



Student Handbook  
2012-2013

MUSKINGUM

---

U N I V E R S I T Y

# A NOTE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

Hello Muskies!

Welcome to another great year at Muskingum! For some of you this will be the first of many years you will spend with us on this vibrant campus. For others, this may be your last. But for all of you Muskies, I hope this year is one full of cherished memories and experiences.

Beyond the excellent academic challenges offered at Muskingum, I encourage you to engage in the many enriching opportunities outside of the classroom. The residential liberal arts experience will offer you development through cultural, spiritual, recreational and social activities and programs. Take the opportunity to engage in these leadership activities and enhance the richness of your collegiate experience. Through your involvement, you will meet other Muskies, learn more about yourself, and build a repertoire of skills that will impress prospective employers and graduate schools.

In addition to the privileged opportunities you will enjoy at Muskingum, there are obligations and responsibilities which you accepted in requesting admission. Being a part of a civil community requires that students show respect for one another while expressing themselves. This handbook describes the standards that our community will abide by, as well as, the process through which adjudication will occur if these standards are violated.

Our faculty, staff, and administrators are eager to help you engage in and navigate through your experiences this year while you make Muskingum University your home. In addition to these personal guides, the information herein regarding dates, events, organizations, services, and policies/procedures will serve as a reference on the journey before you.

I wish you many successes as you embark on the year ahead of you.

In Muskie Pride,



Janet Heeter-Bass  
Vice President for Student Affairs/  
Dean of Students

# **I. Muskingum University Information**

## **A. *Mission***

The mission of Muskingum University is to offer quality academic programs in the liberal arts and sciences in the setting of a residential, coeducational, church-related University and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected. Its primary purpose is to develop - intellectually, spiritually, socially and physically - whole persons, by fostering critical thinking, positive action, ethical sensitivity and spiritual growth, so that they may lead vocationally productive, personally satisfying and socially responsible lives.

## **B. *Accreditation***

Muskingum University is accredited by the North Central Association of Colleges and Secondary Schools and is approved for teacher education by the Ohio, Pennsylvania and New York State Departments of Education. Muskingum holds membership in the University Entrance Examination Board, the American Association of University Women, the National Association of Schools of Music, the Association of American Colleges, the American Council on Education and the Council for the Advancement and Support of Education.

## **C. *History***

Muskingum University is rich in tradition, its proud heritage reaching back to the first half of the nineteenth century when Ohio was an infant state and covered wagons were bringing adventurous settlers westward over the newly completed National Road through New Concord.

Even its Indian name, sometimes mispronounced and often misspelled, is a source of pride to those who cherish the history of that colorful part of frontier America "beyond the Alleghenies." The name Muskingum, first applied to a river, was one of only three names of Indian origin to appear in this area on maps published in London before the Revolutionary War. The others were Ohio and Miami; it is perhaps a coincidence that all three eventually came to identify schools of higher education.

## **D. *Presbyterian Heritage***

In 1836 a group of education-minded citizens of New Concord applied to the state legislature for a charter to establish a University in the village, and the next year---on March 18, 1837--- the charter was granted. Because the community was settled largely by farm people of Scotch-Irish descent who had come into eastern Ohio from neighboring Pennsylvania, the predominant religion was Presbyterian. In 1877, Muskingum became associated with the Synod of Ohio of the United Presbyterian Church, and continues in formal association with the Synod of the Covenant of the Presbyterian Church (U.S.A.).

During its first half-century Muskingum adhered to the traditional educational patterns of the classical University of that period. In 1854 women were admitted on an equal basis with men. After the Civil War a period of steady growth began, accelerating in the twentieth century until the frontier classical University of less than a hundred students has now grown into a modern liberal arts University of over 1600 students situated on over 200 acres.

With the closing in 1927 of Franklin University at New Athens, Ohio, Muskingum acquired the charter, library and alumni rolls of that University, which had been an important educational institution of the Presbyterian Church in the nineteenth century.

## ***E. Campus Central Buildings***

Information can be found in this section about the following Muskingum University buildings: Paul Hall, Brown Chapel, Montgomery Hall, Cambridge Hall, John Glenn Physical Education Building, the Physical Education and Recreation Center, the University Library, the Quad Center, the Boyd Science Center, and Caldwell Hall the new Communications Arts Complex.

1. **Paul Hall (1873)**, the oldest building on campus, is named for Dr. David Paul, president of the University from 1865 to 1879. The building, which has been designated a National Historic Site, houses the music department.
2. **Brown Chapel (1912)** is a multi-purpose building which serves the University as church, chapel, auditorium and classroom. Its main auditorium seats nearly 500 and houses an organ whose moveable console permits its use for recitals and church services. The basement contains a lounge area, music practice rooms, a small chapel and offices. The chapel was named for J.M. Brown, a benefactor of the University and long-time member of the board of trustees.
3. **Montgomery Hall (1921)** is the administrative hub of the campus, containing administrative and faculty offices and classrooms. The building is named for Dr. J. Knox Montgomery Sr., president of Muskingum from 1904 to 1931.
4. **Cambridge Hall (1929)** was built largely with funds contributed by citizens of nearby Cambridge. Along with classrooms it contains seminar rooms, the business department, the English department and journalism labs, sociology and psychology labs, a teaching lab and a child development center with observation rooms.
5. **John Glenn Physical Education Building (1935)** was named in 1962 in honor of the distinguished astronaut-senator graduate. It houses two gymnasiums, a swimming pool, recreation and intramural equipment, and coaches' offices.
6. The **Physical Education and Recreation Center (1986)** is a four-floor building holding a 2800 seat gymnasium, gymnastics/dance room, four handball/racquetball courts, a baseball/softball hitting area, a weight room and athletic training room plus flexible locker rooms. The Physical Education Faculty Office, the Athletic Department and meeting rooms are also housed in this facility.
7. The **University Library (1960)** accommodates students, faculty and community members. Its shelves contain more than 209,500 volumes in addition to an extensive collection of journals. Through membership in Ohio LINK, the Muskingum University community has access to a wide variety of library resources from 84 Ohio universities and Colleges.
8. The **Quad Center (1960)** includes the campus center, snack bar, mailroom, bookstore, and meeting rooms. It also houses the Student Affairs Offices and the Student Senate Office.
9. **Boyd Science Center (1971)** is a four-floor building housing the biology, chemistry, geology, mathematics, modern languages, computing science, engineering science and physics departments. It has modern facilities and laboratory equipment available for undergraduate science instruction. The Boyd Science Center also houses the Computer and Telecommunication Center.
10. **Philip and Betsey Caldwell Hall (2004)** is the University's new communication arts complex which honors the extraordinary legacy of

Philip and Betsey Caldwell, lifelong champions of higher education. Located between Montgomery Hall and the Library, this state-of-the-art academic building completes a fountain arrival plaza that was first envisioned in the 1920s campus master plan. The design of the 32,000 square foot facility has been specifically developed to unite the communication-related programs- speech, theatre, electronic journalism and graphic arts - under a single roof. The facility houses a 250-seat grand theatre/recital hall, a radio and television communication center, instructional suites, an exhibit gallery, an experimental theatre/rehearsal hall, and faculty offices to support these programs.

11. **Walter K. Chess Center (2008)** is the University's new student center which houses a cardio complex, evening resources from Career Services, Study Abroad and the Library, and meeting spaces for student organizations. Students will also enjoy a large social hall for campus activities and events. The facility is strategically placed between the two residential hills with a one-of-a-kind bridge to create a complete campus residential complex. The building's resources and location will forever change the culture of campus. This building furthers the passion of Walter K. Chess that Muskingum University develop the whole person.
12. **Neptune Center (2008)** Ruth and John Neptune Art Center (2008) honors John (Class of 1942) and Ruth Dorsey (Class of 1940) Neptune. Early in his career, Dr. Neptune taught chemistry at Muskingum and later joined the faculty of San Jose State University, where he held the H. Murray Clark Chair of Chemistry. Ruth was chair of Muskingum's Art Department from 1944-48, taught in public schools in Wisconsin, and taught painting, watercolor, fiber arts, and mosaics throughout her long career in the arts and arts education. The Neptune Center will house both two-dimensional (painting, photography) and three-dimensional (ceramics and sculpture) until Paul Hall is renovated to become the permanent space for two-dimensional art. Thereafter, the Neptune Center will be dedicated to the teaching of ceramics and sculpture. The facility contains state-of-the-art studio space, a gas-fired and two electric kilns, and specialized equipment which supports the work of student artists, photographers, and sculptors.
13. **Otto and Fran Walter Hall (2011)** is a three floor building housing the department of Music, the John and Therese Gardner World Language Center, and the Center for Advancement of Learning. Additionally, academic classrooms are used by other disciplines throughout the University. Otto and Fran Walter Hall honors the remarkable lives and generosity of two lifelong champions of justice, education, and the arts. The music floors include faculty studios, percussion studio, individual practice rooms, library, student lounge, and designated recital halls for both vocal and instrumental music. The World Language Center includes a state-of-the-art language laboratory, classrooms, and faculty offices. The Center for Advancement of Learning provides special distraction reduced facilities for testing purposes. These facilities include offices for each of the learning consultants and provides for private one-on-one tutoring with computer access.

## ***F. Customs and Traditions***

These are some of the most prominent of Muskingum's traditions and customs. Upperclass students are already familiar with them. First-year students will soon come to know and observe them. Taken together they help knit together the University community and give to all students a sense of belonging.

1. **School Colors...**Black and Magenta. Legend has it that the color magenta was inspired years ago by a ribbon on a much admired hat of a lady faculty member.
2. **Nickname of Athletic Teams...**The Fighting Muskies. Although a logical abbreviation of the University name, it is deemed appropriate that “Muskie” is also the abbreviation for the game fish, muskellunge, found in the streams of southeastern Ohio and well known for its fighting qualities.
3. **Muskie “Hi”**...A spirit of warmth and friendliness permeates the campus. Students, faculty, administration, and guests keep alive this spirit.
4. **University Seal** ... Another respected tradition at Muskingum is that of never stepping on the University Seal which is inlaid in the floor of the main entrance to Montgomery Hall.
5. **Special Events...**This committee hosts the Fine Arts Series which brings outstanding educators, performers and lecturers — musicians, dancers, actors, mimes — to the campus for recitals, concerts, plays, workshops and lectures.
6. **Convocation Series...**The special events committee brings outstanding individuals to the campus community in a variety of settings such as lectures, colloquia and small group discussions.
7. **Homecoming...**One of the most gala events of the fall season is Homecoming. At this time alumni return to their Alma Mater to see old friends and enjoy the parade, receptions, sporting events, the Varsity Revue and club reunions.
8. **Parent’s Weekend...**Parents are especially invited to share a spring weekend on campus with their students and the University community. This event is usually accompanied by a Student Talent Show, senior seminar presentations and various activities.
9. **Scholarship Day...**The purpose of Scholarship Day, scheduled annually at the beginning of Parents’ Weekend, is to give recognition to those students who have done outstanding academic work. Appropriate awards are given to the highest five percent of students in each class provided they have a G.P.A. of 3.35 or better.
10. **Illumination Nights...**The campus is illuminated on Commencement Weekend and Alumni Weekend, when the entire campus is lit with Japanese lanterns.
11. **Commencement Weekend...**Commencement is the most joyous and tearful time in the life of the University community, as it gathers together members, friends, and family to celebrate the graduation of those students who have completed their degree requirements. The Baccalaureate service provides an opportunity to give thanks for the blessings bestowed on the community and especially its graduating seniors, and the Commencement ceremony honors the accomplishment and promise of the graduating students as they join the Long Magenta Line.
12. **Alumni Weekend...**Hundreds of “grads” return to campus for class reunions on this weekend in June. A full weekend of activities is scheduled, highlighted by the annual alumni banquet held on Saturday afternoon.
13. **Chapel...**The campus community gathers for worship in Brown Chapel on Thursdays at 11 a.m. No classes are scheduled during this hour in order that a time for reflection and renewal might be observed.

