- Financial Aid and Scholarships ............................................................................... 12
- Health Services ........................................................................................................ 13
- International Student Services ................................................................................ 14
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost and Found</td>
<td>14</td>
</tr>
<tr>
<td>Mail Center</td>
<td>14</td>
</tr>
<tr>
<td>Recreational Services</td>
<td>15</td>
</tr>
<tr>
<td>Student Employment</td>
<td>15</td>
</tr>
<tr>
<td>Student ID’s</td>
<td>16</td>
</tr>
</tbody>
</table>

**POLICY STATEMENTS**

<table>
<thead>
<tr>
<th>Policy Statement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity Policy</td>
<td>17</td>
</tr>
<tr>
<td>Academic Rights and Responsibilities of AU Students</td>
<td>22</td>
</tr>
<tr>
<td>Alcohol/Drug Policy and Education</td>
<td>23</td>
</tr>
<tr>
<td>Chalk Policy</td>
<td>25</td>
</tr>
<tr>
<td>Consumer Information</td>
<td>25</td>
</tr>
<tr>
<td>Contacting Civil Authorities</td>
<td>25</td>
</tr>
<tr>
<td>Discrimination</td>
<td>26</td>
</tr>
<tr>
<td>Email Policy</td>
<td>26</td>
</tr>
<tr>
<td>Financial Aid Policy Statements</td>
<td>27</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
<td>27</td>
</tr>
<tr>
<td>Hazing</td>
<td>28</td>
</tr>
<tr>
<td>Hypodermic Needle and Syringes Policy</td>
<td>29</td>
</tr>
<tr>
<td>Information Technology Acceptable Use Policy</td>
<td>29</td>
</tr>
<tr>
<td>Involuntary/Interim Suspension</td>
<td>29</td>
</tr>
<tr>
<td>Jaywalking/Use of Crosswalk and Bridge</td>
<td>29</td>
</tr>
<tr>
<td>Non-Discrimination Policy and Complaint Procedures</td>
<td>30</td>
</tr>
<tr>
<td>Non Students</td>
<td>30</td>
</tr>
<tr>
<td>Off Campus Residency Policy</td>
<td>30</td>
</tr>
<tr>
<td>Official Student Notification</td>
<td>31</td>
</tr>
<tr>
<td>Rock Painting Policy</td>
<td>31</td>
</tr>
<tr>
<td>Posting Procedures and Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>Solicitation/Fundraising</td>
<td>31</td>
</tr>
<tr>
<td>Special Interest Activities</td>
<td>32</td>
</tr>
<tr>
<td>Student Records Policy/FERPA</td>
<td>32</td>
</tr>
<tr>
<td>Tobacco Use Policy</td>
<td>32</td>
</tr>
<tr>
<td>Tornado Emergency Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Vending Machine Refunds</td>
<td>33</td>
</tr>
</tbody>
</table>

**RESIDENCE LIFE**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Senate Residential Representatives/Hall Councils</td>
<td>33</td>
</tr>
<tr>
<td>The Role of Staff</td>
<td>33</td>
</tr>
<tr>
<td>Responsibilities to Roommates</td>
<td>34</td>
</tr>
<tr>
<td>Facilities and Other Services</td>
<td>34</td>
</tr>
<tr>
<td> Rollerblading/Bicycle</td>
<td>34</td>
</tr>
<tr>
<td> Cable Television/Internet</td>
<td>34</td>
</tr>
<tr>
<td> Building Services</td>
<td>35</td>
</tr>
<tr>
<td> Elevators</td>
<td>35</td>
</tr>
<tr>
<td> Facilities Management and Planning</td>
<td>35</td>
</tr>
<tr>
<td> Key Policy/Lockout</td>
<td>35</td>
</tr>
<tr>
<td> Kitchens</td>
<td>35</td>
</tr>
<tr>
<td> Laundry</td>
<td>35</td>
</tr>
</tbody>
</table>
SAFETY SERVICES/PARKING AND TRAFFIC REGULATIONS ...46

STUDENT INVOLVEMENT
Box Office ........................................................................... 46
Campus Christian Organizations and Activities ....................... 47
Community Service .............................................................. 47
Greek Statement of Relationship ........................................... 47
Leadership Development ..................................................... 48
Multicultural Student Services .............................................. 48
Orientation and First Year Programs ....................................... 48
STUDENT CONDUCT CODE
Statement of Purpose ................................................................. 49
Authority and Jurisdiction of University Conduct System .............. 49
Building a Community of Respect .............................................. 51
Definitions .................................................................................. 51
Student Conduct Staff ............................................................... 52
Accused Student Rights ............................................................. 53
Complainant/Victim’s Rights ...................................................... 54
Conduct Process ........................................................................ 55
Student Conduct Board Meeting Procedures ............................... 56
Sanctions ..................................................................................... 58
Appeals ....................................................................................... 61
Code of Conduct – Policies and Regulations ................................. 61

TITLE IX
Harassment Free Environment .................................................. 70
Sexual Assault/Violence Prevention, Policies and Procedures ......... 70

VOICE YOUR CONCERNS .............................................................. 72

ASHLAND UNIVERSITY RIGHTS .................................................. 72
OVERVIEW
The Ashland University Student Handbook is a document intended to communicate various policies, procedures, responsibilities and opportunities affecting the lives of Ashland University undergraduate students. Students are responsible for all published University policies including those not listed in this handbook.

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 Affairs Office where a limited number of hard copies are available upon request. Students may download and print sections of this Handbook as needed.

The University reserves the right to change any of the information contained within or linked to this document at the discretion of the appropriate administrator.

Generally speaking, questions about this document should be directed to the Student Affairs Office. Questions in regards to specific policies may be referred to the appropriate University office.

MISSION OF ASHLAND UNIVERSITY
Ashland University educates and challenges students to develop intellectually and ethically, to seek wisdom and justice, and to prepare for the rigors of living and working as citizens engaged in their local, national and global responsibilities.

IDENTITY STATEMENT
Ashland University is a nationally recognized comprehensive university founded in 1878 by the Brethren Church. The University promotes innovative liberal arts and professional programs for undergraduate and graduate students. Rooted in Christian faith and an unwavering commitment toward accent on the individual, the University provides students an environment that promotes Ashland University’s values and respect toward each person.

CORE VALUES
In pursuing its mission, Ashland University:

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.
VISION STATEMENT
As a comprehensive university with a distinction and commitment to undergraduate education, Ashland University aspires to provide an unsurpassed learning experience, to cultivate the mind and enable the heart so that our students enrich the professions, promote the public good and succeed in an interconnected world.

Board of Trustees Approved May 9, 2014

CAMPUS CREED
As a member of Ashland University, I will hold myself to the highest standards of academic, personal and social integrity; respect the dignity of each individual; honor the University’s tradition and commitment to Judeo-Christian values; and serve others in our world community.

Written and adopted by Student Senate on the eleventh of April in the year 2000.

HISTORY OF THE ASHLAND EAGLE
It was probably the strangest mass migration of four foot purple and gold eagles ever known to man. The first, Louise, arrived in front of old Founders Hall in 1941, coaxed and escorted by several enterprising athletes looking for a mascot. Bearing a striking resemblance to a trademark missing from a J. I. Case implement dealership in Wooster, Louise caused a flurry. Her abductors were found out and expelled from school. Louise was made legitimate and her athletic admirers were reinstated, thanks to money collected by fellow students at 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, arriving in 1964, also. Nadine rests in front of Founders Hall and OZ guards the Arts and Humanities Building.

Old Abe, the grandfather of the eagles, was brought to campus in daylight in 1965 with the exasperated blessings of Case Implement. Nearly 70 years old, a half-ton heavy and 20-feet-tall, Old Abe was a landmark atop the Columbus Case warehouse until he arrived to guard the physical education building. Along with Abe, Case gave AU the mold to make more eagles and granted the University all rights to the eagle insignia. Van and Apollo reside at Kappa Sigma and Tau Kappa Epsilon, respectively. Sam moved across Claremont Avenue with some help in the early 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, in front of the Dauch College of Business and Economics; Bob in front of the Troop Center; Martha, in front of the Schar College of Nursing and Health Sciences; Maxine, in front of the Recreation Center and Arthur L. and Maxine Sheets Rybolt Sport Sciences Center; and Dwight, in front of the Dwight Schar College of Education.

HISTORY OF ASHLAND UNIVERSITY
On June 28, 1877, a town meeting was held in Ashland, Ohio, where the citizens of Ashland were to consider a 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 fund-raising campaign proved to be a success and on Feb. 17, 1878, a meeting was held to add up their campaign funds and make final plans. The success of
the campaign was announced, the College was chartered on Feb. 20 and a church-related, co-
educational institution was established.

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

The new institution grew slowly during its first few decades, but enrollment reached the
200 mark shortly after the turn of the century. By the 1950s, the College had added many new
programs of study and experienced rapid growth from about 300 students to more than 2,500 in
1970.

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

By 1988, the North Central Association had renewed its accreditation of Ashland’s
educational programs, and it was a time of renewal for the College. Enrollment grew by leaps
and bounds, a campus beautification program was begun and the future looked very bright.

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

Progress continued on campus during the 1990s with the construction of a new Student
Center, the remodeling of a technology center, the offering of a Doctor of Education degree and
the expansion of centers in Columbus and Massillon/Stark.

Ashland University completed the most successful fund-raising campaign in its history in
2004 when it concluded a five-year, $55 million comprehensive campaign by raising more than
$59.4 million to support new and renovated facilities as well as the endowment for academic
programs, faculty positions and scholarships.

Today, the University has grown to 6,000 total students and has completed several new
projects and buildings including the Schar Athletic Complex with football stadium and
track/soccer stadium, the Recreation Center & Rybolt Sport Sciences Center, the Dauch College
of Business and Economics, and the Schar College of Education as well as the addition and
renovation to the Kettering Science Center. In 2010, the University acquired MedCentral College
of Nursing and then constructed the state-of-the-art Dwight Schar College of Nursing and Health
Sciences facility in Mansfield, which opened for fall classes in 2012.

Ashland University continues to value the individual student and offers a unique
educational experience that combines the challenge of strong, applied academic programs with a
faculty and staff who build nurturing relationships with their students.

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

ACADEMICS

ACADEMIC CALENDARS
http://www1.ashland.edu/administration/academic-calendar

ACADEMIC HONORS PROGRAM
http://www.ashland.edu/honors-program

The mission of the Honors Program is to offer academically talented students cross-disciplinary experiences, participation in an intellectual community devoted to discussion and dialogue, and special projects and courses that challenge the mind. The cornerstone of the Honors Program is the belief that intellectual stimulation and camaraderie among Honors students give them a more complete college experience. Honors students receive a variety of benefits, including:
- Honors core courses with small class sizes taught by some of the best AU professors.
- Advanced course scheduling
- Honors housing
- Participation in social events sponsored by the Honors Society
- Honors Study Abroad opportunities

Entering first year students have generally achieved a cumulative high school GPA of 3.5 or above and received an ACT score of 27 or above or an SAT score of 1200 or above. An application for admission into the Honors Program is available at the website. Current AU students and transfer students who wish to apply for admission into the Honors Program must have a minimum cumulative college GPA of 3.5. For more information about the Honors Program, please see the website above or Christopher Swanson, Director of the Academic Honors Program, at ext. 5264 or cswanson@ashland.edu.

CENTER FOR ACADEMIC SUPPORT
The Center for Academic Support is located on the 7th floor of the Library. Services offered are listed as follows:

Academic Advising
Undergraduate students seeking professional guidance in reaching their academic goals should contact any of the full time professional academic advisors located within the Center for Academic Support. We are here to help you with everything from course selection, degree planning, major or minor exploration, understanding the Core curriculum to navigating university life. We are also available to help you in selecting or changing your faculty advisor. Other services are outlined at http://www1.ashland.edu/administration/academic-success/advising

Academic Support and Retention Initiatives
The University’s retention strategies are coordinated through partnerships with faculty, parents, Financial Aid, Admission, Student Life, and most importantly, the students. The office strives to administer proactive strategies to make the transition to college life easier and initiates early interventions to ensure student success. The emphasis is on the student’s social, personal and academic adjustments to college. Further information can be found at: http://www1.ashland.edu/administration/academic-success
Disability Services
This office provides accessibility for students with documented disabilities. Accommodations include: test accommodations, access to text books in alternate format, academic coaching and assistance with physical access. Disability Services is also located on the 7th floor of the library. To learn more about the services offered please see:
http://www1.ashland.edu/administration/academic-success/accommodations

Peer Tutoring
The Center for Academic Support offers peer tutoring to any undergraduate at Ashland University in any undergraduate course. Skill building workshops are presented on topics such as time management, study skills, and other content which are requisite to successfully mastering coursework. Please visit the website for more information:
http://www1.ashland.edu/administration/center-academic-support/tutoring-services

COMPUTER FACILITIES
http://www1.ashland.edu/administration/information-technology/computer-facilities

GLOBAL EDUCATION OFFICE
The Global Education Office, 100 Founders Hall, promotes learning opportunities for all eligible Ashland University students to gain an understanding of other regions, countries, languages and cultures through educational travel in the US and abroad. Please visit us on the AU Portal or
http://www1.ashland.edu/administration/global-education

INSTRUCTIONAL RESOURCE CENTER
http://www1.ashland.edu/administration/library/instructional-resource-center

LIBRARY
The Library occupies the tallest building on the Ashland campus. Physically it is the center for student research with spaces for study, group work, and access to six floors of library resources. On the web, the library has a wide range of databases and research materials available to students through the library’s membership in OhioLINK. Please visit the link for library hours
The library URL is http://www1.ashland.edu/administration/library
Phone: extension 5400 (419.289.5400) E-mail: library@ashland.edu
About the Library: http://www1.ashland.edu/administration/library/about

REGISTRAR’S OFFICE
http://www1.ashland.edu/administration/registrar

WRITING STUDIO, 104 Center for Humanities-Bixler
http://www1.ashland.edu/administration/center-academic-support/writing-studio
Students writing papers for any course across the curriculum can make appointments in the Writing Studio. Writing Assistants (WAs) represent a variety of majors & minors; each WA posts a list of his or her courses & professors so a student can sign up for an appointment with the WA who is a voice of experience for that course and its writing assignments. Appointments must be made 24 hours in advance by signing for a time on a WA’s schedule; the Studio’s door is open 8-9 M-Th; 8-4 F. Appointments cannot be made by telephone or by e-mail.
STUDY AREAS/PLACES TO RELAX
Of course, the University Library is one of the best places to study. For those students who enjoy studying outdoors, a number of benches and picnic and patio tables are located throughout campus. Many students also prefer a variety of study locations and lounges to relax in between classes which are listed as follows:
Center for the Arts - music lounge (ground floor),
Center for the Humanities – room 106
Dauch - student vending area, computer lab-110, and areas by rooms 201, 221, and 236
Dwight Schar College of Education – First floor student vending area, first floor main lobby and 5 open areas throughout the second and third floors.
Dwight Schar College of Nursing – Common area and study rooms
Hawkins-Conard Student Center-Eagles’ Nest, Eagles’ Landing and lounges.
Kettering – first floor lobby area, room 119 when not reserved, second floor student lounge
Recreation Center – Tuffy’s, observation deck and game room lounge
Residential Units - main lobby, floor lounges, study rooms

AUXILIARY SERVICES
Accent Room
http://www1.ashland.edu/administration/auxiliary-services/accent-room

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

Campus Store
http://www.ashlandbookstore.com/Home.aspx

Catering and Conferences
http://www1.ashland.edu/administration/auxiliary-services/catering-conferences

Eagle Card/Student ID
http://www1.ashland.edu/administration/auxiliary-services/eaglecard-office

Eagles’ Nest
http://www1.ashland.edu/administration/auxiliary-services/eagles-nest

Student Dining Services
Information on student dining on the Ashland campus can be found at
http://www1.ashland.edu/administration/auxiliary-services/student-dining

Tuffy’s
The smoothie bar overlooks the basketball courts and rock climbing wall in the Recreation Center and Arthur L. and Maxine Sheets Rybolt Sport Sciences Center, located at the corner of Garmon Avenue and King Road. https://www.ashland.edu/administration/auxiliary-services/tuffys-smoothie-bar
CAMPUS SERVICES
CAREER SERVICES CENTER
http://www.ashland.edu/career
The mission of the Career Services Center is to create Powerful Partnerships with students, faculty, staff, alumni and employers in an effort to provide outstanding career-related services to Ashland University stakeholders.