### *The Alma Mater*

All hail, Muskingum, glorious Alma Mater.  
Thy loyal children come to do thee honor,  
Life more abundant thou to us hast given,  
Hail, Alma Mater, Hail.  
All hail, Muskingum, glorious Alma Mater,  
Thou who hast guided our youth triumphant,  
Into the life where knowledge still is holy,  
Hail, Alma Mater, Hail.  
All hail, Muskingum, glorious Alma Mater,  
To thee we pledge our loyal devotion,  
God's care surround thee though the endless ages,  
Hail, Alma Mater, Hail.  
— **T. R. Berkshire '27**

### *Muskingum Fight Song*

Fight on Muskingum, Fight, Fight, Fight  
Fight for your University, with all your might  
Victory will be  
For dear old M.C  
Fight with all your might for your school  
Muskingum!  
Cheer every student, cheer, cheer, cheer  
Cheer for your University dear  
When this game is o'er  
We'll have a great big score  
Fight on Muskingum, Fight!  
— **James Mace '23**  
— **Arr. by James Pierce '31**

## **II. Campus Services**

### **A. Career Services**

The Office of Career Services offers an array of services to all Muskingum students and is located in the Quad Center. Our website, [www.muskingum.edu/home/careerservices/index.html](http://www.muskingum.edu/home/careerservices/index.html), provides a listing of the services and scheduled activities, consortium programs, job postings, and links to other career related sites.

Students are encouraged to visit the office early in their University career to discuss career interests and personal goals. The career resource library contains literature on graduate schools, internships, and summer jobs, as well as books on job search techniques, vocational information and employment directories. The Career Advisory Program involves a number of alumni who are interested in talking to students about their own career path, fielding resumes, and providing employment/internship information.

The Office of Career Services offers the following services:

- 1. College Central Network:** Students can post their resume online, create an online portfolio, as well as search the online job posting database;
- 2. Online Services:** Numerous online resources available such as,

CareerShift and social network sites, including Twitter, Facebook, and LinkedIn;

3. **Counseling Service:** Counseling is available on an individual basis to discuss plans for the future;
4. **Resume Service:** The Career Services staff is available to critique resumes and cover letters;
5. **Career Resource Library:** Books, pamphlets and brochures are available as students make their decisions on career goals. Please consult with Career Services about available materials in specific areas of interest;
6. **Career Advisors:** A file of Muskingum alumni has been established to help students contact individuals in a specific vocation and/or geographic area;
7. **On-Campus Recruitment:** Career Services coordinates on-campus recruitment with school systems, business and industry, government agencies and graduate schools. This service is open to full-time students and full-time December graduates of the current academic year;
8. **Career Fairs:** Career Services belongs to multiple consortiums which provide students various opportunities;
9. **Senior Survival Series:** Seminars are offered to assist students in preparation for “Life after Muskingum;”
10. **Current File on Job Opportunities:** Current information about business, industry, government and school job opportunities is made available as it is listed with this office. Summer job opportunities are also posted as they become available;
11. **Directory of Teaching Candidates:** A directory of teacher candidates including certification areas and resumes is distributed to approximately 500 school systems. Students can be listed in the directory one time during their academic experience. A minimum number of resumes are required to create the directory; and
12. **Workshops:** Offered several times during the year: Interviewing Skills, Resume Writing and many more.

## **B. Computer Services**

The University’s department of Computer and Network Services (CNS) is responsible for the delivery and support of the following services to the student body: computer laboratories, on-campus and in-room data network connectivity, residential telephone service, and voice mail service.

Open access academic laboratories include:

Cambridge Hall 248, 14 stations

Caldwell Hall 360, 16 stations for Art, Theatre, and Graphic Arts

Science Center 239, 25 stations

Science Center 204, 30 stations for Computer Science

Library Reference Room, 11 stations to access OhioLink

Controlled access academic laboratories include:

Science Center 305, 20 unit laptop education center

Walter Hall 10, 25 stations for World Languages

Science Center 124, 8 stations for Physics

Science Center 134, 8 stations for Astronomy

Walter Hall 112, 8 stations for Music

Cambridge Hall 203, 12 stations for Psychology

24/7 open access residential mini-labs as follows:

Memorial/Moore Hall, 6 stations

Finney Hall, 7 stations

Thomas Hall, 9 stations

Patton/Kelley, 12 stations

All laboratories include black and white laser printers while Caldwell 360 includes a color laser printer. Print services (including color) are available in the University's Mail-Copy center. The open access laboratories are monitored during open hours as posted in each lab except when classes are scheduled for that location. The residential labs are open 24/7 during fall and spring semesters.

Residential Computer Assistants (RCA's) and Residential Lab Assistants (RLA's) are student employees hired by the University to provide service to the residential areas. RCAs assist students with internet connectivity issues and RLAs maintain the residential labs. Both RCAs and RLAs maintain residential lab hours to assist students with general computing questions. In addition to these services, students may call (x8050) or email ([cns@muskingum.edu](mailto:cns@muskingum.edu)) CNS with general computing and connectivity issues. CNS is open evenings and weekends while students are on campus. For difficult or unresolved connectivity issues, an RCA appointment for in-room service may be requested through CNS.

In order to connect to the campus network, students who bring their own computers to campus must provide a system which meets or exceeds the University's minimum requirements. The CNS web site and the yearly Muskie Preview Q&A handout provide documentation for approved OS choices and computer hardware requirements. It is the responsibility of the student to ensure the system's functionality before it will be permitted to connect to the campus network. The University uses an on-line registration process to grant access to the network. It is neither CNS's or the University's responsibility to repair a faulty computer or computer related equipment.

Muskingum University provides printers in all labs for student use. Access to print services is controlled through print management software which uses each student's email account/password combination. Students are welcome to bring a personal printer, but CNS does not provide support for personal printers.

When using shared facilities, students are expected to demonstrate common courtesy and respect toward classmates as well as the available equipment. Students should review the "Statement of Computer Ethics for Muskingum University," found in the policies and regulations pages of this handbook.

### **C. *Counseling Services***

The Office of Counseling Services is located in Montgomery Hall, Ground Floor, Suite 3. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday during the academic school year. Personal counseling is available to all students; consultation and referral services are available to faculty and staff. All services are free of charge.

Confidentiality is the foundation of the counseling relationship. Information you share in a counseling session will be treated by the Counseling Services staff with strict confidentiality following all legal and ethical guidelines.

Counseling Services assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their experience at Muskingum University. Our goal is to support students as they acquire the skills,

knowledge, and resources to succeed academically and pursue satisfying and productive lives.

Appointments can be made by contacting the Office of Counseling Services at ext. 8142 or via email at [counseling@muskingum.edu](mailto:counseling@muskingum.edu).

#### **D. Health Services**

The Wellness Center (phone ext.8150) is located on South Street (east campus) behind Lakeside Drive. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday while classes are in session during the traditional school year. Each weekday afternoon a walk-in clinic is available for consultation with a physician.

Services include treatment for injury and illness, appropriate referral for x-ray or specialist when indicated, provision of loaned equipment if needed (crutches, ice bags, etc.) and student insurance claim submission. Allergy shots are given during clinic hours and immunization clinics (influenza/meningitis) are offered yearly.

The Wellness Center does not provide an excuse for class absence due to illness or injury. Students are encouraged to contact their instructor before the class is missed to report that they will be absent. If an illness or injury requires leaving campus for treatment involving a prolonged absence, the student should notify the Academic Dean's Office.

**If an emergency should arise at the time the Wellness Center is closed,** students are advised to contact residence life personnel or Campus Police (x8155).

#### **E. Library Services**

The Muskingum University Library plays a major part in the academic life of students. The Library offers students with easy access to 48 million items through the integrated statewide shared OhioLINK catalog of books, DVDs, CDs and more. Included in the holdings are 69,000 e-books; 70,000 e-journals, 9,000 of which are offered as full text; 150 databases; and thousands of images, sounds and videos. The local collection provides the campus community with more than 210,000 books and multimedia resources, 150 print journals and 12 daily/weekly newspaper subscriptions. As a member of OhioLINK, library services to Muskingum students, faculty and staff include borrowing privileges at 90 academic libraries throughout the state of Ohio. As a Federal depository Library for Ohio's 18<sup>th</sup> Congressional District, the Muskingum University Library receives electronic and print government publications from the United State government and the State of Ohio.

The library catalog and electronic resources can be accessed in residence hall rooms, computer labs or from off-campus. A link to the Library resources is available from the University's website. For direct access to the Library resources, go to: <http://www.muskingum.edu/home/library/>

Muskingum University Library is a member of OPAL (Ohio Private Academic Libraries) and OhioLINK. Through these consortia memberships, students have borrowing privileges at 88 public and private academic libraries in Ohio, as well as, Cuyahoga County Public Library, Westerville Public Library and the State Library of Ohio. By using the OhioLINK Library Catalog students have access to over 34 million items. Library items not owned by Muskingum can be requested through OhioLINK and it will be delivered to campus within 2 to 3 days.

Library instruction classes are offered throughout the semester to help students learn how to use electronic and print library resources more effectively for research. Students can also receive individualized help with research by

stopping by the Reference Desk in the Library.

Space for group study can be found on the main level of the Library. Individuals can find quiet study space in the book stacks on the upper and lower levels of the building. Ten computer workstations for research and writing are available on the main floor. These workstations are connected to a laser printer that is part of the campus-wide print management system. The workstations are configured with the same applications found in other computing labs on campus.

## **F. Quad Center**

The Center's many facilities include:

**Student Affairs Offices**—Career Services, Campus Activities, Student Life, International Student Services, and Housing and Residential Life are all located on the 2nd floor of the Center. The floor also includes a general lounge area and the Student Senate Office.

**University Bookstore**—The University Bookstore provides full service to the entire campus community by offering textbooks (both new and used), apparel, gifts, supplies, greeting cards, and snacks. Book buybacks are scheduled throughout the year. Textbooks and merchandise may also be purchased online at [www.muskingumbookstore.com](http://www.muskingumbookstore.com). Normal bookstore hours are Monday - Friday, 8:30am - 4:30pm and Saturday, 12:00 noon - 3:00 pm, with extended hours on Alumni, Commencement, and Parents' Weekends.

**University Mail Center**—Mail and packages sent to students on campus are delivered via the Mail Center. The Mail Center also has a mail drop slot for outgoing, stamped mail.

The hours for student mail pick-up are posted on the Mail Center door and web page. Students must show their University IDs to pick up their mail. The Mail Center is not open for pick up or deliveries on the weekend.

Mail items should be addressed in the following manner:

Student Name (*Note: Please, use student full name, no nicknames*)  
199 Stormont Street  
New Concord, OH 43762-1118

The Mail Center tracks and requires signatures for packages that are sent with some sort of delivery confirmation. Other packages, such as those sent via US Parcel Post or Media Mail are sent at the risk of the sender and recipient. Many retailers and sellers on services such as eBay will by default use delivery methods that do not verify delivery. The Mail Center does not track and is not responsible for any lost packages sent via a carrier or service that does not use a delivery confirmation. Students should consider this issue when requesting items be sent to their University address.

**Postings and Displays**—Those wanting posters or bulletins displayed in the Center or on the Center bulletin boards should examine the Posting Policy (Appendix I) and consult with the Student Life Office before the materials are prepared to determine whether they can be approved for posting on designated bulletin boards or other spaces. Any signs posted directly on painted walls or doors will be immediately removed and disposed of properly

## **G. Walter K. Chess Center**

The Walter K. Chess Center provides students with a space dedicated to their academic, physical fitness, and social growth.

**Hours of Operation**—The Chess Center is open during the following hours during the academic year while classes are in session (hours may be adjusted to fit the needs of students and the University): Monday – Thursday, 10:00am

– 12:00am, Friday, 10:00am – 2:00am, Saturday, 10:00am – 2:00am, Sunday, 10:00am – 12:00am

**Access/Guests**—Considered part of the Residential Complex at Muskingum University, the Chess Center is open to all current, full-time undergraduate students who are eligible to live in a residence hall and their occasional guest. Please be prepared to present your student ID to any staff member in the building.

**Day Lockers**- Day lockers are available for student use on the 2nd floor to store items securely while students and their guest use the Chess Center. Students may use their personal padlocks or combination locks during their use of the building. All locks and personal items must be removed prior to the buildings closing each evening. Any locks remaining will be removed and any damage to the lock and/or personal items left in the locker are not the responsibility of the University.