COMMUTER LOCKERS
http://www1.ashland.edu/student-affairs/getting-involved/commuter-services
There are 84 commuter lockers, located on the second floor of the Hawkins-Conard Student Center available for commuter use only. They are assigned in the fall and spring on a first come, first serve basis through Student Life, 230 HCSC. Students must furnish their own lock which is to be removed at the end of spring semester. Lockers are emptied and cleaned following spring semester. Any items left will be discarded. Any students who wish to use a locker in the summer should inform the Department of Student Life.

COPYING
Photo copying machines/services are available on the main floors of the University Library and Student Center, Dwight Schar College of Nursing as well as Printing Services. Copy machines in the Student Center are available 24 hours a day. Federal copyright laws limit certain kinds of copying. Students should familiarize themselves with copyright regulations.

COUNSELING
http://www1.ashland.edu/student-affairs/health-safety/psychological-counseling-services
At Ashland University, there is a place on campus that will help you pursue your academic and personal goals. Personal counseling services are offered at no cost to all full-time undergraduate students and are designed to enhance the quality of your university experience. Ashland University provides personal, social, academic or career counseling and related services to further address a variety of student's needs. Such services include:
* Alcohol and drug awareness
* Anxiety and depression management
* Career testing and graduate school planning
* Counseling for personal concerns
* Decision making strategies
* Grief counseling
* Relationship and human sexuality counseling
* Premarital and marital decision making

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.

FINANCIAL AID AND SCHOLARSHIPS
AU offers financial assistance to all students who have been accepted to the University. Complete information regarding both merit-based and need-based scholarships and grants, loans and student employment is available on the Financial Aid website at http://www1.ashland.edu/administration/. The website also includes a listing of the steps to apply for and receive financial aid. All students are
assigned a Financial Aid Counselor according to their last name. The counselor is available to
answer financial aid questions and guide students through the financial aid process. Students should
check the Financial Aid webpage for the name and contact information of their counselor as well as
Financial Aid Policy Statements.

HEALTH SERVICES
http://www1.ashland.edu/student-affairs/health-safety/student-health-center

All full time students, including commuter students, are eligible to use the Student Health Center by appointment from 9:30 a.m. – 5:00 p.m., Monday through Friday, during the fall and spring semesters when the university is regularly open. An appointment can be made by calling 419.289.5200 or in person at the Student Health Center.

The cost is covered under the student health 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 for a student. This is a per semester fee. University student insurance or personal insurance is not required to use the Student Health Center.

Services Provided
1. Medical care for common illness and injuries during regular Student Health Center hours. If you have an emergency when the Student Health Center is closed, call Safety Services at 419.207.5555, go to the nearest emergency department, or call 911.
2. Arrangements for consultation with a specialist, if indicated.
3. Continuation of allergy programs as directed by and initiated by your allergist.
4. Immunizations (Hepatitis B, Tetanus/Pertussis, Meningitis, Gardasil), and TB testing (a fee may be charged).
5. Routine pelvic exams, Pap Tests, STD screening and contraception are offered by appointment only. There is no fee for the visit. However, lab fees are the responsibility of the student.
6. Sports Medicine Clinic is offered for all athletes. It is recommended athletes report to the Athletic Department Trainers for a referral to the Sports Medicine Clinic.
7. Crutches are available for short term use at no cost. Students will be billed if crutches are not returned by the end of the semester.
8. Information, education and counseling on health related and wellness issues.
9. Assistance with filing insurance claims for medical care received off campus.

Emergencies
1. In the event of an emergency, students should call Safety Services at 419.207.5555, go to the nearest emergency department, or dial 911.
2. Minor injury or illness should be treated at the Student Health Center during regular hours.
3. 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.
4. When, in the opinion of the Director of Health Services and Counseling and/or the Vice President for Student Affairs (or his/her designee), a student requires medical or psychological care, may issue an interim action.

Insurance
1. All full time undergraduate students are enrolled in the Basic Accident portion of the Student Health Insurance. The cost for this insurance is included in the regular health center fee. Participation in the Major Medical portion of the student insurance is optional.
2. All full time graduate students are eligible to enroll in the Student Insurance Plan. To enroll, contact the Student Accounts Office at 419.289.5958.
3. When expenses are incurred for a covered accident or illness, students must complete a claim form for the insurance company to consider payment. Claim forms and assistance with claim submission is available at the Student Health Center. Claim forms are also available online at www.studentplanscenter.com. Written notice of injury or illness upon which a claim may be based must be provided to the insurance company within 30 days of the illness or injury.

INTERNATIONAL STUDENT SERVICES
http://www1.ashland.edu/iss/
Ashland University provides advising, workshops and orientations for the immigration, academic and personal needs of undergraduate and graduate international students, scholars, and their families. Enrolled students should check the website, call 419.289.5631 or visit the office located at 230 Student Center.

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

MAIL CENTER
Phone: 419.289.5317 Hours: 9:00 a.m. to 4:00 p.m. Monday thru Friday
The Ashland University Mail Center is located on the ground floor of the Hawkins-Conard Student Center. Postal services available include stamps, envelopes, parcel postage shipping, first class, express and standard mail processing. The Mail Center may use more than one vendor for shipping express parcels and mail (UPS, FedEx etc.). Outgoing mail is taken to the Ashland Post Office at 3:30 p.m. each weekday. Student mail is picked up from the post office in the morning Monday - Friday and is distributed to student mailboxes by 11:00 a.m. on those days.

Student mailboxes are located in the Mail Center and are accessible 24 hours a day. Each student is assigned his/her own mailbox that opens with a three digit combination assigned by the Mail Center. Student mailboxes are for post office and campus mail. Any stickers, notes or other items attached to the outside of the mailboxes are not allowed and will be removed by Mail Center personnel. Tampering with or theft of US mail is a federal offense.

Mailbox holders who do not regularly check and empty their mailboxes will have their box closed by the Mail Center staff. If after one month the box has not been emptied, the box will be closed and the combination changed. Students who move off campus are encouraged to close their AU mailbox and use their residence as their mailing address. Students who wish to reopen a mailbox closed for inactivity will be charged a $10.00 fee to be assigned a new mailbox. Students who will be gone for a semester should notify the Mail Center staff so the box is not closed. The mail will be forwarded for the time away from main campus.

Incoming student packages that do not fit in the mailboxes are scanned by AU mail center staff upon receipt from the carrier. An email to the student is generated from the incoming scan. When expecting a package, please wait until you receive the e-mail from the AU Mail Center. Oftentimes senders and shippers send e-mails updating shipping status. To prevent delays in verifying incoming packages, please make sure the sender includes your AU box number in the address. An ID is required to pick up a package at the service counter.

When sharing your campus address with family and friends it is important that you instruct them to use your mailbox number as your address, not your room number. Misaddressed mail
requires a longer processing time. Please use the format below to have mail addressed to your
 campus address. Many shippers require a street address to deliver parcels. If you are asked to provide
 a street address, please include the street address of 401 College Ave in the address. Please insert the
 street address directly above the city, state and zip line and directly below the line that has “Ashland
 University”.

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

On campus mail, sent via the Mail Center must:
1) have the person's name and box number on the front.
2) have the name or box number of the sender as the return address.

Anyone dropping off 10 or more pieces of mail addressed to students should rubber-band them
together (in box order - lowest to highest) and drop them off at the service center. Full size, 8 1/2" x
11" mail needs to be letter folded (tri folded) and half sheets should be bi-folded. Small slips of paper
are not acceptable. Irregular items (i.e. suckers, cookies, etc.) need prior approval before submitting
mailings. Mass mailings to large groups of students (i.e. all seniors, all women or all students) may
not need to be addressed. Check with the mail center before submitting mass mailings. Incoming
mail not properly addressed may result in the mail being returned to sender. This includes people
using fictitious names for record companies or companies that provide similar services.

The Ashland University Mail Center and its employees are not responsible for money,
 checks, valuables etc., placed in student boxes or sent thru campus or off-campus mail. Sending
money thru the mail is not recommended.

Students may have their mail forwarded to an address other than their home address during
the summer by filling out a form in the Mail Center. All first class mail can be forwarded home.

Mail is distributed Monday, Wednesday and Friday at the Dwight Schar College of Nursing
apartments. In addition, the ScharCON Express is a package and mail delivery service between
Ashland University main campus and the administration building on the Schar College of Nursing
campus. The delivery vehicle leaves Ashland on Mondays, Wednesdays and Fridays typically
between 11:30 a.m. and noon. Packages and mail should be taken to the Ashland campus mailroom
by 11:00 a.m. on a delivery day. Any special delivery requests, questions or concerns, please call or
email Auxiliary Services (x-5249 or mportner@ashland.edu).

RECREATIONAL SERVICES
http://www1.ashland.edu/admissions/campus-life/recreational-services
The Ashland University Department of Recreational Services encourages individuals to live an active
and healthy lifestyle. The department facilitates fitness, wellness, leadership and developmental
opportunities for the Ashland University and surrounding communities, by providing a
comprehensive recreational facility, programs and services.

STUDENT EMPLOYMENT
Ashland University employs several hundred students on campus each year. Two
classifications of student employment are available. The Federal Work-Study (FWS) program is
partially funded by the federal government and is awarded to students who demonstrate financial
need. Regular Student Employment (RSE), funded solely by the University, is available to all
students and is not dependent on financial need. Most positions on campus average between
three and ten hours of work per week, and all employees are paid at least minimum wage.
The Career Services Center (CSC) maintains listings of on-campus and off-campus jobs on its website at http://www.ashland.edu/career (click on AU Career Connect icon). Students receive paychecks every two weeks. To be eligible for either FWS or RSE, one must be an undergraduate student and be authorized to work on campus by the Financial Aid Office, 310 Founders Hall.

Becoming authorized:
If you are eligible for the Federal Work Study program, a Federal Work Study Work Authorization Form will be placed in your on-campus mailbox or mailed to your home address in August. If you have not received one, you will need to pick one up from the Financial Aid Office located at 310 Founders Hall. If you are hired as a regular student employee, please contact your supervisor for the Regular Student Employee Work Authorization Form. Have supervisor of position complete and submit Work Authorization Form to the Human Resources Office.

1. If you have not worked on campus before, obtain, I-9, Ohio Tax, and W-4 Forms from the Financial Aid Office website at http://www.ashland.edu/students/financial-aid, click on “Student Employment and then “Forms.”
   1. Submit completed Ohio Tax, W-4, and I-9 Forms, along with original required identification, to the Human Resources Office within three days of securing a job. (Note, two pieces of identification must be shown when completing and submitting the I-9: one must be a U.S. passport, original social security card, or original birth certificate; the second can be a driver’s license, state I.D. card, or an AU I.D. card).

2. If you have worked on campus before, complete the correct work authorization form, submit it to your supervisor, and return to the Human Resources Office within three days of securing a job.

Job Search Tips:
1. Begin your job search early in the school year.
2. Review the Student Employment Job Listing in the CSO database frequently. It will be updated throughout the year.
3. If you see a job description that interests you, contact the supervisor of the position.
4. Contact supervisors of departments in which you would like to work even if a position in that department is not posted. Some positions are filled without a formal posting being made.
5. Many off-campus employers like to hire AU students. Many positions are also listed in CSO. No university forms or approvals are needed to work off campus.

STUDENT ID's
http://www1.ashland.edu/administration/auxiliary-services/eaglecard-office

Student I.D. cards are distributed by the campus card office located in lower convo, Student Dining. I.D. pictures can be taken during normal business hours Monday-Friday, 8:30-4:30 p.m. All full-time and part-time students are required to possess a valid Ashland University I.D.

One's identification card can be used as a meal ticket, library card, security access to their residence hall and/or admittance to many campus sponsored events. Students are required to present their ID card to all University officials upon request. Failure to present a valid ID or the intentional misrepresentation of oneself subjects the individual to conduct action. The student's first ID card is free but there is a $10.00 charge for replacing an identification card thru the campus card office. A 72-hour temporary card can be issued in the Eagle Card Office between 8:00 a.m. and 5:00 p.m.
Monday thru Friday. There is a $5.00 non-refundable fee to obtain a temporary card. After 5:00 p.m. or weekends, please go to the Safety Services Office located on the 1st floor of the Hawkins-Conard Student Center. If the temporary card is not returned, a $25.00 charge will be added to the students' account.

**POLICY STATEMENTS**

**ACADEMIC INTEGRITY POLICY**

The Ashland University community strives to model leadership that is based upon Judeo-Christian beliefs and virtues and that will encourage, develop and sustain men and women of character to serve their professions, their communities, and the world (AU Statement on Ethical Leadership). As members of Ashland University, students hold themselves to the highest standards of academic, personal and social integrity (Ashland University Campus Creed). In keeping with the Ashland University commitment to the highest standards of academic, personal and social integrity, students are expected to abide by the academic integrity standards outlined in this policy.

**Section 1. Purpose**

Academic integrity is as important to our mission today as it was at the university’s founding. The founders declared that Ashland "would develop students intellectually," and our current mission continues to advance that position. Since the educational and social environment is built upon a long-standing commitment to Judeo-Christian values, it is obvious that academic integrity is an essential part of students’ personal and intellectual growth.

At Ashland University academic integrity is to be revered, honored and upheld. Therefore, an academic integrity infraction is considered a very serious matter, as it corrupts the educational process and undermines the foundation of our community.

**Section 2. Conduct That Violates Academic Integrity: Academic Dishonesty**

Ashland University expects each student to advance the university’s mission by furthering an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and respect ethical standards. The work that one submits for academic evaluation must be his/her own unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use his/her own capabilities to achieve his/her fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to the above conduct shall constitute academic dishonesty.

**Section 3. Forms of Academic Dishonesty**

Proper acknowledgment of ideas and sources is central to academic honesty. To insure academic honesty, it is important to examine that which constitutes academic dishonesty. Academic dishonesty includes:

**Plagiarism**

Plagiarism is the intentional or unintentional presentation of someone else’s words, ideas or data as one’s own work. In the event the faculty member deems the plagiarism is unintentional, he/she shall typically require the student to complete the assignment again. In the event the faculty member believes the plagiarism is willful, the sanctions in this document will apply. If the work of
another is used, acknowledgment of the original source must be made through a recognized documentation practice.

A. Whenever one quotes another person’s actual words,
B. Whenever one uses another person’s idea, opinion or theory, even if it is completely paraphrased in one’s own words, or,
C. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

Fabrication
Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include:
A. Citing information not taken from the source indicated.
B. Including in a reference list sources which have not been consulted.
C. Inventing or altering data or source information for research or other academic exercise.
D. Submitting as one’s own any academic assignment (e.g. written work, painting, sculpture, etc.) prepared totally or in part by another.
E. Using a portion of a piece of work previously submitted for another course or program to meet the requirement of the present course or program without the approval of the instructor involved.
F. Permitting one’s work to be submitted by another person as if it were his or hers.
G. Taking a test (or other evaluation) for someone else or permitting someone else to take a test for oneself.
H. Other offenses of this form which incorporate dishonesty for academic gain.

Cheating
Cheating is an act of deception in that a student represents mastery of information that he/she has not mastered. Cheating may be suspected if an assignment that calls for independent work results in two or more solutions, sequences, or language so similar as to merit the charge. Cheating may be suspected if there is a statistical inconsistency in the student’s performance and the student cannot explain or reproduce both the intricacies of the solution and the techniques used to generate the solution; or in the case of an essay examination, that the student cannot explain or reproduce the thought-processes used to generate the writing. Examples include:
A. Copying from another student’s test paper.
B. Allowing another student to copy from a test paper.
C. Using notes, textbooks or other information in homework, examinations, tests or quizzes, except as expressly permitted.
D. Securing, giving or exchanging information during examinations without authority to do so.
E. Other offenses of this form which incorporate dishonesty for academic gain.

Other Forms of Academic Misconduct
Examples include:
Obtaining confidential information about examinations tests or quizzes other than that released by the instructor.
A. Stealing, buying, or otherwise obtaining all or part of an unadministered test in which the origins of the materials are suspect.
B. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
C. Inducing any other person to obtain an unadministered test or any information about the test.
D. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, computer file, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
E. Cooperating with another person in academic dishonesty, either directly or knowingly, as an accessory.
F. Using computing resources in a manner that violates University academic integrity policies.
G. Other offenses of this form that incorporate dishonesty for academic gain.

To reiterate, these examples are not meant to be inclusive. Further, they refer only to academic areas; appropriate action may also be undertaken by other agencies.

Section 4. Institution of Procedures Following an Allegation of Academic Dishonesty at the Undergraduate Level

A. When a faculty member has observed a student violating any of the policies stated herein, an allegation of academic dishonesty shall be filed with Registrar.
B. When a proctor has observed a student violating any of the policies stated herein, the faculty member under whose authority the proctor oversaw the academic activity shall file an allegation of academic dishonesty with the Registrar.
C. When a faculty member has not observed a student violating any of the policies stated herein, but has a firm conviction of academic dishonesty, based on competent and probative evidence, an allegation of academic dishonesty shall be filed with the Registrar. It shall be a breach of professional responsibility should a faculty member make an allegation of academic dishonesty in bad faith.
D. Upon the filing of an allegation of academic dishonesty, the faculty member, or the chairperson of the department in which the faculty member instructs, shall inform the student of the nature of the allegation.
E. Upon receipt of an allegation of academic dishonesty, the Registrar should identify whether the allegation is the first such allegation, or whether the allegation is a subsequent allegation of academic dishonesty. Results of any previous allegations or appeals may be considered in subsequent allegations.
F. Action on second allegations will proceed even if the student withdrawals from the course. In the event of a withdrawal from the course by the student, a grade of WF (if found in violation of the policy) or W (if found not in violation of the policy) will be assigned to the course according to the outcome of the academic integrity process.
G. Upon receipt of an allegation of academic dishonesty, the Registrar should indentify whether the allegation is the first such allegation, or whether the allegation is a subsequent allegation of academic dishonesty. Results of any previous allegations or appeals may be considered in subsequent allegations.
H. The following timeline shall apply to the adjudication of violations:
   I. **Within five business days, upon the receipt of the allegation, the Registrar shall notify the student and his/her academic advisor of:**
      a. The opportunity to refute such allegation
      b. The opportunity to appeal an initial decision of such allegation, and
      c. The University penalty upon a finding that the student has committed an act of academic dishonesty.
   J. **Upon receipt of notification from the Registrar the student has 10 business days to request hearing or appeal.**
K. **The registrar shall schedule a hearing within 10 business days of receiving the request to appeal.**

Section 5. First Offense at the Undergraduate Level

A. Upon the allegation of an act of academic dishonesty for the first time, and not involving multiple offenses arising out of the same instance, the faculty member shall submit an Academic Integrity Incident Report with supporting documentation of such offense to the Registrar’s Office. The student and academic advisor shall be notified of the allegations and the opportunity to appeal. Upon findings of an academic integrity violation, the student shall be placed on Academic Integrity Probation, and notification of that status shall be sent to the student’s academic advisor for placement in the academic advising folder.

B. In addition to submitting the Academic Integrity Incident Report the faculty member should take such action as is deemed appropriate and pursuant to any stated policy of the faculty member and/or department, if any. Such action may be, but is not limited to, assigning a grade of zero for the assignment or test involved, assigning an F for the course, suspension from the major, or permanent dismissal from the major. Seriousness of the offense depends on such factors as but not limited to:
   a. The student’s length of experience as a student; e.g., an offense by an advanced student is more serious than an offense by a first semester student.
   b. The extent to which the student has been previously warned or instructed about academic integrity.
   c. Willfulness of the violation. (Done with deliberate intention and not as an accident.)

C. In addition to submitting the Academic Integrity Incident Report to the Office of the Registrar, the faculty member may also pursue other options such as:
   a. Referring the student for tutoring and/or Classroom Support Services.
   b. Referring the student to the Counseling Center.
   c. Requiring that the student review and summarize issues of academic integrity or rules of citation.

D. The action taken pursuant to paragraphs B. and/or C. above does not prevent any additional action taken pursuant to stated policies of individual colleges, departments or programs.

Section 6. Second Offense at the Undergraduate Level

In the event a student violates the academic integrity policy after having been previously found to have committed an act of academic dishonesty, or if the offense involves multiple allegations of acts of academic dishonesty, the Registrar shall cause the matter to be presented for adjudication before the Academic Integrity Board. The Board will be appointed by the Provost and will be composed of three faculty members and one or two students. If the student is found by the Board to have committed a subsequent act of academic dishonesty, or multiple acts of academic dishonesty, the student under most circumstances shall be suspended from Ashland University for a period to be determined by the Board, but not to exceed two years. At that time, the student’s academic advisor, the chair of the department(s) in which his/her major resides, and the chair of the department of the faculty member bringing the allegation shall be notified of the findings. The suspension may be applied to the current semester or the following non-summer semester at the discretion of the Academic Integrity Board, based on the date of the hearing, proximity to degree completion, and severity of the charge. A student given the sanction of suspension is withdrawn
from the university and is excluded from classes with no right to take tests or make up work missed during the time of the suspension. The actual dates of the above withdrawal periods are included in the Registrar's Calendar each term. The Admissions Office shall be notified of the term of the suspension. The student may apply for readmission after the specified term of suspension has passed.

Section 7. Appeal at the Undergraduate Level

A. First Offense.
   a. A student, against whom a faculty member alleged a first offense, may appeal such an allegation to the Academic Integrity Board.
   b. The Provost shall appoint members to such board.
   c. Any appeal must be filed in the Office of the Registrar within ten University business days from the student being notified that an Academic Integrity Incident Report has been filed.
   d. Upon the filing of such appeal, the Registrar shall convene the Academic Integrity Board, consisting of three faculty members and no more than two students.
   e. The Academic Integrity Board shall review written documentation and hear verbal testimony from both the student and the faculty member as well as examine evidence and results from any previous allegations or appeals.
   f. A student or faculty member may also appeal a finding by the Academic Integrity Board, which appeal shall be filed in the Office of the Registrar within ten days from the decision of the Academic Integrity Board.
   g. Upon the filing of an appeal of a finding, the Registrar shall convene the Academic Integrity Appeals Board, consisting of three faculty members and no more than two students.
   h. No voting member of the Academic Integrity Appeals Board shall have served as a voting member of the Academic Integrity Board hearing the claim of a first offense.

B. Second Offense.
   a. A student or faculty member may appeal the findings of the Academic Integrity Board regarding a second offense, or multiple offenses, to the Academic Integrity Appeals Board.
   b. The Provost shall appoint members to such board.
   c. Any appeal must be filed in the Office of the Registrar within 10 University business days from the decision of the Academic Integrity Board.
   d. Upon the filing of such appeal, the Registrar shall convene the Academic Integrity Appeals Board, consisting of 3 faculty members and no more than 2 students.
   e. The Academic Integrity Appeals Board shall review written documentation and hear verbal testimony from both the student and the faculty member as well as examine evidence and results from any previous allegations or appeals.
   f. A finding by the Academic Integrity Appeals Board may not be appealed.
   g. No voting member of the Academic Integrity Appeals Board shall have served as a voting member of the Academic Integrity Board hearing the claim of a subsequent offense or multiple offenses.
Section 8. Subsequent Offense After Readmission at the Undergraduate Level

A. If a student is readmitted after having been suspended for a second offense as described in Section 6 above, the record of academic integrity violation shall be retained by the Office of the Registrar.

B. Subsequent Offense(s):
   a. Any allegation of academic dishonesty subsequent to the student’s readmission under Section 6 above shall be adjudicated according to the process outlined in Sections 6 and 7, with the following exception:
   b. If there is a finding of academic dishonesty in the allegation above, being a third violation of the Academic Integrity Policy, the student shall be immediately expelled from Ashland University, with no provision for readmission.

ACADEMIC RIGHTS AND RESPONSIBILITIES OF AU STUDENTS

Registration

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

Instructional Responsibilities of Faculty

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

1. Instructional faculty members shall present to their students, during the first week of classes, course syllabi which list: course purposes and objectives, texts and materials to be used, specific requirements for the course, 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 insures 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, on 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.

**Grievance Procedure**

In cases where a student believes his or her academic rights have been violated, the student should, if possible, discuss the matter with the instructor involved. If the student wishes to appeal the case, the student must appeal to the department chairperson and then to the Dean and Academic Council, who may confer with the Provost.

**ALCOHOL/DRUG POLICY AND EDUCATION**

In recognition of our leadership as an institution of higher education and in consideration of the present drinking age law, liability concerns, difficulties in supervision and the need for appropriate standards, Ashland University does not permit consumption or possession of alcohol, alcohol infused food (such as jello shots or alcopops), vaporized alcohol, energy drinks or "non alcohol" beer by students, faculty, or staff on Ashland University property; except under specific guidelines for student apartments as well as catering and conference services. Students who are present during a violation of the alcohol policy violate the alcohol and/or accessory policies themselves. Students are expected to be responsible and will be held accountable for violations of this policy.

To assist students, Ashland University provides an alcohol education and counseling program. The campus conduct system, intended to be both educational and regulatory, is administered through Student Affairs. The present policy, created with the assistance of the Student Senate as directed by the Board of Trustees, shall be administered by Student Affairs with the help of Student Senate.

The following is listed for further clarification:

A. In the event of alcohol violations, staff has the right to request student(s) immediately dispose of the alcoholic beverage/container and/or it may be confiscated.

B. For effective management and to avoid unnecessary confrontation, alcohol containers including beer funnels and other items used for consumption or drinking games are not permitted. Drinking games (or items used to facilitate such) are never permitted.
C. Alcohol beverages are prohibited at Ashland University athletic events (NCAA regulations). This includes: intercollegiate and intramural/sport club events.  
D. Ashland University does not condone or encourage off campus student events where alcohol is served and is not responsible or liable for these events.  
E. No advertisements or coupons of alcoholic beverages, including at off campus activities or establishments, shall be announced, displayed or distributed on campus. 
F. Students cannot attend an alumni event on campus where alcohol is present.  
G. Ashland University also upholds the applicable drug laws which relate to controlled substances. Ashland University seeks to promote and maintain a drug free campus. In addition, the federal law entitled "Drug Free Schools and Campuses Law" requires all institutions to adopt and implement a program to prevent illicit use of drugs and the abuse of alcohol by students and employees.  

Alcohol Policy in Student Apartments  
The University reserves the right to rescind these privileges at any time. This policy permits beer and wine only under the following conditions:

1. Beer and wine can be consumed when all present are 21 years of age or older.  
2. No more than 2 guests per 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 or four guests in a student room when the two respective residents are present for a maximum of 12 people in an apartment or 6 in a senior house room. Please note that there is a maximum of 12 people in the apartments at the Mansfield Campus even if there are five residents).  
3. Residents must participate in social host training prior to move in.  
4. Residents who violate this policy in the apartments will be immediately reassigned from the respective building (similar to current reassignment policy). Residents will also be billed board when board is required of residential students.  
5. Residents who violate this policy at the Mansfield Campus Apartments are at risk of losing their housing privileges at the Schar College of Nursing. 
6. Safety services (Schmidt Security Pro in Mansfield) and residence life staff will make rounds throughout apartment complexes/areas as they do all other residential units.  
7. Open containers will not be permitted in the public areas of these residential units, such as hallways, lounges, laundry rooms, balconies, etc. 
8. All residents assigned to the apartment must be at least 21 years old before alcohol is permitted in their apartment or room.  
9. Beer and wine may be brought into apartments only by residents of that specific apartment.  
10. No common sources or binge consumption devices (i.e. beer bongs, kegs/pony kegs or beer funnels) will be permitted at any time.  
11. Drinking games are not permitted. 

University Sanctions  
Ashland University does not alcohol containers nor the consumption or possession of alcohol except where allowed in the student apartments, or at specific catering and conference events in upper convo. In addition, it is a violation of the accessory policy to be where alcohol is present or being consumed against regulations. The unlawful use, possession, sale, manufacturing, or distribution of drugs and alcohol subjects any student to discipline pursuant to established University procedures and to sanctions up to and including suspension or dismissal from the University. Any student violating this policy or otherwise engaging in illegal conduct can also be referred for criminal prosecution. Note:
Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular penalties for the same offense in a court of law. Trafficking in drugs can result in forfeiture of property including: vehicles, money, or other property.

Support and Resources
University Resources
Student Health Center 419.289.5200
Personal Counseling Services 419.289.5307
Center for Religious Life 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 419.289.0000 (ext. 231)
Samaritan Regional Health System 419.289.0491, Ashland County
Richland County Health Department 419.774.4500
Center for Individual and Family Services 419.756.1717, Richland County
MedCentral Health System 419.526.8000, Richland County

Description of Alcohol/Drug Treatment Programs
In an effort to prevent the illicit use of drugs and the abuse of alcohol by students and employees, Ashland University has in place procedures to facilitate drug/alcohol assessment and treatment. While treatment is not available on site, initial drug/alcohol counseling intervention is available via the Personal Counseling Services and/or the Student Health Center. Referrals can be made including (ACCADA) to the Ashland County Council on Alcoholism and Drug Abuse. 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.

CHALK POLICY
Please see the Chalk policy located in the Student Organization Resource Manual.

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:
http://www1.ashland.edu/administration/fin-aid/graduate/policy-statements/consumer-info

CONTACTING CIVIL AUTHORITIES
Civil authorities are often contacted to assist in cases involving disorderly conduct, 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, or Residence Life staff, to respond to incidents of suspected laws violations (i.e. drug use, possession, manufacture, etc.).
DISCRIMINATION
See non-discrimination policy and complaint procedures outlined further in this handbook. See also http://www1.ashland.edu/student-affairs/getting-involved/diversity

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

Appropriate Use. The email system is a valuable but limited resource. The system is intended for faculty and staff to carry out their duties. The email system is primarily used to conduct university related business and research and to 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 use prohibited 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

AUP 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 Maintenance and Limits. Email accounts must be maintained by the account user. Basic maintenance duties may be characterized by but not limited to: removing messages deemed to be “trash,” actively checking the content of new messages, and securing the account passwords. Email account users must ensure their account is kept within space allocations. The current space usage is displayed at the bottom of the Gmail page in both percentage and MB’s. Currently the split screen lab hides this notice. Once the limit is exceeded the account user can not send or receive email until the account is brought back under the limit.

Email Account Retention. Email accounts are issued to all students (full and part time) registered for a full semester course, faculty once they are assigned in Datatel to teach a class, and staff at the request of their supervisor. These accounts are stored on the Gmail system from Google. They may be retained until closed by the University and have the “@ashland.edu” address. Faculty and staff email accounts are deactivated upon separation from the University. At the request of a supervisor or dean a separated user’s account may be forwarded to another employee and an Out of Office message sent for 30 days. Access to email stored in a deactivated account can only be requested by Human Resources.
Faculty who retire from the University may keep their email upon request. Accounts that are not actively maintained will be sent a 30 day notice before being deleted from the system.

**Spam and Virus Email.** All email that passes through the University email system is scanned to determine if it is spam (unwanted bulk email messages) or contains a virus (computer program of malicious nature).