**Meeting Rooms**—Several meeting rooms are available on the third floor of the Center to conduct organizational meetings, study sessions, programs, etc. Meeting rooms are available for study while unreserved. Please be courteous to those groups that have reserved a space. Reception desk staff can access reservation calendars upon request. If you would like to reserve space in a meeting room for a student event, please request a Room Reservation through the Muskingum website under Campus Resources.

**Computers/Study Spaces**—The Chess Center has wireless internet connection available throughout the building. There are a limited number of computers available for student use in the Moore-Ryan Library (room 317) as well as 3 email stations located on the first and second floor. Please be courteous to those using public spaces for studying.

**Gardner Fitness Center**—The Fitness Center is furnished with a wide array of cardio, selectorized, and free weight equipment. Please use caution when using any fitness equipment. Exercise within your personal limits and read all safety instructions on the equipment prior to use. Report all equipment issues to the reception desk on the 3rd floor. Use of speakers, or any similar equipment, in the Fitness Center is not permitted. Please be courteous of others and use headphones while using the facility.

**Winn Café**—The Winn Café is open the following hours during the academic year while classes are in session (hours may be adjusted to fit the needs of students and the University): Sunday – Thursday, 7:00pm – 11:00pm, Friday – Saturday, 7:00pm – 1:00am. Delivery is available on campus.

## **H. Other Services**

- 1. Lost and Found**—Lost and found items (not including those articles abandoned in residence halls) are stored at the University Police office. Articles may be turned in at any time or claimed between 8:00 a.m. and 5:00 p.m., Monday through Friday by appointment. All unclaimed articles are disposed of after six (6) months.
- 2. Check Cashing**—Students may cash personal checks in the business office (Montgomery Hall) in amounts not exceeding \$25.00. Student I.D.s may be required as identification. A student having a check returned by the bank that is marked “Do not present again” will automatically lose check cashing privilege and will be subject to a thirty dollar (\$30.00) fee, which will be added directly to the students account. Check cashing hours are posted in the Business Office.
- 3. Muskingum Emergency Text Alert**—The META system gives Muskingum

University officials the ability to communicate emergency information quickly via the text message capability of your cell phone or PDA. By registering for META\*, you will be notified of any safety or security related issues in a timely fashion. While META is a free\*\* service to Muskingum University students, staff, and faculty, it does require you to register. To do so, go to <http://www.muskingum.edu/home/meta/index.html>, log on to the META registration site using your Muskingum University email user name and password and fill out the on-line form. Follow the directions to verify your registration and you're all done. \*All individuals must reactivate their accounts each academic year. \*\* BE ADVISED that standard text messaging rates will apply. Contact your carrier for rate information.

### III. Campus Life

#### A. Student Organizations

1. **Student Governance—Student Senate** - Student Senate meets regularly and the meetings are open to all members of the University community. Student Senate includes members elected from classes, student organizations, and residence areas. The Executive President, Vice-President, Secretary, and Treasurer are elected each fall and other representatives are elected each spring.

Senate has numerous responsibilities. In addition to serving as a representative board which solicits and conveys student feedback to appropriate parties, Senate allocates funds from the student activity fund and works with the VPSA/Dean of Students to appoint students to campus and Board of Trustees committees.

2. **Student Programming—CenterBoard**—CenterBoard is linked with the Student Senate as the primary student programming entity on the Muskingum University campus. The mission of Centerboard is to offer high quality entertainment that will have a positive impact on the University experience, is inclusive of student and group diversity and builds community in a residential University setting. Consisting entirely of students, CenterBoard develops a wide variety of activities for the whole campus community. The selected leaders and volunteers of CenterBoard coordinate such events as: comedians, movies, game nights, outdoor recreational activities, magicians, trips, novelty acts and Muskiepalooza (spring festival), as well as many other student-oriented activities. Each spring CenterBoard opens all leadership position to any student application. CenterBoard's structure is an executive board (president, vice-president, secretary, and membership chair) and a team of volunteer members. CenterBoard is always looking for new members. Involvement provides a learning laboratory for students looking to develop their leadership, creativity, decision making, production, and marketing skills. CenterBoard is well known for helping talented people find their niche at Muskingum..
3. **Residential Life Governance and Programming—Residence Halls Association (RHA)**—RHA serves as a link between the residence halls staff and residents to further enhance the residential living and learning environment. RHA develops activities and programs for residential students to enhance the on-campus living atmosphere and promotes facility improvements which address student interests.
4. **Academic, Professional and Honor Societies**—Muskingum University's academic clubs and societies promote interest and foster excellence in many disciplines. Departments host organizations for those with an

interest in education, music education, physics, and theater; as well as those whose distinctions in academics have been recognized in: sociology, biology, mathematics, drama, economics, business, history, modern languages, psychology, physical education, English, scientific research, education, and geology and earth science.

- a. **Alpha Psi Omega (National Theatre Honorary)** is the largest national honor society in America. Colleges and universities of recognized standing, having an established theatre program or theatre club for the purpose of producing plays, will be eligible for membership.
- b. **Alpha Kappa Delta (1978)** is a national sociology honorary formed to encourage sociological research and service. Students must have at least a B average in sociology and rank in the upper 35 percent of their class to qualify for membership.
- c. **Beta Beta Beta (1969)** is a national biology honor fraternity which serves to encourage serious scholarship in the field of biology. To be a member one must be at least a second semester sophomore, declare a major in biology, complete three courses in biology with a "B" average in these courses, and be in good academic standing.
- d. **Kappa Delta Pi (2003)** is an international honor society in education dedicated to scholarship and excellence in education. The Society as a community of scholars pledged to the ideals of: scholarship and excellence in education, promotion of the development and dissemination of worthy educational ideas and practices, enhancement of continuous growth and leadership among its diverse membership, the fostering of inquiry and reflection on significant educational issues, and the maintenance of a high degree of professional fellowship.
- e. **Kappa Mu Epsilon (1969)** is a national collegiate honor fraternity in mathematics which holds the purpose of furthering an interest in mathematics and computing science among undergraduates. Students are eligible to join Muskingum's Ohio Zeta Chapter if they have completed three courses in mathematics and computing science, including Math 220, with a minimum overall grade point ratio of 3.0 (3.3 for sophomores) in mathematics and are in the upper 35% of their class academically.
- f. **Kappa Pi (2004)** is an international honorary organization for studio and art history students. While the fraternity was established in 1911 at the University of Kentucky, the Muskingum University chapter was recently established to provide a special community for those in pursuit of education in the arts as well as promoting artistic and academic excellence within this community.
- g. **Lambda Sigma** is a sophomore honor society established to promote leadership, interest in scholarship, and participation in student activities among all first year students. Membership requirements are a G.P.A. of 3.0 for the first semester of the first-year students, an active interest in campus affairs, and loyalty to Muskingum's standards. New members are chosen in the spring of each year.
- h. **Muskingum Players**, open to those who have participated in campus productions in acting and technical areas, has for its purpose the promotion of interest in and understanding of the best dramatic literature and production. This group sponsors campus theatrical functions and off-

campus trips to plays, as well as endeavoring to bring famous theater personalities to the campus.

- i. The **Ohio Collegiate Music Education Association, Student Chapter 122**, is an organization dedicated to providing future music educators opportunities to further their musical education and experiences. Speakers are brought to campus to discuss various elements of music to supplement the curriculum. Students participate in the annual conference and local events such as solo and ensemble adjudicated events as adjudicator assistants.
- j. **Omicron Delta Epsilon**, a national honor society in the field of economics, attempts to aid in the establishment of a more thorough understanding of the fundamental concepts of economics. The academic requirements for membership in Omicron Delta Epsilon are completion of four courses of economics with a grade point ratio of 3.0, or higher, and junior standing. The chapter was established in 1965.
- k. **Omicron Delta Kappa** is a national junior and senior honorary dedicated to those who have attained a high standard of efficiency in collegiate activities. The local circle became a national organization on April 21, 1991. Membership is based upon academic performance and campus leadership.
- l. **Phi Alpha Theta** is a national honorary organization dedicated to the promotion of historical studies. The local chapter, Alpha Psi, was organized in 1947. Membership is based upon high academic achievement, overall grade point ratio of 3.0, and completion of four courses in history with a 3.5 grade point average in all history courses.
- m. **Phi Beta Lambda** is a nonprofit, education association of students preparing for careers in business and business-related fields.
- n. **Phi Kappa Delta** is an honorary fraternal organization for intercollegiate debaters, individual events competitors, non-classroom audience speakers and instructors teaching courses in oral communication. Its purpose is to promote scholarship, especially in the field of forensic speaking in senior American colleges and universities.
- o. **Phi Kappa Phi** - In April, 2009, a chapter of The Honor Society of Phi Kappa Phi, the nation's oldest and largest all-discipline honor society, was installed at Muskingum. Phi Kappa Phi membership recognizes and rewards academic excellence and provides access to exclusive resources and benefits designed to serve the academic and professional needs of its members.
- p. **Phi Sigma Iota (1948)** is a national foreign language honor society. The Muskingum chapter, Phi Nu, is dedicated to the promotion of cultural enrichment and sensitivity toward international amity derived from the use of foreign languages. All students are welcomed to participate whether or not they are enrolled in a language class.
- q. **Psi Chi (1968)** is a national honor society which recognizes scholastic achievement and interest in psychology. It is open to students who have completed three psychology courses with at least a 3.00 grade point average for this course work, while maintaining a class rank in the upper 35% of their class.

- r. **Sigma Alpha Iota** is an international music fraternity for women. The purposes of this organization are to foster interest in music and to promote social contact among persons sharing an interest in music. It is a specialized fraternity which confines its membership to persons interested in the single discipline-music-in accredited colleges and universities. It may initiate members of social University fraternities or sororities. Sigma Alpha Iota organizes its group life specifically to promote competence and achievement within its field.
  - s. **Sigma Delta Psi (1949)** is a national physical education honorary fraternity for University men and women. The purpose of this organization is to promote physical, mental, and moral development.
  - t. **Sigma Tau Delta** is a national honorary society in English. Membership is based on academic performance and creative writing.
  - u. **Sigma Xi (1974)** is an organization (also known as The Research Society of North America) for those students majoring in biology, chemistry, computing science, geology, mathematics, psychology, or sociology who show promise of ability to do original research in their field. Students must be nominated for student membership by two members of Sigma Xi and be elected by a 2/3 vote of the active membership.
  - v. **The Society for Collegiate Journalist** is a National Society of Collegiate Mass Communications.
  - w. The **Society of Physics Students** meets as the **Physics Club** to present and discuss topics of interest in physics. The meetings are open to anyone who has an interest in the subject. Membership in the local S.P.S. relates the student to the American Institute of Physics and brings to the student the monthly issue of the journal *Physics Today*.
  - x. **Theta Gamma Epsilon (1976)** is an honor fraternity for those interested in scientific investigation in the fields of geology and earth science. The objectives of the organization are to stimulate research and scholarship and to promote the exchange of ideas among those interested in geology and earth science in a scientific, professional or cultural way. Membership requirements for students include full-time student status and the completion of three courses in geology with a grade point average of at least 3.0 in those courses.
5. **Greek Life-** has long been a part of the Muskingum University experience. Fraternities and sororities play an important role in the lives of many Muskingum undergraduate students. About 30 percent of Muskingum University students are involved in the Greek community. Through these organizations, students have the opportunity to develop skills which will be useful later in life. Living and working together, learning about others, experiencing diversity, managing a small business, becoming socially aware, getting involved in the community, and learning to lead are some of the opportunities which await new members. Many of the organizations have their own living environments which include residence hall floors with private lounges, on-campus houses leased and operated by the group and off-campus houses managed by members and alumni advisors.

Muskingum has four local women's organizations (Delta, Gamma Theta, Pi Phi Gamma (FAD), Chi Alpha Nu, and Lambda Chi Omega), two

women's National Panhellenic conference organizations (Alpha Sigma Alpha and Theta Phi Alpha), three local men's organizations (Mace, Stag, and Ulster), and three Interfraternity Conference organizations (Phi Kappa Tau, Phi Kappa Psi, and Phi Mu Alpha (Sinfonia)).

**Greek Council**—Greek Council is the guiding board for fraternities and sororities. The council is composed of two appointed representatives from each organization, and the council's executive board includes seven positions. A representative from the Student Affairs staff serves as the group's advisor. Greek Council's purpose is to guide and support the Greek Community.

## 6. Musical Organizations

There are numerous musical organizations active on the Muskingum University campus, including:

- a. **Concert Choir**—The major choral ensemble on campus, this group performs a repertoire including sacred and secular music ranging from the Renaissance to the present. The Concert Choir welcomes students from all programs throughout the University but may require an audition.
- b. **Chamber Singers**—A voice ensemble chosen by audition from the Concert Choir, the Chamber Singers perform frequently at concerts, luncheons, and banquets, both on and off campus. An eclectic repertoire marks the versatility of this ensemble.
- c. **Musical Theatre Workshop**—A class designed to provide a creative approach to music theatre and operatic scene study and performance. Performances include fully staged scenes from musicals, operettas and operas.
- d. **Choral Society**—Open to both students and the surrounding community, the group performs major choral works with the Southeastern Ohio Symphony Orchestra.
- e. **Wind and Percussion Ensemble**—The Wind and Percussion Ensemble is open only through audition, but is proud to have as its members students from all areas of the University. This forty piece ensemble performs a yearly concerts series and tours. Its repertoire consists of the finest literature written for winds and percussion.
- f. **Jazz Ensemble**—An organization dedicated to the study and performance of this uniquely American art form. The ensemble performs a regular concert series as well as numerous other performances and tours.
- g. **Marching/Athletic Bands**—A highly spirited organization that has become a tradition on the Muskingum sports scene, the Marching/Athletic Band appears at all home football and basketball games. The Marching/Athletic Band also travels to some away games, lending its voice to the excitement and spirit of the games as well as many other campus activities.
- h. **SEOSO**—The Southeastern Ohio Symphony Orchestra is a regional orchestra whose home is Muskingum University. Students may join the orchestra through audition.
- i. **Muskingum Valley Symphonic Winds**—The Muskingum Valley Symphonic Winds is a collection of professional and gifted amateur musicians from throughout the southeastern Ohio area who have

gathered to perform a wide spectrum of wind and percussion literature ranging from the works of the great composers, through the twentieth century compositions for the wind band, to selections from the Broadway stage.

- j. **Praise Choir**—The Praise Choir is an organization supporting the music ministry of the Chapel concentrating on Black gospel music. The choir sings in Chapel services and around the community.
  - k. **Directed Ensembles**—Students may create an ensemble, obtain the respective music faculty member's services, and develop a course in the study and performance of chamber music. Existing ensembles include: Flute Ensemble, Clarinet Ensemble, Woodwind Ensemble, Saxophone Quartet, Brass Ensemble, Percussion Ensemble, Guitar Ensemble, and String Ensemble.
  - l. **Women's Chorus**—The Women's Chorus is offered to all female students who desire to sing various styles of SSAA music, and refine basic concepts and skills necessary for choral singing. The ensemble is comprised of music majors and non-majors alike.
  - m. **Men's Chorus**—Offered to all male students who desire to sing various styles of men's music, and refine basic concepts and skills necessary for choral singing. The ensemble is comprised of music majors and non-majors alike.
  - n. **Sinfonia**—The Beta Lambda Chapter of Phi Mu Alpha Sinfonia, Men's Music Fraternity of America, was established in 1930 and rechartered in 1995. The gentlemen have been proud to be of service to the Department of Music, the University and the community over the years. The group joined the campus Greek organization system in 2005.
  - o. **Sigma Alpha Iota, Alpha Gamma Chapter** is an international music fraternity for women, founded in 1903. The Alpha Gamma chapter was initially installed at Muskingum University in 1927 and reactivated in 1990. The women in the group have at least one music credit and participate in majors outside of music, including psychology, education, journalism, biology, as well as music and music education. Since the reactivation, Sigma Alpha Iota has been an active force in the music department serving as ushers and lights technicians at all concerts, and performing in musicales each semester.
  - p. **Ohio Collegiate Music Educators Association, Student Chapter #122** is Muskingum University's chapter of OMEA (Ohio Music Educators Association), which is also a part of the larger national organization, MENC (Music Educators National Conference). The group takes pride in music advocacy. OMEA also works to promote the music field by informing legislators of the importance of an education that includes music and helping parents and community leaders support music education.
7. **Religious Programs & Organizations**

Muskingum University seeks to assist students in relating their University experience to the developing and deepening of their faith. Accordingly, the campus ministry is designed to vitalize religious life on campus. Weekly Thursday morning non-denominational services of worship are scheduled in Brown Chapel. The Roman Catholic Mass is celebrated

weekly and on feast days. Fellowship, study, and service groups provide an encouraging community. A Religious Life Program brings speakers, films, and performers to campus. Jewish students are encouraged to worship with the congregation Beth Abraham in nearby Zanesville. The University Minister can provide information on worship services in New Concord and neighboring communities.

Every student is given opportunities not only for academic study of the Christian faith and of other world religions, but also for participation in extracurricular programs and groups provided to stimulate intelligent reflection upon, and develop mature understanding of, the Christian faith. Campus Crusade for Christ, for example, is an organization which meets on a weekly basis for discussion, study, fellowship and fun.

The campus ministry encourages perspectives that are non-denominational - nonsectarian, parochial, or authoritarian. It is open to the variety of expressions of the Christian faith. The campus ministry is committed to Jesus Christ, dedicated to serving the needs of the campus community, convinced that religion is integrally related to life in all its dimensions, and devoted to Christian cooperation and unity. The University minister is responsible for the day to day administration and implementation of the campus ministry program.

8. **Student Media**—Muskingum University presents opportunities for students to become involved in the production and presentation of media projects in the areas of: FM radio, television, newspaper, and yearbook. Each of these programs are run by students under the day to day policies and practices established by the faculty director/advisor assigned to the program.
  - a. **WMCO**—WMCO is a stereo FM broadcast station (90.7 FM) operated by Muskingum University students. Regardless of major, Muskingum University students are encouraged to become involved as disc jockeys, news and sports announcers, and management members. As part of the Department of Communication, Media, and Theatre, the WMCO facilities are used by students in broadcasting, journalism, and digital media design courses, but WMCO participation is open to any Muskingum University community member interested in broadcasting. Successful completion of a training program course (COMM 101/201—offered each semester) is necessary to be considered for an air show. More information is available at [www.orbitmediaonline.com](http://www.orbitmediaonline.com)
  - b. **ORBIT TV**—As with radio, Orbit TV (New Concord Cable channel 6) is part of the Department of Communication, Media, and Theatre. The television facilities are used by students in broadcasting, journalism, and digital media design courses, but participation is open to any Muskingum University student interested in television production. A training program course (COMM 101/201) covering facets of television writing, editing, and production, is offered each semester. Orbit TV produces a daily television news program in addition to local public affairs and sports productions, including coverage of several campus events. More information is available at [www.orbitmediaonline.com](http://www.orbitmediaonline.com).
  - c. **Black and Magenta**—The Black and Magenta, Muskingum's weekly campus newspaper covering news, sports and fine arts, as well as feature stories, is written and published by members of the student body. The publication is a full-size newspaper which utilizes a computer layout produced by staffers in writing, lay-out and

photography. No experience is necessary to become involved and anyone interested should contact publication's advisor in the English Department (who can also in arranging class credit for those interested).

- d. **Muscoljuan**—The Muscoljuan is the Muskingum University yearbook, which has been in publication since 1907. The yearbook staff welcomes anyone interested - experience is not necessary – as the staff facilitates training for the various positions. One hour of lab credit can be earned through yearbook production participation if the student wishes to sign up through the yearbook advisor in the English Department.
9. **Academic Building Use for Student Organizations' Social Activities** – Student organizations that desire to use an academic building (Caldwell Hall, Cambridge Hall, Montgomery Hall, Boyd Science Center, or Walter Hall) for social activities must follow the guidelines below:
- a. Set up time for an event may not begin until after the end of the last scheduled class in the building, including graduate classes;
  - b. Alcohol will not be permitted at any student organization event in an academic building;
  - c. Student organizations will be responsible for cleaning charges at a minimum of 4 hours overtime rate.

## ***B. Student Sports Program***

### **1. Intercollegiate Athletics**

Muskingum University strives to make competitive athletics available to all of its students. For those with more than average skills, there is an opportunity to engage in intercollegiate competition on 19 varsity teams, ten men's and nine women's teams. For others, the University offers a strong program of intramural activities.

Muskingum is a member of the Ohio Athletic Conference, the third oldest in the nation, competing in baseball, basketball, cross country, football, golf, soccer, tennis, track and wrestling for the men and basketball, cross country, golf, soccer, softball, tennis, track and volleyball for the women. The other nine members of the OAC are: Baldwin-Wallace University, Capital University, Heidelberg University, Wilmington University, John Carroll University, Marietta University, Mount Union University, Ohio Northern University and Otterbein University. Muskingum University is also a member of the National Collegiate Athletic Association's (NCAA) Division III. First-year students are eligible to compete in all varsity sports.

The Student Athlete Advisory Council (SAAC) is an organization made up of a representative from each varsity sport. SAAC's purpose is to give student athletes a voice in the athletic program, as well as provide opportunities for student athletes to provide service and education to the community.

### **2. Intramurals**

#### **a. Purpose**

The purpose of the intramural sports program is to provide exercise, promote a positive use of leisure time, and enrich social skills, and develop group loyalty. Competition is organized according to interest on campus in a variety of activities, as well as availability of facilities and equipment.

**b. How to Enter**

Entry forms, which can be obtained from the office of the Director of Intramurals before the start of each activity, must be fully completed and returned to the office of the Director of Intramurals by the indicated deadline.

Through the first week of competition, the roster may be changed by the deletion and/or addition of names through the intramural student assistants or through the Director of Intramurals. All teams must have a team name when the entry form is turned in (the Intramural Director reserves the right to censor team names).

**c. Captain Meetings & Duties**

All captain meetings will be held prior to the beginning of a sport to discuss league schedules, rules, etc., and a team representative must be present at the meeting. Any team not represented at the meeting will start off the season with a loss on the record before any games are played.

A team captain is responsible for entering the team for league play, filling out the roster, and keeping team members informed of dates and times of all their team's scheduled games. The captain is expected to cooperate fully with all game officials in regard to lineups, injuries, scores, players or team conduct, and any other problems that arise during participation.

**d. Championship and Awards**

The method of determining the champion and breaking ties will be distributed for each sport at that sport's initial captain's meeting. Awards will be presented to teams that win regular season play. Members of championship teams must have played in at least two games to be eligible for an award.

**e. Equipment**

Pliable rubber cleats may be worn for outdoor intramural activities. No metal spikes or metal tip plastic spikes are permitted.

Carry in tennis shoes or basketball shoes are required in the gym - no street shoes or black-soled shoes are permitted.

**f. Liability and Injuries**

Each individual participating in intramurals assumes the risk for any harm or injuries incurred while participating. Therefore, it is strongly suggested that each individual obtain sufficient health insurance coverage either through the University or through their own personal insurance carrier.

**g. Eligibility**

- i. Any full or part-time student, faculty or staff, or the spouse of a faculty or staff member is eligible to participate.
- ii. Members of varsity or junior varsity intercollegiate teams at Muskingum are ineligible to participate in that sport or its related sport (example softball to baseball, flag football to football, etc.). If an athlete has actively played in one intercollegiate contest at the junior varsity or varsity level, they have used a year of their intramural eligibility for that sport.
- iii. If an intramural sport precedes an intercollegiate season for the

same or related sport, members of the varsity or junior varsity team from the past academic year who had intercollegiate eligibility remaining will be ineligible for intramural participation in that sport. Any member of an intercollegiate team is eligible to participate in that intramural sport the following year.

- iv. Any individual classified as a “hardship” athlete and who works out with the intercollegiate team is not eligible in that sport or its related sport.
- v. No player may compete as a member of two teams in the same sport in the same intramural season.

#### **h. Sportsmanship and Team Conduct**

Good sportsmanship is vital to conducting a successful intramural program. Officials and supervisors will make decisions on whether to warn, penalize, eject, or suspend individuals or teams for poor sportsmanship. At any point during a game, an official or supervisor may eject a player for unsportsmanlike conduct, stop the game at any point, or declare a forfeit.

Finally, a participant may be ruled ineligible to compete in future contests because of unsportsmanlike conduct, mistreatment of officials, or the use of improper language. Additionally, it should be noted that unsportsmanlike conduct which violates the Muskingum University behavioral standards will not be tolerated and the responsible individuals or groups will be forwarded to the Student Affairs division for behavior education/disciplinary review.