**Retrieval of Deleted Email in Gmail.** By default all messages in the Trash and Spam folders are held for 30 days. After items have been in these folders for 30 days they are removed from the mailbox. **Items emptied from the Trash or Spam folders are permanently removed and considered unrecoverable.**

**Third Party Email Readers.** Gmail is the only University supported email system. The Gmail web interface is the only fully supported method for accessing the Gmail system. Mac user may use Mac's mail.app to connect using IMAP. Instructions for connecting over IMAP on Mac Tiger and Leopard 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: July 11, 2012, Approved by the Ashland University Cabinet

**FINANCIAL AID POLICY STATEMENTS**
Ashland University has a number of policies that govern various aspects of the administration of Financial Aid, including the Satisfactory Academic Progress Policy, Refund Policy, Outside Scholarship Policy, and Gift Aid Eligibility. These policies may be reviewed at: [www.ashland.edu/students/financial-aid](http://www.ashland.edu/students/financial-aid)

**GRADE APPEAL PROCESS**
**Purpose**
Ashland University seeks in the student grade appeal process to foster amicable and equitable resolution of disputes after a fair and impartial exploration of the facts. The purpose of the student grade appeal process is to provide the framework and method to resolve student complaints concerning a final course grade. A student grade appeal request can be considered when:

- a procedural error has been discovered in the evaluation or recording of a grade, or
- a grade has been assigned to a student on some basis other than performance in the course, or
- a grade is assigned which departs from the faculty member's standards written in the syllabus or in - written amendments to the syllabus.

A grade appeal request will not be considered solely on a disagreement about the content or quality of a student's course work.

*Note from AU catalog: "It is the responsibility of the students to report to the registrar any discrepancy on their grade reports within 60 days of the end of the grading period."*
**Process**

**Step 1.** A student with a complaint about his or her final course grade should first try to reach agreement with the faculty member concerned. This should be done not later than the second week of the semester following the term in which the disputed grade was awarded. The faculty member should respond within five business days.

**Step 2.** If the issue is not resolved at Step 1 or the faculty member does not respond within the specified timeframe, the student should meet with the faculty member's chairperson within five business days. The chair may request that the appeal be made in writing. After identifying which of the three grounds is the basis for the appeal of the grade, the chairperson will attempt to resolve the disagreement with both parties present. If the grade appeal concerns a course taught by the chairperson, the student may contact the Dean of the College who will select another faculty member to mediate. The chair should complete this step within ten business days of the student's meeting with the chair.

**Step 3.** If the student or faculty member is unsatisfied with the decision that is made in Step 2, the student or faculty member may appeal in writing to the Dean of the College within ten business days of the completion of Step 2. The appellant should

- obtain the Student Grade Appeal Form from the Office of the Dean and
- complete and return the form with attachments, as appropriate, to the Office of the Dean.

**Step 4.** Within five business days of receipt of the appeal, the Dean will review the written appeal to determine whether criteria for a grade appeal exist. If criteria do not exist, the Dean will notify the student and the faculty member in writing explaining why the decision was made to deny the grade appeal. If the written appeal meets the criteria for a grade appeal, the Dean will promptly initiate an appropriate review process, informing the student and faculty member in writing of the procedures to be used.

**Step 5.** On completing the review process, the Dean will make the final determination and communicate the decision in writing to both the student and faculty member with a copy to the chairperson. If a grade change is warranted, the Dean will process a grade change form.

**Step 6.** If the student or faculty member is not satisfied with the fairness or thoroughness of the procedures used, he/she may appeal the decision to the Provost.

**HAZING**

Hazing is a violation of University policy (Level I) and state law. It is therefore strictly prohibited on the campus of Ashland University and off campus when involving university students. All alleged hazing incidents will be processed through the campus conduct system as well as reported to civil authorities. The university reserves the right to process incidents that occur outside of university property and when classes are not in session. Hazing is determined by the university as doing, requiring, or encouraging any act or behavior regardless of the participant’s willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person. It is a violation of university policy (Level I) to have knowledge of a hazing incident and fail to report it. All instances of hazing should be reported to Safety Service at 419.207.5555.
HYPODERMIC NEEDLES AND SYRINGES POLICY
Ashland University is committed to maintaining an environment that is conducive to the health and safety of all students. Therefore, students who use hypodermic needles and syringes should comply with the following policy:
1. Hypodermic needles and syringes should be deposited in a special puncture proof waste disposal container available from the Ashland University Student Health Center. There is no cost for the container.
2. Once the container is full, it should be properly disposed of, and a new one obtained from the Student Health Center.
3. Under no circumstances should hypodermic needles or syringes be placed in public trash cans.
4. Students who find syringes or needles should contact Safety Services immediately.
Please contact the Ashland University Student Health Center at 419.289.5200 for further information.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY
The Information Technology Acceptable Use Policy can be found at http://www1.ashland.edu/administration/information-technology

Please note recent changes to the policy specifically addressing illegal peer to peer file sharing https://myau.ashland.edu/Technology/TechSupportCenter/IT%20Policies/Forms/AllItems.aspx

Other important issues located at the IT policy page https://myau.ashland.edu/Technology/TechSupportCenter/IT%20Policies/Forms/AllItems.aspx

IN VOLUNTARY WITHDRAWAL/INTERIM ACTION
Ashland University may take an interim action of an involuntary withdrawal of a student when immediate action is deemed necessary for health, welfare, or security reasons. The Vice President for Student Affairs/Dean of Students or his/her designate may impose this action only when there is strong reason to assume that failure to do so possess a substantial threat:
1. to the stability and continuance of normal University function and/or
2. of serious damage to University property and/or
3. 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 restricted to:

a. restricted access
b. room, floor or residential unit transfer
c. Involuntary Withdrawal/Interim Action the student will be permitted to return to campus for a conduct hearing if the suspension is related to the Student Conduct process. For emotional or physical health problems, appropriate medical documentation will be required for the University to approve before the action is lifted. Should the student's return be approved by the University, certain conditions may be required.
d. 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.

NON DISCRIMINATION POLICY AND REPORTING PROCEDURES

http://www1.ashland.edu/student-affairs/student-services/title-ix  Discrimination against any University community member is prohibited. This policy applies to students, faculty, staff, and others on or off University property. Prohibited conduct includes but is not limited to the following activities when the conduct is based on race, ethnicity, national origin, veteran’s status, gender, disability or age:
1. Denial of access to campus resources;
2. Disparate treatment in academic or administrative functions of the institution;
3. Verbal or written use of derogatory slurs (includes vandalism, desecration of property and public displays of any kind);
4. 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 for Student Affairs/Title IX Coordinator, Room 244, Student Center, 419.289.5324 or
- Director, Human Resources and Legal Affairs, 106 Founders Hall, 419.289.5034 or
- Director, Disability Services, 7th Floor Library, 419.289.5904 or
- Associate Dean of the appropriate college (for matters related to academics; for example, contact the Associate Dean of Education for courses/professors/staff housed in the College of Education).

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

NON STUDENTS

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

OFF CAMPUS RESIDENCY POLICY

Ashland University is a residential university seeking to provide a learning environment supportive of its academic purpose and complimentary to its academic program. The University, in order to attain that quality, has committed itself to provide campus housing for each of its students. All full time students (12 or more hours per semester) are required, therefore, to live in University housing unless other pressing reasons demand an exception to this policy. Exceptions will be made for the following reasons:
1) A student, while in attendance at Ashland University, is living in the permanent primary residence of his/her parents within 35 driving miles of Ashland University’s main campus or the Dwight Schar College of Nursing, Mansfield Campus for the upper-class College of Nursing students.

2) A student is married, divorced, or widowed.

3) A student is 22 years of age or older prior to September 1st of that academic year.

4) A student who has served in the Armed Forces and received an honorable discharge.

5) A student who has lived in campus housing the equivalent of 8 fall and spring semesters enrolled in academic coursework each semester.

6) A student is the holder of a baccalaureate degree from an accredited four year college/university.

Approval to live off campus is given through the Office of Residence Life for up to one academic year. Deadlines for applying for off campus residency are March 1 for the next academic year (fall semester), except for new incoming students.

Students seeking approval to live off campus must submit an application prior to the start of each academic year in which they intend to reside off campus. Once granted, permission to live off campus is only valid so long as the reason for the original approval still exists. Any change of status, during the period of off campus approval, may nullify the decision of the off campus committee, thus requiring the student to be invoiced for room and board and/or possible conduct action. The Off Campus Committee meets regularly throughout the year.

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

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

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 or not they can be painted, please contact the Department of Student Life.

POSTING PROCEDURES AND GUIDELINES

SOLICITATION/FUNDRAISING
All campus organizations soliciting funds or goods must complete a Solicitation/Fundraising Request form. All efforts must be sponsored by a university department or campus organization. Credit card
solicitations are strictly prohibited. Solicitation/Fundraising Request forms are available in the Department of Student Life. Forms must be submitted at least two weeks prior to the start of the requested event. Campus organizations must receive approval from the Department of Student Life. For more detailed information on soliciting funds or goods, please refer to the Student Organization Manual at: [http://www1.ashland.edu/student-affairs/getting-involved/student-organizations](http://www1.ashland.edu/student-affairs/getting-involved/student-organizations)

**SPECIAL INTEREST ACTIVITIES**
All students and campus organizations must seek approval from the Department of Student Life (230 Student Center or 419.289.5325) prior to engaging in any special interest activities (i.e. canvassing, circulation of petitions, demonstrations, etc). Students and campus 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 the Vice President of Student Affairs.

**STUDENT RECORDS POLICY/FERPA**
Students have federally specified rights in terms of their records. Please see Ashland University’s policy at: [http://www1.ashland.edu/administration/registrar/ferpa](http://www1.ashland.edu/administration/registrar/ferpa)

**TOBACCO USE 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. Please note policy difference at Schar College of Nursing.

Tobacco products* are not permitted to be used

a. in any residential unit or campus building
b. within 20 feet of a door, window or air duct of a campus building
c. 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
d. in any buses, vans or other vehicles used for campus business

1. The Schar College of Nursing 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 academic building, apartment complexes, outside grounds, parking areas and vehicles thereon.

2. Prevention, education and cessation services for tobacco in all forms are available from the Student Health Center and/or local community services.
3. 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).
4. Sponsorship of campus events by tobacco promoting organizations is not permitted.
5. Tobacco users must follow proper disposal of tobacco materials.

*Defined as any lighted or unlighted cigarette, electronic cigarettes, cigar, pipe, hookah, bidi, clove cigarette, and any other smoking product, and smokeless or spit tobacco.
TORNADO EMERGENCY PROCEDURES
1. A tornado watch means current weather conditions are right for a tornado to form. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.
2. A tornado warning means a tornado has been sighted or indicated by weather radar. In the event of a warning, a loud siren is activated in Ashland. Take shelter immediately. During a tornado warning, students will not be permitted anywhere in the residential units other than the designated shelter area.
3. Be prepared to:
   a. If you are in a structure: go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
   b. If outside with no shelter: Never try to outrun a tornado in your vehicle, instead leave the vehicle immediately for safe shelter and follow directions for seeking shelter outdoors as follows: Avoid areas with many trees, avoid vehicles, lie down flat in a gully, nearby ditch or low spot on the ground and protect your head with an object or your arms. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
For further information, go to the FEMA or CDC government websites regarding Tornado Emergency Procedures: http://www.ready.gov/tornadoes

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

RESIDENCE LIFE
The residential units at Ashland University provide more than just a room in which to study and sleep. The community living environment and developmental programs offered in the halls and houses support and enhance the educational goals of the University. Residence Life staff are committed to providing a safe and healthy environment conducive to sound academic pursuit, promoting the concepts of community living by emphasizing self responsibility and respect for others, creating opportunities for student involvement and personal development, and offering advice and information to residents. Thus, as part of the University philosophy, all full time students are required to live on campus with few exceptions (See Off Campus Residency Policy in the handbook.)

STUDENT SENATE RESIDENTIAL REPRESENTATIVES/HALL COUNCILS
Residence Life has a student elected hall representative who serves on Student Senate. Student Senate residential representatives develop, implement and evaluate policies regarding campus housing. They also implement a variety of programs for resident students. Hall Council Representatives work with Area Coordinators on issues and programming for their respective buildings.

THE ROLE OF STAFF
Undergraduate students known as Resident Assistants (RAs) and Assistant Area Coordinators (ARDs) serve as peer advisors, facilitators, administrators and community builders for residents in their living environments. The Director of Residence Life assumes overall responsibility for the development of an environment conducive to student's personal, academic and social development in
the residential units. The Area Coordinator is a professional staff member who serves as the administrator and supervisor of residence halls, fraternity house and Living-Learning Communities

RESPONSIBILITIES TO ROOMMATES

The following is a reminder to each resident of his or her responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other.

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

Remember: To be a mature adult is to accept responsibility for the welfare of others. 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, Assistant Area Coordinator, or Area Coordinator.

FACILITIES AND OTHER SERVICES

Rollerblading/Bicycle

Rollerblading is prohibited in the residence halls. Bicycles must be walked or carried within residential units. Since some students may enjoy the recreational use of bicycles, some residence halls have a designated room or area set aside for limited bicycle storage on a first serve basis. Within the residence halls, bicycles may be parked or stored only in these 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 Area Coordinator for the assigned area and access procedures. Bicycle registration is optional and an added service provided by the Safety Service Department.

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.

Cable Television/Internet

All residential student rooms are equipped with active cable/internet hook-ups. Students can contact Armstrong Utilities (419.289.1343) to have premium channels added to their cable service—students are billed directly (by semester) from the utility company for such services. Additionally, each residential building has a television with basic local cable service located in the central lobby.

Any questions about cable service or internet service should be directed to the Office of Residence Life at 419.289.5303 located in Room 232 of the HCSC.
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. Typically, there are no regular room inspections for cleanliness, but the staff encourages each student to keep his/her room in a neat manner. (There will be periodic health and safety inspections during the year. Likewise, rooms will be checked prior to vacation periods for health and safety purposes.) There is a charge for rooms that require cleaning after check out.

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 meet the weight restrictions.

Facilities Management and Planning
All requests for repairs must be directed to your Resident Assistant. Emergencies can receive prompt attention day or night. If the Area Coordinator is unavailable for an emergency maintenance condition, contact the Residence Life Office during business hours (8 a.m. to 5 p.m.) or Safety Services after hours. They will call in help as needed. Please report the nature of the problem, your name, the building and room number. Facilities Management and Planning staff reserve the right to enter student rooms for purpose of inspection, maintenance and repair. Facilities Management hours are 7:00 a.m. to 5:00 p.m. (Maintenance works 7:00 a.m. to 3:30 p.m. and building service staff work from 6:00 a.m. to 2:30 p.m.).

Key Policy/Lockout
Each resident is issued a key to his or her room. If a key is lost, a new lock core and keys for all occupants of the room will be provided by contacting the Residence Life staff. The cost is $50.00. Please report the nature of the problem, your name, the building, and room number. The residence life or safety services staff will unlock room doors for the identified occupant for $5.00. Persons requesting that staff open their room must show proper picture identification and proof that the specific room is their place of residence. Additionally, the aforementioned 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.

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 foods items being micro waved, 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 system.

Cooking is permitted in student rooms within the following guidelines:
1. Use only a microwave (up to one cubic foot)
2. Students cannot leave their room when food is being micro waved or heated.
3. Be considerate of roommates or residents by controlling food odors and promptly cleaning up.

Laundry
Personal laundry may be done in the residence hall laundry rooms. Use of laundry facilities are included in the residential housing fee. Inoperable machines in Residence Halls should be reported to
the Area Coordinator. Ironing boards are available in some residential units. Residents must supply their own irons.

**Refrigerators**  
One refrigerator is allowed per room or two per suite. It must draw no more than 1.5 amps of current, 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. They must also be plugged directly into a wall socket. Refrigerators that use sulfur dioxide, ammonia, or propane are prohibited for safety reasons. Refrigerators must also be unplugged during the Christmas and Spring break. All refrigerators must be removed from rooms over the summer.