#### **i. Protests**

No protests regarding rules, penalties, or interpretations are allowed. Discrepancies and controversies must be resolved on site by officials, the supervisor, and involved parties.

Protests regarding the eligibility of a player may be made before, during, or within 24 hours after the completion of the game. If a player is found to be ineligible before the game, then the game must be played without the ineligible player. If the protest is made during the game, the player in question will finish the game, but if the protest is upheld the game will be forfeited by the offending team. If a player is protested within 24 hours after the completion of the game and the protest is upheld the offending team will forfeit.

#### **j. Forfeits**

Any team not ready to play within five minutes of the scheduled starting time will automatically forfeit. In the event of unavoidable delays, the starting time can be delayed at the discretion of the officials or supervisor. Two forfeits will constitute a team being dropped from the leagues.

#### **k. Alcohol/Drug Policy**

Any team or individual who has alcohol or drugs in their possession at an intramural event or is perceived to be intoxicated by officials and/or intramural supervisors will forfeit that contest and the incident will be forwarded to the Student Affairs Division for behavior education/disciplinary review as appropriate.

### **3. Recreation Center/John Glenn Gym Facility Utilization**

#### **a. Swimming Pool Regulations**

- i. Muskingum University, its directors, officers, employees and agents are not responsible for accidents or injuries;
- ii. Swimming and water activities are at “OWN RISK” as there is no lifeguard on duty;
- iii. No one is permitted to swim alone! Every individual must be accompanied by another swimmer at all times;
- iv. NO diving, horseplay, pushing, and/or running is permitted in or about this facility, as safety must be the foremost concern;
- v. No street shoes are permitted on the pool deck except in cases when the public is invited or when a lecture is occurring during a class;
- vi. A pool schedule will be posted detailing open swim and class time at the pool entrance. Please note, however, that though ample open swim periods are planned, Physical Education Department class time and other usage have priority;

##### Open Swimming Times

Mon.-Thurs.: 6:30am - 9:00pm

Fri.: 6:30am –8:30 pm

Sat.: CLOSED

Sun.: Noon – 9:00pm

(Student, faculty, staff, guest ID card is required to use the facility)

- vii. NO glass products are permitted in the pool area;
- viii. NO drinks or food are allowed in the pool area;
- ix. NO pets are allowed in the pool area or recreation buildings;
- x. Band-Aids, bandages, and chewing gum should be disposed of before entering the pool area;
- xi. People with long hair should wear bathing caps;
- xii. Cut-off blue jeans are not allowed as swim gear - - - proper swim apparel must be worn at all times;
- xiii. Children under the age of 14 should not be in or about pool without an adult in attendance in accordance with state law; and
- xiv. University officials reserve the right to deny the use of the pool to anyone or dismiss people from area.
- xv. The swimming pool will be closed when the University is hosting an athletic event.

#### **b. Gymnasium Use Policies**

- i. General Use
  - (a) The University assumes no responsibility for accidents when activities are not being sponsored by the University or not being supervised by University personnel or staff members.
  - (b) Individuals will be responsible for all equipment used during non-supervised periods. If any equipment is issued

by a faculty member or University personnel and is not returned, the person who took responsibility for checking out said equipment must return same or pay for it.

ii. Specific Use

(a) Gym shoes are to be worn at all times.

(b) Building hours during Academic Year:

(i) Monday through Thursday 6:30 a.m. to 10:30 p.m.

(ii) Friday 6:30 a.m. to 8:30 p.m.

(iii) Saturday 8:00 a.m. to 8:30 p.m.

(iv) Sunday Noon to 10:30 p.m.

(c) Building hours during Summer Period:

(i) Monday through Friday 6:30 a.m. to 6:00 p.m.

(ii) Saturday through Sunday Closed

iii. Priority Usage:

(a) The gymnasium in the Recreation Center is to be available for varsity practice until 7:00 p.m. daily. Intramural events will be given priority scheduling after 7:00 p.m. and can be scheduled before 7:00 p.m. if the recreation center gymnasium is not being used for practice or intercollegiate games.

(b) The gymnasium in the John Glenn building is to be available for varsity practices Monday through Friday from 2:30 p.m. to 7:00 p.m. After 7:00 p.m., intramural and recreation use are given priority. During weekend open hours, the gyms are to be available for recreation use if no practices are scheduled.

(c) For more information about recreation, refer to the links on the Athletic website: “Recreational Opportunities” and “Users Rights and Responsibilities.”

## IV. Residential Life & Housing

### A. *Housing Patterns*

All housing arrangements are coordinated through the Student Life Office, and include residence halls; club, sorority, and fraternity houses; and Lakeside houses, townhouses and University apartments. All regulations for residential living apply equally to all University traditional and non-traditional residential facilities.

1. **Residence Halls**—There are eight residence halls on the campus: Moore Hall for men, Memorial Hall for women; and Finney Hall, Kelley Hall, Thomas Hall, Patton Hall, Circle 240 and Stadium Heights which are coeducational.

2. **Greek Program Club, Sorority and Fraternity Houses on Campus**—These residential facilities are designated as University-approved housing for current fraternity and sorority members. Members are not allowed to live in these organization houses/lounges until the semester following their new member education process. All room changes in club and fraternity houses must be approved through the Student Life Office. Fraternity, sorority, and social club housing must be at their designated full occupancy capacity prior to club members being allowed to

participate in the University room selection process.

3. **Non-Traditional Housing**—Designated University owned houses, townhouses, Lakeside houses, and apartments are available for individual accommodations. Student groups may apply each spring to live in these houses or apartments during the room selection process.

## ***B. Room Assignment Procedure***

1. **Residence Halls Selection Process**—The housing lottery is held in the second semester of each academic year. Specific instructions for the housing lottery process are distributed early in the second semester each year.
2. **Social Club House Selection Process**—Organizations requesting allotment of social club housing who have not entered into a organizational lease with the University may be awarded social club housing on an annual basis. Failure to maintain residency standards or behavioral expectations may result in revocation of this privilege. Students wishing to live in social club houses must request a room following the procedures established by the individual organization. Fraternity, sorority, and social club housing groups must attain and maintain full occupancy, as designated by the Student Life Office, prior to club members being allowed to participate in the University's room selection process. Only initiated, active members of a fraternity, sorority, or social club will be permitted to reside in that group's house/living area.
3. **Lakeside House and Townhouse Selection Process**—Students interested in living in Lakeside houses and/or Townhouses should follow the specific instructions for the process, which are distributed early in the second semester each year.

## ***C. Student Life Staff***

The Student Life Staff is composed of highly trained professionals and para-professionals who offer service and guidance to students on how to maximize the potential benefit and enjoyment of their residence hall living experience.

The Student Life Coordinators (ACs) are full-time professionals who reside within the residence halls to assure that living and learning standards are maintained. The Student Life Coordinators serve in an on-call rotation, and a professional staff member is always on duty to assist with emergencies. The efforts of these professionals are complemented by a paraprofessional student staff comprised of Head Resident Assistants (HRAs) and Resident Assistants (RAs).

RAs are paraprofessional staff members who serve the resident population by initiating programs to encourage interaction and integration, providing friendly support, acting as a resource person, and serving as a peer counselor/referral agent, as well as representing the University with respect to enforcement of the University policies and procedures.

Head Resident Assistants are also paraprofessional staff members who may serve in the capacity of hall staff team leader, front desk coordinator, and hall/area program facilitator. These Resident Assistants, Head RAs and Student Life Coordinators are the first line of contact, resource or counsel for residential students, who welcome your contact and look forward to getting to know you.

To find contact information for the Student Life Staff please refer to their website at: <http://www.muskingum.edu/home/campuslife/contact.html>

## **D. Facilities and Services**

- 1. Furnishings**—Each residence hall bed space has a closet or wardrobe, a bed, with a twin mattress, a desk and chair, and at least one chest of drawers. The majority of student rooms are set-up as double room accommodations, although a limited number of single, triple, and quad arrangements are in the residential inventory (and even one quint). **Residence hall room or public furniture and furnishings are not to be moved from their assigned room or space.** Additionally, to maintain the furnishings and environment for current and future users, the following expectations exist: mattresses must stay on the bed springs and may not be laid on the floor; window screens are not permitted to be removed; walls and other surfaces are not to be defaced in any manner (e.g. tacks, glue, nails or tape should not be used to post or fasten anything to any wall, door, or piece of furniture). To facilitate personalization of the room, bulletin boards or pictures may be hung from the picture molding.
- 2. Abandoned Items**—The University reserves the right to dispose of any items left in the hallway or rooms for any period of time, and the University will take no responsibility for those items.
- 3. Telecommunications**—Muskingum University has its own telephone system. Each student room will have a phone line, voice mail service and a working data outlet to the campus computer network. Telephone and data processing equipment are the responsibility of the residents. Touch tone instruments are required. Information about the operation and features of the telecommunication system will be provided to students when they check into their campus residence.
- 4. Residential Data Network (Internet)**—Access to the Residential Network (ResNet) is controlled through a policy management system. In order to successfully connect to the campus network and access the internet, each personal computer system will be checked for (1) a current, subscribed virus protection software product, (2) a spyware protection software product, (3) your personal firewall enabled, (4) a current operating system update, and (5) automatic updates enabled. It is the student's responsibility to keep his/her system current and protected. Failure to protect your computer system will result in lack of access to the residential network infrastructure. Should you not have your own preferred product, virus protection software is available from the University at no charge to the student, and links to download spyware protection software are also provided.
- 5. Locks and Keys**—Either one or two keys will be issued to each resident to access the front door to their building/ house and his/her individual room. It is the responsibility of residents to keep the room locked and keep the key on his/her person. Lost keys will be replaced at the rate of \$65.00 per core and \$ 2.75 per key. Supplemental locks, chains or guards are not permitted in any campus residential space (including social club residential spaces on campus property), and any barrier to proper access by campus officials which results in damage to the facility due to the presence of such improper items will be the responsibility of the residents of the space.

Residence hall exterior doors are locked 24-hours/day unless a dining hall is located in the facility. It is the responsibility of the buildings residents to maintain hall security by not propping outside residence hall doors. For security purposes, entrances and exits from the hall must be made only through designated doors. Only residents and their escorted guests will be

permitted access to residence halls after the doors are locked.

All guests to a residence hall are required to sign in at the front desk of the facility each time they enter the building. A guest is defined as anyone who does not reside in that residence hall facility. For the full guest and visitation policy information, see Appendix N.

6. **Kitchenettes** are available in some residence halls and must be kept clean and orderly. The kitchenettes may be used at any time by the residents for food preparation. Dishes, pots and pans must be washed and removed immediately.
7. **Front Desks** are operated in the lobby of each residence hall. The front desks are staffed by student staff members and maintain recreation and cleaning equipment for resident use. Hours of operation will be posted each semester.
8. **Vacuum Cleaners** are available at the front desk of each residence hall and may be checked out during scheduled desk hours, utilized immediately and returned directly thereafter to the desk.
9. **Recreation Materials** such as sports and games equipment are available at the desk of each residence hall and may be checked out during scheduled desk hours.
10. **Laundry Facilities** are located in each traditional living unit on campus and most non-traditional facilities as well. Through a student referendum process a semester fee arrangement was implemented which allows students to use the machines without needing to provide money or tokens. Those who do not live in facilities where this fee is applied may not use the machines in the aforementioned areas.
11. **Dining Services**—All students living in University housing are required to have a Residential Dining Membership (University meal plan). Students can choose from four meal plans with varying amounts of meals per week and varying amounts of Dining Dollars. Contact the Student Life Office for the current information on available meal plans.  
Meal plans can be used in Patton and Thomas Dining Halls. Dining Dollars are dining services currency that deduct with each purchase like a debit card. These can be used at the Winn Café (in the Walter K. Chess Center), Bait Shop (in the Bottom of the Quad Center), Patton and Thomas Dining Halls. Members of the University Community may dine at the University dining halls by using cash, Muskie Bucks or Dining Dollars. Muskie Bucks may be purchased in the Business Office and Dining Dollars from the Campus Services Office.  
Dining service hours vary for each facility and are posted in the food service locations and on the Dining Services website ([www.muskingum.campusdish.com](http://www.muskingum.campusdish.com)), which is linked to the University website on the Campus Life page. If a student is unable to access meals during the scheduled times due to scheduling conflicts, they may coordinate the pick-up of sack lunches with the Food Service Director. Food may not be taken from the dining halls without prior permission of the Food Service Director. Improper behavior may result in repercussions such as suspension from the dining hall for a period of time (without release from the meal plan or any refund/reimbursement for loss of meals). Call 740-826-8147 with any questions or comments regarding food service on campus.
12. **Custodial Services** are available for cleaning of residence hall hallways,

lounges and lobby areas Monday through Friday. Cleaning that is needed as a result of improper behavior is to be done by the person (s) involved, or the cleaning will be assessed as a community damage charge.

Residents are responsible for cleaning their own rooms.

### ***E. Residence Life Policies***

This section addresses a number of Residential Life and Housing policies, however, this supplements the Code of Student Conduct which has a section on Residential Life & Housing.

- 1. Access and Occupancy**—Access to University residential facilities is available only when the University is in session. Occupancy of student residential spaces is contingent upon the resident maintaining registration as a full-time student, as defined by the University. All University residential facilities (which include residence halls; fraternity, sorority, and social club houses on campus; Lakeside houses; townhouses; and University apartments) close during all scheduled vacations, and all students must vacate the buildings as designated by the Student Life Office. Any students staying past their designated closing time, without proper prior permission of the Student Life Office, will be assessed a charge of \$25 per day that they are in the residence halls in addition to any fines for failure to properly check-out. Also, as the right to occupancy terminates at the end of each semester, continued occupancy during these periods or any unauthorized entrance into a locked residence hall room, other than the student's own room, or other locked University facility will subject a student to suspension from the University and/or criminal trespass.
- 2. Room Assignments** will be managed solely by the University according to the Room Assignment Process.
- 3. Expectation of Privacy** by residents in their rooms is recognized and supported by the University to the extent that it does not conflict with the University's responsibility to assure a safe and secure living and learning environment. This expectation of privacy carries with it the responsibility for students to conduct themselves within the policies of the University. In support of the foregoing standard, a student's room will be protected from search unless **authorized for cause** by the VPSA/Dean of Students or his/her designee. If a search is conducted and illegal or unauthorized items are found in a room, those items are subject to confiscation.
- 4. Right of Inspection** by authorized University representatives within student quarters will be retained by the University to address standards of maintenance, preservation of existing physical structure, safety and security of University property, or when a violation of University policy is suspected. Advance notification of room inspection will be given when possible. Throughout the year, including vacation periods, the University reserves the right to check and repair student rooms. The University will exercise reasonable care with the personal belongings of the student at all times. If, during a routine inspection by a University staff member, illegal or unauthorized items are found in a room or common area, those items are subject to confiscation.
- 5. Room Changes** will be facilitated in accordance with the policy which recognizes that residency is an expectation and a privilege, as well as a learning/growing experience. For this reason, all possible solutions to resolve roommate conflict situations will be pursued before a change will be endorsed. Any roommate difficulty should be discussed with the Resident Assistant to try and resolve the issues presented. However, **NO**

roommate changes will be allowed during the first two weeks of a semester. Students requesting a roommate change must follow the format established by the Student Life Office. Student Life Coordinators, responsible for the individual facilities, will make and approve all final changes and residents who do not follow the appropriate room change process may be subject to student conduct action and improper check-in/check-out fines.

6. **Lofts** and other structures are not permitted in residence hall rooms.
7. **Insurance** for personal possessions should be provided by the student as the University is not responsible for loss or destruction of personal property, including loss by theft, fire, etc. Therefore, students should assure that their family insurance plan provides sufficient coverage for their possessions while away from home or examine whether a “renter’s” insurance policy will best meet their needs.

## ***F. Residence Life Emergency Procedures***

1. **Fire Procedures**—Any fire, of whatever origin or size, must be reported to University Police (x8155) in order to ensure the safety of residents. In the case of an alarm sounding, secure your room (windows and doors) and immediately leave the area. Leave everything behind except your key. Exit in an orderly fashion (evacuation plans are posted on each floor). Do not use elevators. Walk, do not run. Keep calm. Move away from the entrances and buildings once you are outside to allow emergency personnel unimpeded access to the building. Do not re-enter the building until told to do so by University staff. Additionally, fire drills will be held two times each semester in compliance with federal and state fire laws and to promote the awareness of all residents and assure the functionality of systems and processes dedicated to resident safety. Resident and guest participation and cooperation is mandatory. Failure to evacuate during a fire drill in a timely manner will result in student conduct action.
2. **Severe Storm/Tornado Procedure**—In the event of a severe thunderstorm or tornado watch, students are advised to listen to local radio/ television stations for current weather information. A weather siren will sound if a tornado has been spotted in the local area. In the event of a warning, students are to seek shelter in University buildings, preferably near the center of the building away from windows. Students may also want to seek protection under heavy furniture. Do not leave buildings during a storm/ tornado warning.  
Weather Watch—conditions are conducive for producing severe thunderstorms/tornadoes.  
Weather Warning—severe weather, thunderstorms or tornadoes have been observed in the local area.
3. **Injury/Illness**—In the event of injury or illness, students should contact the Wellness Center (x8150) or Campus Police (x8155).
4. **Physical Damage/Vandalism**—Students are requested to report physical damage and/or vandalism to University Police (x8155).

## **V. Code of Student Conduct - Behavior Education**

### ***A. Standards for Personal & Community Conduct***

Muskingum University is an intentional community - one that is purposely set somewhat apart from the world around it. Its focus is on education, and it seeks increased development and integration of the “whole person” in the

intellectual, spiritual, social, and physical aspects of life. As an educational community, it respects and encourages the development of individual virtues such as integrity, rationality, compassion, self-discipline, and personal responsibility. The University also places special emphasis upon certain community ideals such as tolerance, civility, and respect for the person and conscience of others. Additionally, students are expected to participate in the building of a mutually supportive, responsible, and accountable community in which persons are expected to refrain from actions which are directly or indirectly injurious to other persons or to the community as a whole. Students are expected to actively participate in the process of deterring injurious conduct, through counseling others, and where other means fail or are inappropriate, reporting cases to the proper authorities. As a University related to the Presbyterian Church, it holds additional values such as honesty, the value and worth of each individual, the seriousness and inevitability of human shortcomings, and the hope for redemptive behavior. Such a community must depend upon the respect for certain principles and patterns of behavior by its members in order to function effectively.

The policies concerning academics provide the definitions, operation structure, and policies for the academic programs and are codified in the University Catalogue. This Code of Student Conduct provides the definitions, operational structure, and policies for life together on campus. Adherence to these Codes will be considered an understood prerequisite for acceptance to and ongoing membership in the University community.

### ***B. Authority, Scope, & Jurisdiction***

This Code of Student Conduct is designed to communicate the paradigmatic vision for participation in the community of Muskingum University. A student who applies and is admitted to Muskingum University accepts the authority of the University to establish policies and regulations regarding community members' behavior and their responsibility to comply with the aforementioned behavioral expectations. Failure to comply with the established expectations will result in progressive disciplinary sanctions ranging from a warning to expulsion.

Ultimate authority for student discipline is vested in the Board of Trustees of the University and operational authority is delegated through the President of the University to the Vice President for Student Affairs/Dean of Students for matters falling under the Non-Academic Code of Student Conduct and to the Vice President for Academic Affairs for matters related to academic conduct. Students and organizations are expected and will be encouraged to manage their individual and group behaviors. However, the Vice President of Student Affairs charges the professional Student Affairs staff with responsibility to exercise jurisdiction when the best interests of the University may be served and/or when students fail or delay unnecessarily in carrying out their delegated roles and responsibilities.

Jurisdiction and discipline of the University will apply to student (individual) and corporate (group or organization) conduct on University premises (whether owned, leased or managed) and at University events as well as behaviors occurring off-campus that indicates that the student may present a risk to the health or safety of her/himself or others, or otherwise adversely affect the University and/or the educational mission of the institution whether during periods of academic coursework or not. Additionally, this Code of Student Conduct's applicability will extend to travel abroad by students, which is organized by the University, as such students represent the institution and

are accountable to its standards (any exceptions to the Code must be approved by the respective Vice President and explicitly communicated by the faculty or staff in charge). Additionally, students are subject to external legal standards as well as University policy. Therefore, student status will not affect the fact that an individual is accountable to both outside authorities and the University, when he/she commits acts that violate both a statute/law/ordinance and the University's standards for social conduct. In such cases, the University may pursue a conduct hearing and impose appropriate sanctions before, during, or after criminal or civil proceedings (as deemed appropriate by the Vice President or his/her designee responsible for addressing the behavior as above indicated, except in sexual harassment/assault cases which will be pursued with all due haste unless both parties request delay and the Dean concurs).

The VPSA/Dean of Students or his/her designee has the authority to invoke a summary suspension based on an egregious offense. Summary suspension is a final suspension without a hearing. The VPSA/Dean of Students can also opt to limit access to the University and its programs and properties until completion of a hearing if there appears to be a danger of the student causing harm to him/herself or others, or if the person poses a threat to the well-being of the University community. In such cases, access to a hearing will be expedited (including, as necessary, through use of an ad hoc board constituted by the VPSA/Dean of Students or his/her designee for this purpose).

Due to the complexity of the concept of community responsibility and accountability, and the nature of innovation and human behavior, a complete list of prohibited behaviors would be impossible to provide. Therefore, the following sections set out specific standards and expectations as examples, though they are not intended to be exhaustive in scope nor detail. Rather, students should know that violation of or attempts to violate the behavioral guidelines specifically detailed or implied herein - whether through verbal, written, electronic or other means - or knowingly (including when one should reasonably have known) creating a situation through which a violation will occur, will subject a student to discipline under this Code.

### **C. *Expectation Principles***

Muskingum University students are expected to exhibit appropriate, responsible behavior at all times when associated with University activities. Some of the characteristics of this behavior are:

- 1. *Respectful of Human Dignity***—It is expected that students will act with concern for the physical and emotional well-being of others.
- 2. *Building a Caring Community***—Students are expected to participate in the building of a mutually supportive, responsible, and accountable community. Persons are expected to refrain from actions which are directly or indirectly injurious to other persons or to the community as a whole. They are expected to actively participate in the process of deterring injurious conduct, through counseling others, and where other means fail or are inappropriate, reporting cases to the proper authorities.
- 3. *Encouraging Individual Fulfillment***—Students' primary goal is education. Muskingum University is firmly committed to the basic premise that the academic program, with the individual student as the focal point, is the heart and pulse of the University. The educational program assumes individual and group responsibility. The willing and enthusiastic acceptance of this responsibility by every student will broaden the scope of opportunities available. Studying at Muskingum is a

privilege that can best be safeguarded by each student through continued use of good judgment. Development of the “whole person” - intellectual, spiritual, social, and physical is encouraged.

4. **Positive Action**—Students are expected to know the minimum standards of behavior required as members of this community and to be personally responsible for conducting themselves in ways appropriate to these standards. As a church-related, liberal arts University with a Christian purpose, Muskingum aims high in its standards. The regulations and traditions are not designed to legislate the morals of individual students. They are, however, intended to set a high level of expectation and to describe the general conditions under which learning is to take place at Muskingum.
5. **Personal Responsibilities**—When students enroll at Muskingum University, they accept the personal responsibility to uphold the honor and ideals of the University in all areas of University life and to maintain high standards of personal behavior. It must be understood that students are held responsible for their behavior at all times, both on and off campus. By their registration for academic credit students agree to adhere to the policies detailed in this handbook.

#### ***D. General Regulations***

The following sections set out specific standards and expectations as examples, though they are not intended to be exhaustive in scope nor detail. The following constitutes violations of University policy:

##### **1. General Behavior**

- a. Violations of expectations established under local, state, or federal law (as interpreted by the University and not dependent upon the outcome of external hearing bodies or subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced);
- b. Any conduct which has or could reasonably be concluded to have a negative impact on the operation of the University or its educational mission;
- c. Any conduct which has or presents a reasonable threat of a negative impact on the health, safety, rights, and property of the University, its community members, or visitors;
- d. Any conduct which is or could reasonably be concluded to be an attempt to commit acts prohibited by this Code and may be punished to the same extent as if the act had been completed;
- e. Aiding or encouraging others in the commission of an act prohibited under this Code including the presence during or subsequent to a violation of a standard of this Code (e.g. a student may be held responsible for any and all violations occurring when present in a room or area where a violation of University standards is taking place); and
- f. Violation of established policies, rules or regulations announced through the official communications of Muskingum University (including but not limited to those policies covered in this Student Handbook and the University Catalogue).