**Room Personalization**  
Students are encouraged to give their room personal touches. Posters and other decorations may be hung upon 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 other than lofts (e.g. raised floors, partitions, etc.) or installation of paneling or tile floors by students is permitted in any room. Lofts are not permitted in Kem, Andrews, and 5th through 8th floors of Amstutz Hall as well as the apartments. Due to safety concerns, electrical modifications cannot be allowed. This specifically includes installation of ceiling fans and changing switch or wall receptacle plate. Students may also decorate the outside of their door, as long as only one-quarter of the door is covered (for fire safety reasons).

- Amplified equipment can be stored in the residential units, but cannot be used in the residential units.
- Miniature Christmas lights can only be hung on concrete walls
- No contact paper allowed on the walls

**Personal Furniture**  
The cost of removing unwanted furniture is very high. Floor furniture inventories will be checked during health and safety inspections for registration and fire safety. If you bring furniture to the University you must take it home at the end of the year. Students leaving extra furniture on University property will be charged a minimum of $50.00 for removal of furniture and cost of land fill. All lofts and bunk beds need to be taken down and assembled respectively prior to 24 hour quiet hours at the end of each year.

**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.

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

**Vending Machines**
Each hall has vending machines with a wide variety of snacks. Vandalism of these machines may result in the removal of the machines. If a student loses money in one of the machines, it should be reported to the Bookstore.

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

**HOUSING AND CONTRACT POLICIES**

**Assignments and Room Changes**
All housing assignments are made for the entire academic year or remaining portion thereof. Students who break the housing contract are charged a housing contract release fee. Assignments are made without regard to race, creed or national origin. The University does not discriminate on the basis of handicap, sex, race, sexual orientation, age, creed, or national origin. The same or similar rights, privileges and activities are extended to all. 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 as well as approval from the Financial Aid Office. Priorities for specific housing preferences are based on criteria included in the housing contract and upon date of receipt of the contract by the Office of Residence Life. This pertains specifically to new Ashland University students. Students now enrolled will receive room assignments in accordance with the established room selection procedures. This must include, however, receipt of a completed contract by the Office of Residence Life. 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.

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.

**Room Hold Policy**
As an increasing number of Ashland University students leave campus to pursue academic and experiential endeavors, it is necessary to clarify the room hold policy. If a student leaves campus for one or more semesters, it cannot be guaranteed that a specific room will be held until the student returns to campus housing. This policy applies to all students who undertake temporary separation from residence hall living or who might be assigned temporarily to alternative campus housing (i.e. internships, study abroad, student teaching, etc.) Students expecting to leave traditional campus
housing (residence halls) for one or more semesters should contact Residence Life to explore alternatives.

Check in/Check out

All students must officially check in and out of their rooms with a Residence Life staff member. Increased staff availability will be provided at peak periods, such as the beginning and end of each semester. Be sure to thoroughly examine the Room Condition Report and write any discrepancies on the form in the designated space. Discrepancies and the Room Condition Report must be signed and returned to hall staff at once. No one may check into a room until they have signed their Room Condition Report.

Likewise, all students must locate a staff member to personally sign his/her Room Condition Report at check out time. If you feel you may be charged unfairly for damages, make an appointment with your Area Coordinator (AU main campus) or the Residence Life Staff at the Schar College of Nursing apartments (Mansfield campus) at least seven days prior to your check out. To avoid room damages, rooms must be cleaned at check-out time and the condition should be as it was at check-in minus normal wear. Keys must be returned with the completed Room Condition Reports signed by the student resident. Failure to return keys at the time of check out will result in the resident being charged to replace the missing keys. Any discrepancies with the Room Condition Report must be discussed within thirty days from the check out date. Items left in student rooms or public areas in the residential units following check out are not the responsibility of the University.

Damages to Rooms and Residential Areas

Students are held financially responsible for damages (other than normal wear) to their room and in other areas of the residence hall or house. 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 have the room checked, he/she will be held accountable for any pre existing damage and charged accordingly. An additional $25.00 will be assessed for not officially checking out of the assigned space as outlined by closing information or by your chosen check-out time. If a resident fails to return keys at check out, that resident will be charged $50.00 to replace the door lock. Compensation for loss/damages will be charged to your student account. All residents of a room/suite are billed equally for room/suite damage unless those responsible are identified.

The condition of a student's room is verified by a Room Condition Report which is completed by a member of the Residence Life staff prior to the student's check in and again following the student's check out. Damage done to central areas not assigned to specific individuals may be prorated to all students residing on the floor or in the hall/house where the damage occurred. The cleanliness of student rooms is the responsibility of the occupants of that room.

Room Vacancies

Students who do not have a full complement of roommates and have not contracted for a paid single or double will be given the option of:
1. Contracting for a paid single or double. (Subject to room availability and student qualification.)
2. Securing a roommate who is also in the same situation.

Students who do not have a full complement of roommates and have not contracted for a paid single or double must at all times keep one side of the room open in the event a student moves in through the course of the semester. An empty closet, dresser, desk and bed should be available at all times so the room is ready whenever a roommate is assigned.

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

It is the intention of Ashland University to maintain the housing contract in full force and effect for the entire academic year. Students who break the housing contract are charged a housing contract release fee. 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 for cause by action of the University Board of Trustees.

All students must vacate their room within 24 hours of their last final examination for each semester (unless specifically involved in commencement). This contract is automatically terminated (subject to refunds, if any, as determined by the Business Office). Students must check out of their rooms, within 24 hours of withdrawal, suspension or dismissal, or whenever the resident is no longer a student.

The University will assess additional charges (as determined by the University) for single room occupancy when a double room is occupied by only one student and when a triple room is occupied by only two students. The University will not allow certain rooms, at its discretion, to be occupied by less than two people. Triple rooms must be occupied by at least two persons. Should only one resident remain in the room, he/she must select two additional roommates or one additional roommate where they both agree to pay the additional paid double fee. Fraternity members also pay an additional fee for use/special facilities of the houses.

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 inspect the safety and construction of lofts, 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 ordinarily 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.

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 insure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day to day operations. The entry and search policy is intended to protect both the integrity of the student and the University.

The responsibilities of the University require a right to enter into a student’s room not limited to but including the following reasons:
1. To insure maintenance and general repair within the room.
2. In case of emergency or health risk.
3. When fire drills are in progress to insure the room is vacant.
4. To provide for the health and safety of all residents, this includes conducting health and safety inspections.
5. To turn off alarms or devices emitting loud noise.
6. 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 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 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. Ashland University reserves the right to remove any University or independent contractor owned property found in a student’s room during a health and safety inspection, when closing rooms/buildings for breaks or during a room entry and search. If the room entry and search is in response to an unrelated incident, the property found in the room that belongs to Ashland University or one of its independent contractors will be seized and a conduct will be processed against the residents of the room for possession of stolen property (Level I Offense).

**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.

**Occupancy Requirement**

All unmarried, undergraduate students who are regularly admitted and in full time attendance must live on campus while enrolled at Ashland University. However, the University reserves the right to require students to live off campus as deemed necessary. Please see the Off Campus Residency Policy for exceptions and application deadlines to this requirement.

**Apartments**

Apartment style living including the Senior Apartments, Miller Apartments, (located on College Avenue), Mansfield Campus Apartments, additional 2 person apartments in Jacobs, Kilhefner, and Myers are available for select students. No meal plan is required, 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 Med Central Health System cafeteria.). Smoking is not allowed in any of the buildings or on patios. Grills are also not permitted on the patios, due to fire hazard.

-- Criteria for Ashland main campus apartments includes senior status (90 credits as of May of lottery year), 2.5 accumulative grade point average, and no Level I conduct status (or civil citations that would result in Level I) during college career. The first round of eligibility allows for a Level II conduct status (or civil citation that would have resulted in a Level II conduct violation) during freshman year as defined by the Registrar’s Office. The second round of eligibility allows for a Level II conduct status (or civil citation that would have resulted in a Level II conduct violation) during sophomore year as defined by the Registrar’s Office.
-- Students must be enrolled with junior status in the Dwight Schar College of Nursing to be housed in the Mansfield Campus Apartments. (If availability allows, other students are permitted to apply).
-- All Ashland University conduct policies, with the exception of the escort and residential unit visitation policy, will be enforced in apartment style living.
-- The alcohol policy for apartments can be found in the Alcohol/Drug Policy and Education section in this Handbook

**Apartment Visitation Policy**
Pending approval of all residents of the apartment, 24 hour visitation 7 days a week is allowed in the common areas of the Senior, Miller and CON apartments including: the front entryway, kitchen, breakfast nook, balcony, living room and hallway. Hosts/Hostesses are responsible for informing their guests of all pertinent University regulations and accepting responsibility for guest behavior(s). Overnight guests may not stay more than three consecutive nights. The invitation of overnight guests must meet the consent and approval of all roommates.

Penalties for a violation of Level I or Level II offenses for apartment residents may include but are not limited to immediate and permanent removal from the apartments. Such removal may, at the discretion of the Vice President of Student Affairs or his/her designee, commence upon the finding of the charge against the resident. Reassignment from the apartments also results in reinstatement of the meal plan and its prorated charges.

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

**Vacation Closing**
The University residential units are closed for all official vacation periods, Thanksgiving, Winter Break and Spring Break. Any student requesting to stay in housing for any or all of a vacation period must apply with Residence Life. Applications are typically due a week before the vacation period. Charges may apply.

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

**RESIDENCE LIFE RULES AND REGULATIONS**
To support and encourage a safe and responsible community living environment, the following residence fire procedures and regulations have been established. All policies within the conduct system also apply. Please refer to that section of the Student Handbook for further information.

**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
Compact microwaves – fined if left unattended when in use
Computers
Curling irons/curlers – needs extra caution
Fans
Heating Pads
Hot air popcorn poppers
Lava Lamps
Lighted make up mirror
Neon lights
Potpourri lamp rings
Reading lamps (excluding Halogen reading lamps without covers)
Rice Steamer with timer
Sewing machines
Small Refrigerators (up to 4.1 cubic feet)
Surge protector with 7 or less plugs
Television/Blu Ray and DVD players

The following items have not been approved for use in the residence halls due to the potential fire hazard to life and property. These items will be confiscated if found and the resident fined $25.00. A student with more than two violations will be referred to Student Conduct Resolution for processing:
Air conditioners
Broiler ovens
Candles (including candle warmers)
Electric blankets
Electric cigarettes
Electric potpourri pots
Electric sauce pans
Extension cords
Four way or cheater blocks
Halogen lamps without safety grids
Hot plates
Lightweight multi plug extension cords
Oil popcorn poppers
Scented oil burners
Space heaters
Sun or heat lamps
Toasters
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 a Residence Life Staff member before usage. Limit the use of a 7 or under outlet U/L circuit approved fused plug extension cord to one per
person living in the room. Any use of electric appliance requires that the owner monitor the placement of the electric cords (i.e., do not let cords lie on or next to heating units).

**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, weight lifting apparatus (i.e. dumbbell curls, dumbbell bars), vehicle batteries, gasoline, also no other flammable liquids 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, paint ball guns, knives and nun chucks, etc.

**Entertainment Units**
Students are free to have televisions, DVD and Blu Ray players or iPods 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 for safety reasons.

**Entrance/Exit Doors**
An electronic access system has been implemented in the residence halls. Students insert their coded identification cards into a 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.

1. **Fire Prevention and 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 from any campus phone to inform them of the location and extent of the fire. They will notify the Fire Department. If the fire is small and contained, you may attempt to put it out with one extinguisher (typically located throughout the building). If successful, locate staff to report details of the incident and to arrange for the recharging of the extinguisher. If unsuccessful in extinguishing the fire, or if it is spreading and not contained, vacate the building immediately. Ashland City ordinances require notification to the Ashland Fire Department whenever there is an "unfriendly" fire, even if it has been extinguished. Failure to do so warrants criminal prosecution. THEREFORE, ALL FIRES, REGARDLESS OF THE SIZE, REQUIRE INITIATING THE ALARM AND IMMEDIATE NOTIFICATION TO UNIVERSITY STAFF.

2. **Alarm**
When the alarm sounds, everyone is to assume an emergency exists and co-operation with Safety Services and Residence Life staff is a must. When hearing the building fire alarm, all occupants must evacuate the building IMMEDIATELY. Take a towel, coat, or pillow to cover your face in case of smoke. Exit quickly and in an orderly fashion through the nearest stairwell exit. Move far away from the building once outside, since exploding glass is a major source of injury. If it is cold or raining outside, go to the lobby of the nearest building until you are permitted to reenter your residential unit. Never open a door that feels hot to the touch, and never use an elevator once the alarm has been sounded. Close your window(s), turn lights off and close and lock your door before you leave. Do not reenter the building until the “All Clear” has been given by Safety Services and/or the Ashland Fire Department. The University assumes no responsibility to inspect student rooms when a fire alarm sounds. One fire drill is conducted each semester for your safety.
3. Warning
Anyone found to have caused a fire maliciously or recklessly (no matter how small), or tampers with fire fighting/life protection equipment, or initiates a false alarm, or fails to comply promptly with requests from University employees or the Fire Department; is endangering the lives of other people. Such behavior cannot be tolerated and violators will face conduct charges, as well as concurrent criminal prosecution.

Open Flame/Combustibles
Candles and incense are not allowed in any residential unit. This also includes oil burning lamps, scented oil burners, etc. Fuel driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit live Christmas trees and boughs as well as the large decorative Christmas lights in residential units. Fire safety reasons also prohibit posters, tapestries, etc., from being hung or placed on ceilings (Plastic glow-in-the-dark objects only). Standard miniature tree lights may be used but must be plugged into a wall outlet or a power strip and no more than three strands may be connected.

Lobby Furniture
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 Administrative Office. It is to remain in the lobby/lounge area for everyone to use and enjoy. Missing lobby furniture may be prorated to residents.

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

Regular floors and all houses:
9 p.m.-11 a.m. daily, Sunday evening through Friday
12 midnight-11 a.m. Saturday and Sunday mornings
Finals Week: 24 Hour Quiet Hours are enforced to further promote a living environment conducive to study.

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

Pets
For purposes of health and sanitation, no pets, other than aquarium fish and underwater frogs are allowed in any residential unit. Students are permitted one fish tank of 30 gallons or less per residential room. The University reserves the right to mandate the removal of any living creature or plant at the discretion of University officials including Residence Life staff.
**Smoking/Tobacco Chewing**

Due to second hand smoke health hazards and increased awareness of fire safety, smoking is not allowed in residential units. Additionally, the use of smokeless tobacco products is also prohibited in residential buildings. Smoking is also not allowed at entrances or near campus buildings. Please see the Tobacco Use Policy located in this Handbook for further detail.

*The Schar College of Nursing 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 academic building, apartment complexes, outside grounds, parking areas and vehicles thereon.*

**Thefts**

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

If a theft does occur, students should report it immediately to a Residence Life staff and the Safety Services Office, 419.207. 5555. Students may also assist Safety Services by notifying Safety Services immediately of any suspicious people on campus. Ashland University is not responsible for theft, damage or loss of personal property. Please refer [http://www.ashland.edu/stuaff/safety/](http://www.ashland.edu/stuaff/safety/) for more information.

**Visitation**

Note that no 24 hour visitation in the apartments, Clayton, Myers and Jacobs Halls is permitted the weekend prior to finals week.

1. **The visitation hours are as follows except as noted prior:**

   **A. Residence Halls and Fraternity Circle Residential Buildings:** Visitation for guests of the opposite sex on floors and in rooms where students reside is from 8:00 a.m. to 2:00 a.m. seven days a week. *Special Weekends (Family, Homecoming, Sibs N Kids and Springfest):* 24 hour visitation beginning on Friday at 5:00 p.m. and ending on Sunday at 5:00 p.m. is granted to all on campus residencies for family guests and with roommate approval. Specific guidelines will be provided.