##### **2. Harm to Others**

- a. Inflicting mental or bodily harm upon any person;

- b. Engaging in any intentional or reckless action from which mental or bodily harm could result;
- c. Causing a person to reasonably believe that the offender may cause mental or bodily harm to any person;
- d. Conduct which has, or reasonably can be concluded to have, a negative impact on the educational, social, physical, or mental well being of any member(s) of the university community.
- e. Harassing behavior including, but not limited to, violation of the standards set forth in the Muskingum University Peer Harassment and Sexual Harassment Policies (See Appendix A and Appendix B); and
- f. Discrimination against a person on the basis of race, color, religion, national origin, sex, age, gender, disability, veteran status, or sexual orientation except where legal distinctions sanctioning such differentiation are made.

### **3. Alcohol and Controlled Substances**

Note—Being under the influence of alcohol or other drugs does not diminish individual or corporate responsibility for a violation of the Code of Student Conduct; and offenses under this section should reflect the sanction guidelines established in the Alcohol and Controlled Substance Policy Enforcement Procedures (See Appendix E).

- a. Unauthorized possession (including constructive possession), distribution or consumption of alcoholic beverages as established through the Muskingum University Alcohol Policy (See Appendix C);
- b. Public intoxication, presenting a threat to oneself or others, or engaging in disruptive behavior due to being under the influence of alcoholic beverages;
- c. Possession (including constructive possession), use, or trafficking in controlled substances or other violations of the Muskingum University Controlled Substance Policy (See Appendix D);
- d. Use of cigars, incense, flavored or scented cigarettes, candles, smudge sticks or other substances which cause a scent perceivable as marijuana or masking the use of same will provide sufficient evidence to justify a full room search and can result in the student being found responsible for a violation of the Controlled Substances Policy as olfactory evidence is sufficient evidence to support a finding of responsibility; and
- e. In addition to the foregoing regulations in this section, inhaling or ingesting any substance(s) that can or does have the effect of altering one's mental state (unless in compliance with a legal prescription).

### **4. Computer Usage**

Improper access, usage or other violations of the Muskingum University Computer Ethics Policy (See Appendix F).

### **5. Disorderly or Disruptive Behavior**

- a. Intentional or reckless obstruction or disruption of teaching, research, administration, disciplinary proceedings, University events or activities, including participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community;

- b. Obstruction or disruption which reasonably or unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- c. Failure to comply with the directions of University officials acting in their official capacity, including University Police and Student Affairs professional or student staff (including, but not limited to, refusing to furnish identification or failing to stop engaging in behavior when requested to do so or restricting access to any person, item, or venue to Student Life or University Police personnel). Physical, verbal, and/or written abuse via any media, or threats of abuse directed toward any University official will not be tolerated and will constitute a serious violation;
- d. Conduct which is disorderly, indecent, breach of peace, or aiding, abetting, or procuring another person to engage in the foregoing on University premises or at functions sponsored by, or participated in by the University;
- e. Capturing unauthorized images digitally or on film of a person dressing or undressing, or of a person's intimate body parts or intimate personal activity in a place where there is a reasonable expectation of privacy, such as, but not limited to, a locker room, changing room, restroom or residential hall room.
- f. Failure to observe the expectations established through the Noise Policy (See Appendix G);
- g. Unsanctioned gambling for material gain;
- h. Failure to observe dining facility protocols, including, but not limited to: wearing shoes and shirts in dining facilities at all times; clearing own trays or packaging waste; not lending meal/board card to another; unauthorized removal of food, utensils, china, silverware and other service items; waste or blatant misconduct with food;
- i. Operation of any bicycle, skateboard, longboard, roller blades, in-line skates or similar device in prohibited areas. Persons using skateboards, longboards, roller blades, in-line skates or similar devices on Muskingum University premises are limited to riding upon the sidewalks and crosswalks (with the exception of the Chess Center bridge and the campus lake bridge) and must yield the right of way to pedestrians, bicyclists, and motorists. The use of these devices is prohibited in all other areas, including roadways, bicycle paths, inside any Muskingum University building, in any parking lot or construction area, or upon site furniture, architectural elements, walls, steps, ramps, or site improvements. Any bicycle, skateboard, longboard, roller blades, in-line skates or similar device used in violation of any of the provisions of these rules may be impounded and held by University Police until all associated fines have been paid. Any impound item held in custody for longer than ninety consecutive days may be disposed.

## **6. Facilities and Property**

- a. Unauthorized entry to or upon, or use of University property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicle keys, buildings and furnishings, roofs or fire escapes of University-owned or operated buildings and service tunnels, jumping from the bridge into the University lake, or the

duplication or use of keys;

- b. Theft, attempted theft, conversion (theft by deception) (e.g. possession of stolen property, unauthorized sale of another's books, etc.); and
- c. Destruction, damage, or defacement, misuse, or tampering with any property or services of the University, its community members or guests (e.g. vandalism, etc.).

## **7. Health and Safety**

- a. Unauthorized storage, use or possession (or constructive possession) on any campus property (including items in vehicles) of weapons (as defined by local, state and federal law, and including any object or substance designed to inflict a wound or cause injury); explosives; projectiles; flammable materials (including solvents); biohazardous, volatile, or poisonous materials of any kind; or other items which may be hazardous to the health or safety of others. Items prohibited under this section include, but are not limited to, handheld guns (which includes pistols, stun, paint, pellet, dart, cap, BB, starter or water or toy guns), long arms (such as rifles, shotguns, air rifles), bows, arrows, axes, knives or blades of any type (including pocket knives and multi-function knives- regardless of blade length), nunchucks, throwing stars, sling shots, firecrackers and fireworks. Additionally, items which may not generally be considered to be weapons, but which are wielded in a manner such that harm, or the threat of harm, is indicated, will be considered as a weapon under this policy (e.g. waving a baseball bat or knitting needle at another in a threatening manner). In addition to other sanctions, suspension or expulsion from the University may be examined. Students wishing to hunt during state approved seasons or to use equipment falling under this policy in approved physical education classes, must contact University Police to store their firearm or bow; any unauthorized items may be subject to confiscation.
- b. Setting or causing to be set, any unauthorized fire in or on University premises (including grills or barbeques on a campus facility balcony or porch or under the eaves or overhangs) or storage of combustible engines or flammable materials in the aforementioned areas or inside a residential area. Ground fires in any form are not permitted on campus without permission, which must be obtained from the Fire Chief and Police Chief of the Village of New Concord, through the Student Life Office.
- c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, crime, or other emergency on University premises or at University sponsored events or tampering with fire alarms (e.g. battery removal, wire disconnection or shielded air passageways, etc.), extinguishers, or other fire equipment (in addition to other sanctions, an automatic minimum fine of \$250 will be assessed);
- d. Failure to comply with the directions of emergency (e.g. Village Fire or Police Department) personnel or University officials acting in their official capacity, including University Police, Student Affairs professional and student staff; or failure to comply with mechanical or electronic evacuation alarms or systems (in addition to other sanctions, an automatic minimum

fine of \$100 will be assessed);

- e. Tampering with fire or safety signage (include exit floor plans or doorway signage) or breaching University security (e.g. propping open residence hall doors or loaning student ID cards or keys) (in addition to other sanctions, an automatic minimum fine of \$100 and related replacement/repair/cleaning costs will be assessed);
- f. Failure to observe fire regulations requiring that halls, stairways, entrances, porches, evacuation routes, and balconies be kept clear of obstacles at all times;
- g. Rough play on University premises, or use of outdoor recreation equipment in any facility other than facilities where such activity is explicitly permitted (e.g. gymnasium);
- h. Possession of any glass containers of any type in, on, or about any male club or fraternity house/property (including private and public spaces, parking areas, and grounds);
- i. Use of any structure (i.e. bridge, rooftop, etc.) for repelling, base jumping, bungee jumping or similar activities (violation of this policy may result in immediate suspension or expulsion from the institution); and
- j. Any action that may lead to loss of life or serious physical harm to oneself or others is considered endangering behavior and is subject to fines, disciplinary action, and/or criminal charges.

## **8. Honesty/Identification**

All forms of dishonesty and misconduct including, but not limited to the following are prohibited:

- a. Cheating, plagiarism, or other forms of academic dishonesty (these cases are adjudicated through processes administered by the Vice-President for Academic Affairs);
- b. Tampering with the election of any recognized or chartered student organization;
- c. Forgery, alteration, tampering or unauthorized use of any University document, record, instrument of identification, or method of communication (e.g. use of another's ID, PIN number, or email address);
- d. Transferring, lending, or borrowing University identification; and
- e. Failing to provide identification or furnishing false information to authorized University officials, offices, or student conduct boards (including, but not limited to, being party to falsification; giving or providing false statements, written or oral; providing false information during any University investigation or proceeding, or to any University official).

## **9. Events & Organizations**

- a. Failure to comply with the Muskingum University Organizations Policy (See Appendix H);
- b. Failure to comply with the Muskingum University Posting and Distribution Policy (See Appendix I);
- c. Failure to register fund raising events (e.g. baked goods sales or book sales) in advance with the Student Life Office (note - except for newspapers, these activities must be sponsored by the University or a

registered student organization, and the individuals engaged in these activities must be currently enrolled at the University. The sales of items or distribution or posting of commercial literature which provide for personal gain is permitted only in unique circumstances;

- d. Failure to comply with the Muskingum University Social Event Policy (See Appendix J);
- e. Failure to comply with the Muskingum University Alcohol Event Policy (See Appendix K);
- f. Failure to comply with the Muskingum University Fraternity and Sorority Recruitment Procedures Policy (See Appendix L); and
- g. Failure to comply with the Muskingum University Organization Code of Conduct (See Appendix M).

## **10. Residential Facilities**

- a. Violation of campus smoking area designations. Smoking is not permitted in any residential facility. These facilities include all areas of the residential complex including residence halls, fraternity, sorority and social club houses, Lakeside houses, townhouses, other University apartments, and the Walter K. Chess Center and the adjacent bridge. Smoking is not permitted in common areas (bathrooms, hallways, lounges, stairwells, etc.) of any residential facility. Smoking shall also be prohibited within twenty-five feet of all residential building entrances, exits, air intakes and operable windows.
- b. Possession of any open heating element or open flames or ignition points (e.g. heaters, burners, hot plates, sandwich presses, George Foreman grills, toaster ovens, halogen lamps, candles, incense, potpourri pots, etc.) or any unapproved appliances (no air conditioners, microwaves [other than Microfridge units], televisions or reception systems requiring wiring outside the room, etc.) is prohibited. However, residents can use the following small appliances: small coffee pot, popcorn air popper, electric wax burner, and under-counter refrigerator up to 33 inches tall or 3.2 cubic feet in size;
- c. Cooking outside of a designated area, including exceeding the provisions that students may only cook popcorn (not requiring oil or flat plate poppers), hot beverages, or re-heating already prepared food in a Microfridge unit;
- d. Possession of extension cords or multi outlet adapters (surge protector strip plugs are permitted to help protect equipment and reduce malfunctions);
- e. Possession of pets, of any kind, besides fish (contained in one bowl or tank up to ten [10] gallons in size per room) is NOT permitted in any University residence facility (University residence facilities include residence halls, club, sorority and fraternity houses, Lakeside houses, townhouses and University apartments). In addition to other sanctions, an automatic minimum fine of \$75 for a first violation of this regulation will be assessed, and upon a second violation a \$150 fine will be assessed and the animal will be turned over to animal control for disposal [harmful pets will not be addressed through foregoing minimums];
- f. Possession of waterbeds, weight sets over 150 lbs. (smaller sets may

be permitted with permission of all roommates and affected neighbors [beside, above and below the room] submitted to the Student Life Coordinator for approval), etc. which have the potential to result in dramatic damage to the facility; or large furniture which blocks reasonable access to doors, windows, or heating and ventilation equipment or access to the room;

- g. Placement of any items in or on window, sill/ledge, balcony, railing, etc., or any antennas, cords, flags, signs, etc. out of the windows/doors, on the exterior of the facility, or visible from the exterior;
- h. Alterations or modifications made to either the interior or exterior surfaces of the room, balconies, porches, apartments or building without written approval of the Student Life Coordinator or a managing member of the Student Life Office;
- i. Possession of any propane grill or tank inside or outside of any residence hall, fraternity, sorority or social club house, Lakeside house, townhouse or University apartment is prohibited;
- j. Failure to observe the expectations established through the Visitation Policy (See Appendix N); and
- k. Failure to comply with the terms of the Housing License and Food Service Plan Agreement.