   **B. Clayton Hall:** Same policy as A in student bedroom areas of the suites, single rooms, double and triples. Suite residents are permitted, pending approval of suitemates to have guests of the opposite sex 24 hours a day, 7 days a week in the middle room when it is shared by all residents and not designated for any particular resident (s).

   **C. Apartments:** Pending approval of all residents of the apartment, 24 hour visitation 7 days a week is allowed in the common areas of the senior apartments including: the front entryway, kitchen, breakfast nook, balcony, living room and hallway.

   **D. Jacobs and Myers Halls:** Pending approval of all residents of the room, 24 hour visitation is permitted on all weekends (except the weekend prior to finals week) beginning on Friday at 5:00 p.m. and ending on Sunday at 5:00 p.m.

2. Guests of the opposite sex may not use restroom facilities in residence halls and fraternity houses designated for the opposite sex unless they are age 12 and under.

3. Hosts/Hostesses are responsible for informing their guests of all pertinent University regulations and accepting responsibility for guest behavior(s).
4. Overnight guests may not stay more than three consecutive nights. The invitation of overnight guests must meet the consent and approval of roommates. Overnight guests must be of the same gender and cannot stay in lounges or other public areas. Each respective hall council has the right to decrease visitation hours by obtaining majority vote and then contacting the Office of Residence Life regarding the changes.

5. 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.

**Escort**

1. No escort is required from 8:00 a.m. to 11:00 p.m. Between 11:00 p.m. and 2:00 a.m. guests of the opposite sex can still visit on floors and in student rooms but must be escorted by their host/hostess.

2. Escort requirements in residence halls and fraternity houses relate to entire residential buildings including elevators and stairwells.

3. Guests may wait in the main floor lobby areas without escorts.

4. Telephones are available in lobbies for the purpose of contacting host/hostess for an escort.

**Guidelines For Entertaining Guests In Student Rooms**

1. Residents and guests should at all times conform to existing University regulations and State laws.

2. Noise should be kept at a level that permits other residents to pursue their intended activities, especially study, without interference or disturbance.

3. Social activities should be confined to the room area. Without exception, public corridors or hallways should provide unrestricted passage to other residents at all times.

4. 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 (host responsibility).

5. Entertaining of 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.

**SAFETY SERVICES/PARKING AND TRAFFIC REGULATIONS**

[https://www.ashland.edu/student-affairs/health-safety/safety-services/parking-students](https://www.ashland.edu/student-affairs/health-safety/safety-services/parking-students)

Information about campus safety and emergency processes as well as parking and traffic regulations can be found at the Safety Services web site. Included are documents pertaining to campus safety, crime statistics and emergency procedures (including the University’s Emergency Operations Plan) as well as amongst other critical information.

College of Nursing students living on the main campus, or commuter students who take daytime classes on the main campus will need to register their vehicle and obtain a permit from the Safety Services Office located in the Hawkins-Conard Student Center. There will be an $80.00 fee. Failure to properly register a vehicle and follow parking policy will result in ticketing, fines, and possibly towing. All expenses will be the responsibility of the student.

**STUDENT INVOLVEMENT**

**BOX OFFICE**

Center for the Arts
Monday – Friday 12:00 noon - 6:00 p.m. Phone: 419.289.5125, or [www.ashland.edu/tickets](http://www.ashland.edu/tickets)

The Ashland University box office is located in the lobby of the Hugo Young Theatre in the Center for the Arts Building at the corner of College Avenue and Grant Street. The box office sells tickets for many different events, including university theatre productions, the annual Madrigal
Feaste, Maplerock Jazz Festival and other special events throughout the year. Full price tickets can be purchased online at http://www.ashland.edu/tickets. Reduced price tickets including AU student tickets must be purchased in person or via telephone.

Upcoming events are posted outside of the box office. Posters are also distributed throughout campus and information can frequently be found in the student newspaper, The Collegian and on the university website and retriever plasma screens across campus. Arts events that are free of charge and do not require tickets include university band and choir concerts along with various student, faculty and guest artist recitals.

CAMPUS CHRISTIAN ORGANIZATION AND ACTIVITIES

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. Ashland is not a Christian school, but rather a liberal arts university committed to Christian values; the values found in both the Jewish traditions of the Old Testament and the Christian traditions of the New Testament. 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 Center of Religious Life for Christian campus ministry that seeks to create an environment for the Ashland University community to hear and respond to the love and truth of Jesus Christ.

The Center of Religious Life, 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 the Center of Religious Life is to encourage students in their pursuit of Christian spiritual formation through
1) Encouraging intimacy and obedience in personal relationships with God the Father,
2) Enhancing Christian community with authentic connection and care, and
3) Equipping and empowering individuals to impact the campus, community, state, nation, and the world in the power of the Spirit and the name of Jesus Christ. Participation is completely voluntary, yet inspirationally motivating, spiritually stimulating, and uniquely structured so as to encourage students to develop as a whole person; body, mind, and spirit.

For more information about the ministries and activities of the Center of Religious Life, please visit the website at https://www.ashland.edu/student-affairs/getting-involved/center-religious-life or stop into the lower chapel to meet the Religious Life Staff. The campus extension for the Center of Religious Life is 5489.

COMMUNITY SERVICE

The Department for Community Service’s mission is to provide service opportunities on campus and in the greater Ashland area to encourage community involvement, thoughtful action, and social responsibility. Students can become involved with AU GIVS, (Ashland University Gets Involved with Volunteer Service) AU’s student-led service organization, where students choose, plan and implement a variety of volunteer events. More information about these options can be found in The Department of Student Life, 230 Hawkins-Conard Student Center, or at: http://www1.ashland.edu/student-affairs/getting-involved/community-service

GREEK STATEMENT OF RELATIONSHIP

Greek social/service organizations exist in a mutually beneficial relationship with Ashland University by invitation of the University. Ashland University respects and encourages Greek social/service goals and values, including the development of moral and ethical character, leadership
development, the pursuit of academic excellence, University and community service projects and philanthropies. Ashland University recognizes the social opportunities provided by Greek letter organizations and encourages activities that foster sound social development. Fraternities and sororities embrace and uphold the expectations for responsible student conduct, following the stated guidelines and policies which govern all Ashland University students. Greek chapters and members are also expected to abide by all policies and guidelines of their national organizations including no scavenger hunts.

Students may be recruited and go active in a Greek organization only if their cumulative grade point average meets the standards as set by the national fraternity/sorority or the University (whichever is higher). New students with freshman status may be recruited during the fall semester if the high school cumulative GPA requirement of 2.500 is met. The cumulative grade point average standard for second semester freshmen and upper-class students is a cumulative grade point average of 2.500 as determined by Admissions and the Registrar's Office. Further information may be found at: http://www1.ashland.edu/student-affairs/getting-involved/greek-life

LEADERSHIP DEVELOPMENT
Student Leadership educates and recognizes Ashland University students in regards to leadership initiatives on campus. Programming includes a Student Leadership Challenge Series based on the 5 Practices of Leadership from James Kouzes and Barry Posner throughout the academic year. There is an all-campus Leadership and Service Awards Recognition Reception each April. In March 2012, a Circle of Omicron Delta Kappa (ODK), a national leadership honorary, was officially chartered on campus to recognize high-achieving student leaders who are juniors and seniors. More information about these options can be found in The Department of Student Life, room 230, Hawkins-Conard Student Center or at: http://www1.ashland.edu/student-affairs/getting-involved/student-leadership

MULTICULTURAL STUDENT SERVICES
Multicultural Student Services enhances student learning and personal development while advocating their needs. Through collaborative efforts, a campus environment is promoted which affirms our common humanity, values each individual and respects the expression of others’ points of view. The programs and services promote the understanding of and appreciation for the cultural and ethnic differences by recognizing the importance of global interdependence and sustainability. The office of Multicultural Student Services is located in 232, Hawkins-Conard Student Center. Please see website at: http://www1.ashland.edu/student-affairs/getting-involved/diversity/multicultural-student-services

ORIENTATION AND FIRST YEAR PROGRAMS
Orientation programs are held prior to the start of fall and spring semesters to assist new students and their parents in making the transition to college. The programs expose new students to the educational opportunities available and the policies and expectations of the university.

Orientation programs are coordinated through the Department of Student Life and facilitated by faculty, administration and a student led Orientation Team (O-Team). O-Team provides incoming students and their family members with a personal introduction to Ashland University. O-Teamers encourage new students to ask questions, participate in discussions, and engage in building relationships with other students, faculty, and staff. With enthusiasm and pride in the AU campus community, they highlight AU tradition, academic expectations, and campus life, and promote resources available for student success. Further information is located at http://www1.ashland.edu/student-affairs/getting-involved/orientation
STUDENT LIFE

Ashland University has a strong tradition of supporting co-curricular activities outside the classroom. There are presently over 120 organizations on campus designed to develop leadership potential and to provide for the meaningful involvement of all students. Involvement provides opportunities for personal, social, intellectual, cultural, and spiritual development as well as friendship and fellowship within the University experience. Through active and meaningful participation, a student can develop leadership, decision making, problem solving, and communication skills.

The Campus Activities Board (CAB) provides the campus and community with a diversified schedule of social, cultural, and educational programs. This board is comprised solely of students who choose and implement weekly activities. Examples of events include several activities during Homecoming Weekend, concerts, comedians, and Springfest.

The Hawkins-Conard Student Center is a focal point for members of the Ashland University community to meet and exchange ideas and interests. It houses the Student Affairs Offices as well as Student Organization Resource Center. In addition, the Mail Center, Main Campus Store, Eagles’ Landing, Eagles’ Nest, lounges and meeting rooms are housed in this facility.

Redwood Hall may be reserved during the academic year by chartered Ashland University organizations. Requests from organizations must be submitted to the Student Life Office at least two weeks prior to the scheduled event. The University reserves the right to deny the request. There is no charge for the use of this facility. If equipment or set up is needed, please contact the Director of Student Life at 419.289.5325. There may be a charge for any services provided.

STUDENT ORGANIZATIONS AND HONORARIES

There are numerous clubs and organizations at Ashland University, all of which are looking for interested and dedicated participants. Contact Student Life (located on the second floor of the Student Center, Room 230, 419.289.5325 or visit http://www1.ashland.edu/student-affairs/getting-involved/student-organizations for more information.

STUDENT SENATE

The purpose of Student Senate is to enact resolutions and to promote the general welfare of the Ashland University student body. Voting members are elected annually by the student body. Students are welcome to attend Senate meetings and are encouraged to bring concerns to the attention of their class senators.

Student Senate affords individuals the opportunity for experience and training in a variety of skill areas including: leadership, decision making, planning, organization and human relations. For more information please go to: http://www.ashland.edu/student-affairs/getting-involved/student-senate

STUDENT CONDUCT

Statement of Purpose

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

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

Each member of the community is expected to assume responsibility for creating an environment conducive to the mission, identity and core values of the institution. This includes the expectation that all members have the responsibility for enforcing rules, reporting violations and appearing as witnesses when requested. It is the student's and the 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 insure a positive educational experience for every student. The conduct system establishes the essentials of fundamental fairness and is intended to be part of the educational mission of the University. Its purpose is to provide a framework for the fair and expedient completion of conduct action in our University community, while encouraging students to live responsibly and be accountable for their actions. These rules and regulations are based on the University's commitment to developing personal integrity and self-respect, respect for the rights of others, and respect for the functioning and property of the University. The University is clearly entitled to modify these rules and regulations so as to properly exercise its educational responsibilities.

**Authority and Jurisdiction of the University Conduct System**

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). The Student Code 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 expectation 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...
Building a Community of Respect

The Ashland University Student Conduct Board 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.

Definitions

1. The term “student” includes all persons enrolled in courses at Ashland University, either full-time or part-time, pursuing undergraduate studies at the time of an alleged behavior. In addition, the following individuals are considered "students":
   - Persons who are not officially enrolled for a particular term but who have a continuing relationship with Ashland University
   - Persons who have been notified of their acceptance for admission to the University
   - Persons who are living in Ashland University residence units, although not enrolled as undergraduates.

This Student Code applies to “students” at all locations of Ashland University, including the Schar College of Nursing, Mansfield campus, seminary and program centers throughout the State.

2. The term “faculty member” means 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.

3. The term “Ashland University staff” includes any person employed by Ashland University, performing assigned administrative or professional responsibilities.

4. The term “member of the Ashland University community” includes 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 Director of Student Conduct and can include persons in the City of Ashland community.

5. The term “Ashland University property” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Ashland University (including adjacent streets and sidewalks).
6. The term “organization” means any number of persons who have complied with the formal requirements for Ashland University recognition through the Department of Student Life.

7. The term “Student Conduct Board” means any person or persons authorized by the Director of Student Conduct to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

8. The term “Student Conduct Administrator” means an Ashland University staff member authorized on a case-by-case basis by the Director of Student Conduct to impose sanctions upon any student(s) found to have violated the Student Code. The Director of Student Conduct may authorize a person to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Director of Student Conduct may authorize the same Student Conduct Administrator to impose sanctions in all cases.

9. The term “Appellate Officer or Board” means any person or persons respectively authorized by the Director of Student Conduct to consider an appeal when the student was determined to have violated the Student Conduct Code.

10. The “Director of Student Conduct” is that person designated by the Ashland University Vice President for Student Affairs to be responsible for the administration of the Student Code.

11. The term “policy” means the written regulations of Ashland University as found in, but not limited to, the Student Code, Residence Life Rules and Regulations, the Ashland University web page and computer use policy, and the Undergraduate and Graduate Catalogs.

12. The term “Complainant” means any person who submits a statement/report alleging that a student violated a policy. The complainant may be a university official.

13. The term “Accused Student” means any student accused of violating a policy.

14. The term “Administrative Conference” means a meeting in which an individual Student Conduct Administrator reviews the facts related to an allegation of a student’s violation of policy, makes a determination as to the student’s responsibility or lack thereof, and assigns sanctions.

**Student Conduct Staff**

The primary administrator of the conduct system is the Director of Student Conduct. Others who administer the system include the Student Conduct Administrators (designates of the Vice President for Student Affairs or the Director of Student Conduct who are typically Student Affairs staff members), the Student Conduct Intern and the Student Conduct Board.

The Director of Student Conduct serves as Student Conduct Administrator, appellate officer, advisor to the Student Conduct Board and administrator for the conduct system. He or she meets regularly with the Student Senate Internal Affairs Officer who typically chairs the Conduct Board. The Director of Student Conduct offers advice and direction to the Area Coordinators, Student Conduct Administrators and the Student Conduct Board on conduct procedures, due process, etc.; as well as help to assess the effectiveness of the conduct system by
An administrative conference can be conducted by the Director of Student Conduct or other Student Conduct Administrators when deemed appropriate.

In the event that a full Student Conduct Board cannot be convened in a timely manner, (for example, final's week or near a vacation period, or summer), a Level II, III offense are the only alleged charges, or the student accepts responsibility for the charges with understood sanctions; an administrative conference can be held. In addition, sanctions may be assigned by a Student Conduct Administrator based on the information available without an individual meeting with the accused when the previously mentioned time constraints arise. In this event, the students appeal rights still remain intact.

A Student Conduct Administrator is a member of the University staff who has experience conducting conduct or appeal conferences and hearings, and is empowered to determine responsibility and impose sanctions.

The Student Conduct Board is comprised of at least one representative from a student pool of members, at least one faculty or staff representative, and an advisor. They typically hear cases involving Level II offenses. The Board is comprised of at least two faculty or staff representatives, at least one student representative, and an advisor if they process a Level I offense. The Board advisor does not exercise a vote except in the event of a tie.

The student chairperson (typically, Student Senate Internal Affairs Officer) is selected following the guidelines set forth by the Student Senate and Student Affairs staff. He or she (as well as the Student Conduct Intern) assist the Director of Student Conduct in the interviewing, selection and training of members. He or she can designate other student members of the Student Conduct Board to be present at a hearing in the event of his or her absence. Board members also serve as advocates as well as meet regularly to review issues, policies and procedures and make recommendations for change.

The board proceedings are typically recorded in the event of an appeal by the accused. The recording is the property of the University and is typically destroyed at the conclusion of the conduct process.

1. When circumstances warrant, this group will be convened to hear cases.
2. Usually, this board hears cases that seem particularly complex or those which involve chronic offenders which could result in suspension.
3. Although the Student Conduct Board is a very formal kind of hearing body, it does not duplicate a court of law.
4. As in other conduct meetings, the standard of proof shall be that which is more likely than not. Specifically, the determination is based on the facts presented.
5. Rules of common courtesy are followed at all times and hearings are not open to those not involved in the conduct process. An Area Coordinator or other university faculty/staff may be present during the hearing as witnesses to the process but not during executive session unless as a member of the Board.

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

1. Be informed in writing of specific charges brought against him/her.
2. Have sufficient time to allow for the preparation of his/her response.
3. Have the right to the charges being processed in a timely manner.
4. Request a full Student Conduct Board if one can be convened in a timely manner.
5. Question a Board member's ability to participate fairly in a conduct meeting (in the event of a board meeting).
6. Be accompanied by an advocate (said person cannot be a lawyer, parent or trained in law).
7. Have witnesses appear on his/her behalf during a Student Conduct Board meeting. If a witness cannot appear, a signed statement from the witness can be submitted as long as it is witnessed and co-signed by a University official verifying the writer. Witnesses may be required to appear by the Conduct Executive Officer or Conduct Hearing Officer.
8. Be entitled to know the nature and source of evidence at the time of the Conduct meeting/board; and to be informed of the final outcome of the case in writing.
9. Understand that all conferences/hearings shall be closed to individuals not involved and the results private except in the case of a determination and/or sanctions stemming from alleged sexual harassment/violence. The University community may be informed when a student accepts responsibility or is determined responsible through the University conduct process for violations of physical abuse, vandalism and sexual imposition. The specific information which can be provided to the Collegian is the student’s name, the violation(s) and the sanctions issued.
10. Have the opportunity to appeal as outlined in the Student Handbook.

Complainant/Victim’s Rights
(includes Student Rights 4 through 9) although disclosure of outcome is typically not in writing).
In addition, other victim rights include:
1. be treated with respect and dignity by all University personnel.
2. Appropriate counseling, medical resources, and academic assistance as determined by the University, when requested.
3. Reasonable accommodations in campus residence and/or classes as determined by the University.
4. Information pertaining to the campus conduct process as well as criminal/civil options.
5. Request that conduct charges be pursued.
6. Present evidence and respond to specific charges brought against him/her.
7. Have a support person (advocate-said person cannot be a lawyer, parent or trained in law) accompany him/her during the conduct process.
8. Speak at the conduct proceedings in a seat not directly facing the accused if the complainant requests.
9. Remain present throughout the conduct proceedings excluding the executive session.
10. Submit questions to be asked during the conduct proceedings, subject to the discretion of the chairperson or advisor.
11. Be informed (or in the case of the alleged victim’s death have the next of kin notified) of the results of conduct proceedings in cases involving alleged crimes of violence or a non-forcible sex offence as mandated by the Higher Education Act or in the event one is an alleged victim of sexual harassment/violence.
12. Have the right to appeal the student conduct decision and/or outcomes only when one is the alleged victim of sexual harassment/violence.
Student Conduct Board members are trained to support and serve as advocates for complainants and victims as well as the accused.

**Conduct Process**

The Conduct System is initiated by the filing of a Conduct Report by any member of the University community for violations at any level of regulations. Issues involving individual student to student conflicts will typically only be processed at the complainant’s request unless the Director of Student Conduct deems it appropriate. Incidents originating within a residential unit are typically processed by the appropriate Area Coordinator who serves as a Student Conduct Administrator. Incidents may also be processed by the Director of Student Conduct (or his/her designate) or by the University Conduct Board. The Student Conduct Administrator will conduct a conduct meeting. The conduct meeting is held at a designated time. During the meeting the accused student will review written record of the offense (the Conduct Report). If the student has no policy supported arguments against doing so, the meeting will continue and the allegations processed. If the student desires, he or she can reschedule the meeting to be held within a twenty-four hour time period if he or she did not receive prior notification of the alleged violations. The meeting will result in one of the following:

-- Admission or determination of responsibility and appropriate sanctions (the Director, Student Conduct Administrator or Board may determine that other policies best describe the established behavior).

-- Referral to the Director of Student Conduct or Student Conduct Board

The accused student may be accompanied by one individual to act as their advocate in conduct meetings with a Conduct Administrator or Board. The advocate may be a member of the Student Conduct Board when he/she is not serving on the actual board. The advocate typically does not actively participate in the meeting as they are in no way representing the student. Nor can he/she be a lawyer. Parents or legal guardians may not be present at any conduct meeting. An observer may be present during either conduct process for purposes of training, with the permission of the accused. In addition, specified University administrators may be present at the discretion of the Conduct Administrator to ensure fundamental fairness and compliance.

If the accused fails to appear at the scheduled meeting and has received written notification, the Student Conduct Administrator or the Student Conduct Board may proceed in their absence determining one of the options noted earlier. The Director of Student Conduct or his/her designate will determine how a conduct case is processed (either administrative or board). Incidents not occurring in a residential unit may be referred to the Area Coordinator of the assigned hall or house if it involves a resident student or it can be processed by the Director of Student Conduct, his/her designate or Conduct Board. Typically, the Director of Student Conduct or the Student Conduct Board process cases which are perceived as severe, persistent or involve extenuating circumstances. Students may subject themselves to University disciplinary action if involved in the commission of any criminal offense under federal, state or municipal law.

Conduct records may be maintained by the University up to ten years at the discretion of the University. Records containing only Level II and/or III violations are typically destroyed upon graduation or withdrawal.
Student Conduct Board Meeting Procedures

Although the following is the typical format for Conduct Board meetings, the order of events can be changed as deemed prudent. Also, this outline should not be seen as a script.

1. Opening

   The Advisor opens the proceedings by stating that:
   Advisor: "This conduct meeting, in accordance with the University policies, is now in session. Although this is a formal meeting, it does not duplicate a court of law. The proceedings may be taped for the purpose of appeal. Please be informed that misrepresenting the truth in University Conduct Proceedings is against University policy. Rules of common courtesy will be followed at all times."

2. Introduction

   Members of the Board should introduce themselves and their role.

   Advisor: “I would like each member of the Board to introduce themselves and their role at today's meeting.”

3. Disqualification of Board Members

   The Advisor will entertain challenges from any party that a member of the Board be disqualified on the grounds of personal bias. Discussion and secret ballot vote of the remaining Board members may follow at which point disqualification will occur with majority vote. Otherwise decisions will be made at the advisor’s discretion.

   Advisor: "Do you (Accused/Complainant) feel that any member of the Board should be disqualified on the grounds of personal bias?"

4. Explanation of Charges

   The Advisor will then briefly describe the case before the Board. The Complainant, Accused, and Advocates should be identified and the Incident Report will be read. An explanation of charges may also be read from the Student Handbook. The accused will accept or deny responsibility for the violation.

   Advisor:
   a. * The Complainant is
   * his/her Advocate is
   * The Accused is
   * his/her Advocate is
   * I will now describe the incident documented on the Incident Report:_______________________________________

   b. (To the Accused) "Did you receive written notification of the Judicial Report and charges?" If yes, continue. If no, the advisor will check verification of delivery and decide if the hearing should be postponed.

   c. "I will now read each of the charges as stated on the Judicial Report. After stating the charge, I will read an explanation of the charge as stated in the Student Handbook. Following the explanation you may accept or deny responsibility. Do you understand?"

   Order of Statements will be determined by the Advisor and will be comprised of the following:
5. Statement of Complainant
   a. Complainant will be asked to affirm that all statements are the truth and that knowingly misrepresenting any information is a violation of the Student Conduct Code.
   Advisor: (To Complainant) "Do you affirm that all statements are the truth and that knowingly misrepresenting any information is a violation of the Student Conduct Code? Do you understand?"
   b. Complainant will describe the incident.
   Advisor: (To Complainant) "Will you please describe, in your own words, the incident?"
   c. Board Members may question the complainant.
   Advisor: Do any Board members have any questions for the complainant?
   d. Complainant may call Witnesses who will testify or submit a signed statement from them. NOTE: Witnesses must also be read the "Affirmation" statement as listed in number 5. a. and may only be present for their testimony.
   Advisor: (To Complainant) "Do you have any witnesses you wish to call in or signed statements you wish to submit?"
   e. Board Members may question the Complainant and Witnesses.
   Advisor: "Does any Board member have any questions for the Complainant or his or her Witnesses?"

6. Statement of Accused
   Same as number 5.

7. Final Statements
   Both the Accused and Complainant are given the opportunity for final statements. The Board members may ask questions.
   Advisor:
   a. (To Complainant) "Would you like to make a final statement to the Board?"
   b. (To Accused) "Would you like to make a final statement to the Board?"
   c. (To Board) "Are there any further questions?"
   d. "I would like to thank everyone for attending. The Board will be entering into Executive Session. The Board is reminded that the Meeting and Executive Session are confidential. Upon conclusion of Executive Session I ask that all parties and the Board reconvene and I will announce the findings of the Board unless due to time constraints we will have to notify you at a later time."

8. Executive Session
   Advisor excuses all parties except the Board Members. There is no recording of the Executive Session. A determination of not responsible or responsible will be made based on the totality of evidence presented at the hearing. The board as in the case of a conduct or administrative conference may also decide (based on the facts) that other University policies more appropriately describe the behavior in question. If responsibility is determined, then the Board will determine appropriate sanctions based on:
   * severity of violation as outlined in the student handbook
   * previous conduct history
   * recommendation from Faculty and/or Staff familiar with accused
* general attitude of the accused, maturity, and motivation for academic performance and future compliance.

9. Announcement of Findings
The advisor may reconvene accused parties immediately following Executive Session and will announce the findings of the Board (so long as doing so does not violate any privacy laws). The Accused will be given his/her copy of the completed Conduct Report. Procedures for appeal are outlined in the Student Handbook. In the event of time restraints, the Accused and Complainant may be informed of the findings at a later time.

Sanctions
Typically, several sanctions may be applied whenever violations occur. Any violation of University rules and regulations is recognized grounds for suspension or dismissal. However, emphasis is placed on insuring 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 which are not listed below, but seem appropriate to the circumstances, may also be imposed. Sanctions for group or organization misconduct may include revocation of recognition or registration, as well as other appropriate measures.

A range of fines for a first offense are listed parenthetically following each regulation. Certain fines are greater based on the severity of the offense. All fines must be paid within 30 days of written notification of the sanction. Failure to pay the fine may result in an encumbrance on grades or another Incident Report for failure to comply with conduct sanctions. In cases of extreme financial hardship, the Student Conduct Board or Student Conduct Administrator may grant an extension of the due date for the payment of the fine.

Regardless of the violation, the University reserves the right to suspend a student or organization if it is determined to be appropriate by the Director of Student Conduct, Vice President for Student Affairs or a recommendation from the Student Conduct Board or Student Conduct Administrator. Students leaving the University due to conduct suspension or dismissal receive no refunds of any kind. For each conduct case, minimum expectations when violations are verified typically include:

1. Status sanction for a specified amount of time
2. Fine(s)
3. At least one educational/work/community service sanction

Sanctions/Levels of Disciplinary Notice are further defined as follows:

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

2. **Disciplinary Probation**: A sanction which defines a student's status for a specific amount of time; future infractions will result in probated suspension, suspension or dismissal. This sanction may also affect a student’s ability to maintain various leadership positions and or privileges on campus.

3. **Probated Suspension**: A sanction which defines a student's status for a specified amount of time and stipulates that any further conduct violations during the time will result in immediate suspension. This sanction may also affect a student’s ability to maintain various leadership positions and or privileges on campus.
4. **Suspension:** Exclusion from the University campus, classes, and other University activities for a specified amount of time, which may range from the remaining portion of a semester or to a period of up to two years. During this time period the student is not allowed on campus or at University activities. A student given the sanction of suspension is excluded from classes with no right to take tests or make up work missed during the remainder of a semester. The student should be withdrawn from classes at the request of the Vice President for Student Affairs or other designated administrator. If the student is suspended, a status of “withdrawn” will be entered for all classes in which the student was enrolled. Students should refer to the Ashland University Undergraduate Catalog for further clarification on the status “withdrawn”. Readmission following suspension may be conditional requiring the continuation or issuance of sanctions (i.e., conduct status, restriction from areas or individuals, counseling or treatment, etc.).

5. **Dismissal:** Termination of student status either permanently or for a period of no less than two years after which the student may apply for readmission. During this time period the student is not permitted on campus or at University activities. If the student is dismissed, a status of “withdrawn” will be entered for all classes in which the student was enrolled. Students should refer to the Ashland University Undergraduate Catalog for further clarification on the status “withdrawn”. Readmission following dismissal 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.).

6. **Fines:** Fine ranges are noted for each violation in the rules and regulations section. Fines and charges for other sanctions (i.e. conduct assignment and educational sanctions) may be placed on a student’s account and then removed as the sanctions are completed within the time frame assigned by the Student Conduct Administrator. This may occur more often at the end of a semester.

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

8. **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, 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 and sexual imposition. The specific information provided to the Collegian will be the student’s name, the violation(s), and the sanctions issued.

   *Notification (as permitted by law) to parents of dependent students may occur when:
   a. The student is found responsible for Level I violations.
   b. The student is found to have violated the alcohol and/or accessory to alcohol policies when they are under the age of 21.
   c. When there is property damage.
   d. When medical attention to any person including the student is required as a result of the student’s alcohol-related behavior.
   e. When the student demonstrates reckless disregard for his or her own personal safety or the safety of others.
f. When there is evidence that the student’s alcohol-related behavior negatively impacted the learning environment.

g. When the student is found responsible for an off campus disturbance/violation.

9. **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 non completion cost on a student’s account for failing to complete assignment within the allotted time frame. Also, students will be billed $50.00 per other incomplete educational sanctions.

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

11. **Removal of Property:** Removal of property (i.e. entertainment units, etc.) from University property or a designated area.

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

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

14. **Termination of Housing Contract or Off Campus Approval:** Discontinuation of housing for students assigned to a residential unit or revocation of off campus approval.

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

16. **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.

17. **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 Suspension Policy in this handbook for one type of interim sanction).
Appeals

Decisions made by Director of Student Conduct, Student Conduct Administrator, or Student Conduct Board shall be final, pending the normal appeal process. Appeals will be accepted from the accused (and in cases of sexual harassment/violence findings only, the complainant) based only on the two reasons listed below:

* New evidence or new information that did not exist at the time of the student conduct board or administrative decision that could have a bearing on the board’s original decision.
* Student indicates an error occurred in the student conduct procedure that may have affected the final outcome of the board’s decision or administrative decision.

An appeal is initiated by the accused (and in cases of sexual harassment/violence findings only, the complainant) submitting a written request (a form is available from Area Coordinators, Mansfield campus, or the Office of Student Conduct) to the Director of Student Conduct within three business days of the original decision. Otherwise, the original decision is final.

In cases where the Director of Student Conduct has been involved in the original decision, the Vice President for Student Affairs or his/her designate(s) will serve as the Appellate Officer(s) or an Appellate Board can be convened. The Appellate Officer(s) will, whenever possible, provide written notification of his/her decision to the student. The Appellate Officer(s) or Board may make a recommendation to affirm the original decision.

Code of Conduct – Policies and Regulations

Most regulations/policies are listed in this section. However, others are published elsewhere in the Student Handbook or other University publications. Therefore, this listing is not all inclusive. 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. Allegations of policy violations can be processed when they have occurred off campus. The levels are as follows:

Level I Offenses

($150), Probated Suspension, Suspension or Dismissal, Restitution, 15 hours of Conduct Assignment (non-completion cost = $150), Notification to Others, Educational Sanctions (can include additional costs plus non-completion cost = $50.00 per non-completed sanction)

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

Level II Offenses
($100), Probation, 10 hours of Conduct Service (non-completion cost = $100),
Notification to Others, Educational and Other Sanctions (Can include additional fees plus non- completion cost = $50), per non-completed sanction).

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

Level III Offenses
Disciplinary Warning, Notification to Others, 5 hours of Conduct Service (non-completion fee = $50.00), Educational and Other Sanctions (non-completion fee= $50.00 per non completed sanction).

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

1. Safety
   a. Alcohol: Use and/or possession of alcoholic beverages and/or containers outside of designated areas (i.e. senior apartments; see Senior Apartments section below for more details, residence halls and fraternity houses on University property) is not permitted. Also, individuals under the legal drinking age of 21 may not consume any alcohol on campus under and circumstances. Those individuals of age may only consume alcohol in approved senior apartment areas.

Behavior, regardless of location, that is judged irresponsible or inconsiderate while under the influence of alcohol is considered to be an abuse of alcohol and a violation of the regulation. When alcohol and alcohol paraphernalia (i.e. beer bongs, keg taps, decorative bottles, shot glasses or any other container which at a point held alcohol) are found in unauthorized areas on University property, the items will be confiscated by Ashland University officials. Confiscated alcohol will not be returned to the offender. Alcohol policy violations can include behavior which occurs off campus. Being present in a room where alcohol and or alcohol paraphernalia are found against policy is at maximum a violation of this regulation. At minimum, presence in such a room equates to an accessory violation.

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

All residents of the apartment must be at least 21 years old before alcohol is permitted in their apartment at all. Absence of underage resident(s) does not change this portion of the policy.

Beer and wine can be consumed only when all present are 21 years of age or older.

No more than 2 guests per 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).

Residents must participate in social host training prior to move in. The residents of the senior apartments are responsible for informing their guests of the training guidelines and enforcing University policy in their apartment.

Residents who violate this policy in the apartments will be immediately reassigned from the respective building (similar to current reassignment policy). Resident will also be billed board. Residents who violate this policy at the Mansfield Campus Apartments are at risk of losing their housing privileges at the Schar College of Nursing.

Safety services and residence life staff will make rounds throughout these residential units as they do all other residential units.
Open containers will not be permitted in the public areas of these residential units, such as hallways, lounges, laundry rooms, balconies, etc.

Any alcohol paraphernalia (i.e. beer bongs, keg taps, decorative bottles, shot glasses or any other container which at a point held alcohol) with exception to beer and wine are not permitted in the apartments.

All residents of the apartment or room must be at least 21 years old before alcohol is permitted in their apartment or room.

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.

**Alcohol Individual Sanctions**

**First Offense**
1. Fine of $100.00 plus a $35 for online alcohol education sanction and/or BASICS counseling
2. Probation for a four month period
3. Conduct assignment of ten hours
4. Notification to others, (parents, coach, advisor, etc.)
5. Alcohol education (the $35.00 fee for an online alcohol education sanction)
6. Depending on severity/circumstances (optional)
   a. Refer for BASICS counseling ($35 fee) and/or alcohol assessment (student responsible for fees)
   b. Reassignment

**Second Offense**
1. Fine of $150.00
2. Probated suspension, suspension, or dismissal
3. Conduct assignment of fifteen hours
4. Notification to others
5. Alcohol assessment and/or treatment program documentation also required for consideration of readmission. This may include additional costs to the student.

**Organizational Sanctions (can be used for other organizational violations)**

**First Offense**
1. Fine of $200
2. Probation for a four month period
3. Conduct assignment of twenty five hours which cannot be used for award recognition/credit from a governing body

64
4. Notification to others
5. Alcohol education
6. Depending on severity/circumstances (optional)
   a. Refer for BASICS counseling and/or alcohol assessment (see above for fee information)
   b. Notify parents
   c. Reassign individual members
7. 50 conduct hours

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

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

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

d. Endangerment (Safety): Any action which, as a result, did or could have recklessly endangered any person (i.e. leaving a kitchen unattended when food is being processed, walking on ledges, threatening to drop items off footbridge, unauthorized roofs or areas of roofs, or propping open of entrance/exit or fire doors, etc.).
e. Fire Safety: In addition to the University Conduct process, students could be in violation of city or state ordinances when accused of behaviors or determined responsible for one of the following: (please note references to the Ohio Revised Code in italics).

1. Use of open flame/combustibles (candles, incense, etc.)
2. Knowingly, recklessly or negligently setting a fire on University property (plus restitution).
3. False reporting of a fire.
4. Creating a false alarm. Under section 2917.32 of the Ohio Revised Code creating a false alarm is punishable up to $1,000 fine and six months in jail.
5. Failing to report a fire.
6. Interfering with the response of University or City officials to Emergency calls. (i.e., fire, tornado, medical, etc.).
7. Misuse 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.
8. Refusing to promptly comply with fire alarm and fire drill procedures.

f. 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 is to be investigated and processed at the discretion of the Vice President for Student Affairs in cooperation with the University’s Title IX Coordinator. Please also see Ashland University’s Harassment Free and/or Non-Discrimination Policy and Complaint Procedures. In addition all accusations of gender inequity should be forwarded to the University’s Title IX Coordinator in the Office of Institutional Diversity.

g. Hazing: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. (See Hazing Policy)

h. Physical Abuse/Self Endangerment: Physical abuse: use of force on another person that results in injury or against an Ashland University employee (Level I) or that did not result in injury (Level II). Self-endangerment: Threatening or attempting to or intentionally harming oneself.

i. Sexual Assault/Violence: Sexual assault/violence is the most extreme form of sexual harassment. Engaging in sexual contact with another person when a) the sexual contact is unwanted by the victim; b) the victim’s ability to appraise the nature of or control the offender’s conduct is substantially impaired or c) the victim is unaware of the sexual contact. Sexual Violence is the most extreme form of sexual harassment and allegations will be processed at discretion of the Title IX Coordinator.

j. Windows: Throwing objects out of windows of any University owned building. Screens should remain securely fastened at all times.
2. Property

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

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

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

d. 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.

e. Unauthorized removal, possession or use: 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. (Restitution)

f. Stolen Property. Knowingly taking or maintaining possession of stolen property;
Community: University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

g. Unauthorized Use of Keys: Unauthorized possession, duplication or use of keys to University facilities.

h. 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

3. Integrity

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

b. 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.

c. 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.

d. Failure to Comply with Conduct Sanctions: Failure to comply with conduct sanctions could results in suspension or dismissal.

e. Failure to Comply with Requests: Failure to follow the oral or written instructions regarding University policies or Municipal, State or Federal law by a properly identified University official whom the Board of Trustees or the President has vested with the authority to give such instruction, or knowingly interfering with or obstructing students, faculty, or staff acting in the performance of their assigned duties. Cooperation with staff in their assigned duties is expected. This includes producing a University I.D. when requested to do so or to heed an official request to report to the office of an administrative officer within the designated time.

f. Failure to Meet Financial Obligations: Failure to meet financial obligations to the University.

g. 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.

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

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

j. Election Tampering. Tampering with the election of any University-recognized student organization (minor election code violations are addressed by the SGA);

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

5. Noise and Disruption (Quiet Hours)
Disruption of study, sleep, or work through excessive noise during "quiet hours," or an obvious high level of noise at any time, and/or willfully obstructing classes, research, administration, disciplinary proceedings, athletic events and all other authorized University activities on campus. Removal of property (entertainment units, etc.) may be one of the sanctions imposed.

6. Residence Hall and Greek House Regulations
Policies governing residential life are found in the Housing Contract and other sections of this Handbook. Violations of Residence Hall and Greek House Regulations may be processed directly through the Office of Residence Life. Sanctions for these violations may include fines, cancellation of housing contract and/or reassignment. Listed below are a few selected policies chosen for emphasis and/or clarification:
   a. Violation of Pet Policy
   b. Unauthorized Electrical Appliances (including ceiling fans)
   c. Unauthorized Room Change
   d. Violation of Solicitation/Canvassing Policy

8. Room and Host/Guest Responsibility
The assigned occupants of rooms will be held responsible for activities in the room within the context of the Conduct System. 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.

7. 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).

8. 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.

9. Violation of University Policies, Rules, or Regulations
Failure to meet the standards which are described in any University published document in hard copy or available electronically on the University website.

10. Visitation/Escort Policy
Violation of the stated hours for opposite sex guests in a residential unit. Acceptable hours for opposite sex guests can be found in the Residence Life section of this handbook. Ignorance of time is not a valid excuse for violating visitation and or escort hours.
TITLE IX

See Office of Institutional Diversity website:  http://www1.ashland.edu/student-affairs/getting-involved/diversity

HARASSMENT FREE ENVIRONMENT

Unwelcome sexual harassing or offensive conduct is prohibited. This policy applies to students, faculty, staff, and others on or off University property. Prohibited conduct includes but is not limited to:

1. Sexual flirtations, touching, advances, or propositions;
2. Sexually explicit language or gestures;
3. Sexually graphic or suggestive comments about an individual’s dress or body;
4. Contributing to an offensive overall environment, including the use of vulgar or sexist language, the presence of sexually explicit photographs or other materials, and the telling of sexual or sexist jokes or stories.
5. Explicit or implicit threats or comments that an individual may be affected in a tangible way in exchange for engaging (or not engaging) in sexually-related conduct (quid pro quo).

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 unwelcome harassment of you or another, you have a responsibility to immediately report the suspected harassment to either of the following administrators:
Sue Heimann, Vice President for Student Affairs/Dean of Students, 244 Student Center, Ext. 5304 or
Joshua Hughes, Director, Human Resources and Legal Affairs, 106 Founders Hall, Ext. 5034.
(The Title IX Coordinator may also be involved).

Ashland University will investigate complaints of sexual harassment promptly and impartially. The University will not tolerate adverse treatment of students or other individuals because they report sexual harassment or provide information related to such complaints. While the University will protect the confidentiality of sexual harassment complaints to the extent possible, it also has a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the University’s general practice that students who allege sexual harassment will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in sexual harassment will be subject to appropriate corrective action up to and including dismissal.

Ashland University also prohibits the use of racial or ethnic slurs, threats, violence and statements directed toward a person’s religion, gender, sexual orientation, ethnic or national origin that are intended to demean or diminish that person and that have the effect of creating a hostile environment.

Note that sexual violence is the most extreme form of sexual harassment.

SEXUAL ASSAULT/VIOLENCE PREVENTION, POLICIES AND PROCEDURES
(In compliance with the Higher Education Act of 1992 and Office of Civil Rights 2011)

Prevention
Ashland University is committed to providing educational programs for students and campus organizations to promote awareness and prevention of acquaintance rape, stranger rape and other sexual offenses through the following Ashland campus offices:
-Health Center, first floor, Hawkins-Conard Student Center, 419.289.5200
-Office of Institutional Diversity Office, Room 232, Hawkins-Conard Student Center, 419.289.5303
-Personal Counseling Services, Room 244, Hawkins-Conard Student Center, 419.289.5307
-Student Conduct, Room 232, Hawkins-Conard Student Center, 419.289.5303
Sexual Assault/Violence Occurrence Procedures

If a sex offense occurs, your first priority should be to seek proper medical attention. In doing so, be careful to preserve your clothing and other items that could be used as evidence.

You are also encouraged to report the crime immediately by contacting the Ashland City Police (911) and AU Safety Services (x5555, or 419.207.5555 if calling from cell or off campus) or the Mansfield City Police (911) and from 10:00 p.m. to 6:00 a.m. call 567.241.3997 to reach the Schmidt Security Pro officer for those students at the Dwight Schar College of Nursing, Mansfield campus. If you wish to notify local authorities and press charges, Ashland University personnel will help you. If the assailant is an Ashland University student, you are also encouraged to initiate University student conduct action. It is important to remember, however, that acquaintance rape is entirely different from experiencing feelings of regret from a consensual act. Filing a false report of rape is against the law and Ashland University policy.

Campus student conduct procedures entitle the accuser and the accused to the same opportunities to have others present during a campus student conduct proceeding to be informed of the outcome of the campus student conduct proceedings, and appeal. Students found responsible for sexual assault/violence in campus student conduct proceedings may be issued sanctions including suspension or dismissal, probated suspension, probation, fines, counseling, notification to others, housing reassignment, restrictions and/or educational sanctions.

Survivors of sexual assault/violence may seek assistance through health, personal counseling, residence life staff and/or other services by contacting the resources listed as follows:

For Help and Information (Note that the Dwight Schar College of Nursing, Mansfield campus, resources are in italics and all Ashland campus offices and services are available).

Enforcement
- Ashland City Police, 911 (All on campus calls are connected to the Ashland County 911 operator by Safety Services.)
- Office of Institutional Diversity Office, Room 232, Hawkins-Conard Student Center, 419.289.5303
- Safety Services, first floor Student Center, x5555 or 419.207.5555 (from cell/off-campus phone)
- Student Conduct, second floor, Student Center, 419.289.5303
- Mansfield City Police, 911 (All calls for the Dwight Schar College of Nursing, Mansfield campus).
- From 10:00 p.m. to 6:00 a.m. call 567.241.3997 to reach the Schmidt Security Pro officer at the Dwight Schar College of Nursing Apartments, Mansfield campus.

Health Services
- Samaritan Hospital Emergency Room, 1025 Center Street, 419.289.0491
- Student Health Center, first floor, Student Center, 419.289.5200
- MedCentral Health System Emergency Room, 335 Glessner Avenue, Mansfield, Ohio 44903, 419.526.8000

Counseling
- Rape Crisis Domestic Violence Safe Haven, 2233 Rocky Lane, Ashland, 419.289.8085
  (24-Hour Hotline), 419.289.6097 (Office)
- Appleseed Counseling and Case Management, 2233 Rocky Lane, Ashland, 419.281.3716
Residence Life
- Your Area Coordinator or Sherma LeVeck, Student Services Coordinator, Mansfield Apartments 419.521.6878

Survivor Residence Life and/or Academic Options
The survivor of alleged sexual assault/violence has the option to change academic or living arrangements if so requested and if accommodations are reasonably available.

To initiate changes in living situations, contact:
- Area Coordinator or the Office of Residence Life, 419.289.5303
- Sherma LeVeck, Student Services Coordinator, Mansfield Apartments 419.521.6878

To initiate changes in academic scheduling, contact:
- Registrar’s Office, 419.289.5028

VOICE YOUR CONCERNS
Students are encouraged to voice concerns, complaints and/or suggestions for improvement. Communication systems can be as simple as informing a Student Senator, staff, faculty or Cabinet member in the respective area of concern. Other communication systems are relatively easy, but are more structured: grade, academic integrity, conduct or parking appeals, for example.

In the event a student wants to make a formal complaint, concern or recommendation, the following guidelines are offered.

1. The formal complaint must be made in writing or to the website: www.ashland.edu/speak-up - online and use the left anchor “Speak Up”.
2. The formal complaint must be submitted by a student with the student’s name and Ashland University email address noted on the complaint.
3. Academic areas of concern should be directed to the interim Provost, 419.289.5092.
4. Non academic areas of concern should be directed to Sue Heimann, Vice President for Student Affairs, sheimann@ashland.edu or 419.289.5324.
5. Students seeking assistance in writing a formal complaint may contact either.
6. A response will be made in writing to formal complaints, concerns and recommendations.

ASHLAND UNIVERSITY RIGHTS
The provisions of this handbook are to be considered informative in nature and are not to be regarded as a contract between the student and Ashland University. 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. Because these rules and regulations are intended to guide the student’s progress through the University, each student has the obligation to become familiar with the contents of this handbook and follow the directives as stated. Rules and regulations on the website continue until the next annual version is updated.