#### **11. Process & Responsibility**

- a. Failure to comply with Muskingum University Visitation and Guest Policy (See Appendix N);
- b. Abuse or misuse of the University disciplinary process, including falsifying, distorting, or misrepresenting information in a University investigation or proceeding; disruption of or interference with an investigation or proceeding; attempting to intimidate, harass, or exert undue influence over a member of a hearing panel, witness or party prior to or during a student conduct proceeding; attempting to discourage an individual's proper participation in or use of, the student conduct process; and
- c. Failure to comply with disciplinary sanctions imposed, including violation of the Code of Student Conduct while on probation or deferred suspension (Note - failure to complete sanctions is considered a serious offense which will result in a minimum \$100 fine and consideration of suspension).

#### ***E. Peer Harassment and Relationship Policies & Reporting Procedure (APPENDIX A)***

Muskingum University does not condone harassment based on an individual's race, religion, sex, ethnic origin, gender, sexual orientation or physical handicap. The campus community constitutes an environment where any form of harassment is unacceptable. This policy is in keeping with the spirit and intent of federal, state and University guidelines concerning discrimination and harassment.

1. **Definition**—Harassment is physical, verbal or any other behavior, including written, electronic or pictorial expression, that either recklessly disregards the harmful effect of the behavior on, or that intends to hurt, a specific individual, group of individuals, or campus organization by referring in a derogatory or threatening fashion to that individual's or organization members' race, religion, ethnic origin, gender, sexual

orientation or physical handicap.

2. **Reporting Procedures**—The reporting procedures outlined below are designed to provide sufficient flexibility in responding to allegations of harassment. They are intended to be as formal or informal as the allegations dictate.

Any individual who believes he/she has been harassed (as defined above) should contact the Student Life Office, which will help the individual explore the alternatives available to him/her. Initial contact with the Student Life Office will be kept confidential; no formal records will be kept, and all individuals are assured of anonymity (except as required by law [e.g. anonymous statistical reporting which may be required under the federal Campus Right to Know or Cleary Act, or judicial subpoena]). The student may wish to consult someone with special sensitivity or expertise and the Student Life Office will facilitate a referral to such a person if desired. If an individual desires to seek assistance outside the Student Life Office, they are encouraged to approach someone in the counseling, wellness, ministry, human resources, or police services areas.

- a. *Informal Reporting Procedure*—An Informal Reporting Procedure may be the first step proposed to resolve an allegation of harassment. Any individual with an honestly perceived complaint will be provided the option to discuss the issue directly with the alleged harasser in the presence of the VPSA/Dean of Students or the Dean's designate. This option is often viewed as beneficial as, should the behavior not be so egregious as to warrant removal from campus, the high likelihood of future interaction (even if only in passing) on a campus the size of Muskingum University, can make an amicable resolution desirable for the complainant. However, if the individual does not desire a face-to-face meeting with the alleged harasser, he/she may write a letter or choose a contact person to mediate on his/her behalf, if they wish to pursue an informal resolution.
- b. *Formal Reporting Procedure*—Formal Reporting Procedure should be used if the individual making the complaint believes the severity of the complaint warrants it. The individual who desires to file a formal complaint of harassment will submit a detailed report of the incident directly to the VPSA/ Dean of Students. Note that any individual bringing forth a complaint of harassment may petition to terminate the proceedings at any stage, however, once a formal investigation is initiated, the VPSA/Dean of Students will determine whether the University may continue as the complainant due to the dual nature of harassment offenses being both an offense against the individual and an offense against the community.

Evidence of retaliation in response to formal or informal grievance procedures will itself be regarded as harassment and will result in the filing of allegations to address said retaliatory behavior.

This report will include information about the date, time, place, participants' names and the harassing behavior. The report will be handled in accordance with the resolution procedures of the Code of Student Conduct with possible additional stipulations because of the nature of the allegations as herein indicated or as deemed appropriate by the VPSA/Dean of Students or his/her designee. In harassment/assault cases, modification of the standard hearing procedures may be implemented by the VPSA/Dean of Students or

his/her designee to comply with legal expectations and to promote a fair and equitable process for the resolution of allegations. Additionally, in compliance with FERPA and the Clery Act, the complainant and the accused will be informed of the final results in a sexual assault case, including the original findings and any appeals, in an equal, unconditional, and affirmative way.

Modifications may include measures such as the presence of an additional faculty or professional staff member, segregation of the alleged victim and alleged policy violator with desired inquiries/examination of the opposite party directed to the Community Standards Board Chair who will determine whether the question is proper and, if so, in what phrasing or manner it is to be posed. Finally, the process is modified to comply with federal requirements under Title IX which permits a sexual harassment/assault complainant to appeal the outcome of the process (on the same basis and in accordance with the same process as the alleged policy violator).

### **3. Principles**

In investigating complaints of harassment, the following principles will be adhered to:

Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.

Investigation will be conducted as promptly as possible.

In investigating complaints of harassment, complete confidentiality should be maintained in consideration to both the aggrieved and the alleged harasser (except as mandated by law or subpoena).

The complaint will be resolved in a manner which is consistent with this policy and equitable to all parties concerned.

The purpose of this policy is to end harassment and therefore it may not be used by a complainant to achieve personal goals not in conformity with the purpose of this policy.

## ***F. Sexual Harassment (Including Assault) Policy Statement and Reporting Procedures (APPENDIX B)***

### **1. Introduction**

Sexual Harassment is considered an unethical and unprofessional activity at Muskingum University as it typically involves persons of unequal power, authority or influence. All members of the University community - students, faculty, staff, and administration are accountable under this policy for any covered inappropriate behavior. Additionally, recognizing that both men and women are victims of sexual harassment and assault and may commit such offenses, this policy is gender neutral and applies equally to men and women of all sexual orientations. Furthermore, sexual harassment is illegal under Title VII of the 1964 Civil Rights Act pertaining to employees and Title IX of the 1972 Educational Amendments as to students.

### **2. Definitions**

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favor or other physical or expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or

education; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, or hostile employment or educational environment.

Thus defined, sexual harassment may range in severity from sexist remarks to violent sexual assault. The following illustrative, but not exhaustive list indicates five forms of sexual harassment, arranged from the least severe to the most severe:

- a. Sexist remarks and sexist behavior (e.g. unwelcome sexually explicit statements, stories, or inquiries into an individual's sexual preference or behavior that are not related to employment duties, course content, research, or other University programs or activities);
- b. Verbal or physical insults--including lewd, obscene or sexually suggestive remarks directed at a person or group of persons (e.g. repeatedly using sexually degrading words, gestures or sounds to describe a person) which cause a hostile environment which impairs the ability of the student to pursue their education;
- c. Advances without sanctions--including offensive advances (e.g. sexual propositions, or repeated phone calls or e-mail messages from someone clear indication has been made of no reciprocal interest) or inappropriate behavior (e.g. touching, patting, caressing, or kissing which does not amount to an assault as defined below) without threat of punishment for non-compliance and without promise of reward for compliance;
- d. Advances with sanctions--including the previously mentioned types of advances and behavior whenever they are accompanied by implicit or explicit promised rewards or threatened punishment (e.g. impacts on: employment; reputation; advancement; receipt of service; or participation or status in a course, program or activity)
- e. Assault--including psychological creation of fear (including stalking - willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested ) to physical acts of sexual intimacy (from touching intimate parts of the body or the clothing covering those body parts, or touching with intimate parts of the body to penetration) committed by a stranger or acquaintance through **force** (including, but not limited to use of a weapon, physical battering or overpowering/restraint, or physical manipulation of someone who is mentally or physically incapacitated) or **coercion** (threat of force or psychological pressuring or threats with or without sanctions).

### 3. Statement of Policy

The educational mission of Muskingum University is to foster an open working and learning environment. Our ethical and legal obligation to faculty, non-academic employees and students is to insure that they are free from sexual harassment by subordinates, peers, supervisors, teachers and administrators. Muskingum University, therefore, expressly forbids sexual harassment. Any student, faculty, staff, or administrator who, after due process, is found to have practiced sexual harassment will be subject to prompt disciplinary action.

Confidentiality will be maintained to the extent permitted by law and to the point that information needs to be disclosed to effectively investigate

or act to keep the community safe. In instances of sexual assault only, the University is obligated by federal law (Student Right to Know or Clery Act) to report the number of incidents that occur on campus. No names are used, only a statistic. The following people when acting in the roles identified are exempt from reporting under the Clery Act: Tracy Bugglin, Director of Counseling Services; Jessica Brady, Counselor; Will Mullins, University Chaplain; Susan Fracker, Director of the Wellness Center; Sarah Dickson, Nurse, and any physicians contracted to work in the Wellness Center.

This policy also prohibits retaliation against person's who report instances of sexual harassment/assault or retaliation against any person who is involved in the investigation of sexual harassment/assault. The University will investigate and address, as appropriate, any alleged retaliatory acts such as loss of employment, grade changes or misrepresentation of academic performance, and any other acts of retaliation by the accused or anyone directly or indirectly involved or acting on behalf of anyone involved with the incident.

#### **4. Support and Reporting**

The University recognizes the importance of support and encouragement in instances of sexual harassment/assault. It is appropriate to seek help in addressing issues, connecting with resources, interpreting policies and procedures, and sorting through one's options and choices. Victims are strongly encouraged to seek out one of the following people for help in these tasks: Student Life Office, the Counseling Center, the Religious Life Staff, the Wellness Center, and/or Campus Police. These individuals have experience with student concerns and complaints, can identify options, and help with decisions about appropriate resources and responses.

The University notes that prompt reports of incidents of apparent sexual harassment are critical to effective enforcement of this Policy. Various reporting points are established so that this can be accomplished even when the administrator with primary responsibility over the aggrieved individual may be unavailable or when the aggrieved simply is not comfortable reporting the incident to their own immediate supervisor or advisor who will relay the matter to appropriate administrative personnel. Depending on the classification of the aggrieved individual, the following lists the preferred reporting points:

Aggrieved	Administrator
Faculty Member	<i>Vice President for Academic Affairs</i>
Support Staff	<i>Vice President for Business &amp; Finance,</i>
Student Employees, or Administrative Staff	<i>Vice President for Administration</i>
Students	<i>VPSA/Dean of Students</i>

*The Director of Human Resources is an acceptable alternate reporting point for any of the above Administrators.*

#### **5. Prevention, Educational and Awareness Programs**

- a. If you are Sexually Assaulted

GET TO A SAFE PLACE AS SOON AS POSSIBLE.

TRY TO PRESERVE ALL PHYSICAL EVIDENCE. Do not shower, comb your hair or change your clothing if possible as this will allow for the preservation of evidence should you choose to take

any action in the future which would require evidence such as prosecution.

**SEEK MEDICAL ATTENTION** as soon as possible through the Wellness Center x8150 or Campus Police x8155 if the center is closed. It is important to seek immediate and follow-up medical attention for several reasons: (a) to assess and treat any physical injuries you may have sustained; (b) to determine the risk of sexually transmitted diseases, HIV, Hepatitis B or pregnancy and to take appropriate medical measures; and (c) to gather evidence which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.

**SEEK COUNSELING** by calling the campus Counseling Center at x8190. Whenever the campus counseling center is closed, a counselor on-call can be reached through Campus Police at x8155. Counselors will maintain confidentiality, help explain your options, give information, and provide emotional support.

**CONTACT THE VPSA/DEAN OF STUDENTS OFFICE** at x8080 or **HUMAN RESOURCES** at x8014 to explore resolution options.

**CONTACT SOMEONE YOU TRUST** to be with you for support.

b. **Counseling and Emotional Support**

The Counseling Center has counselors on call at all times during working hours. Call x8190. A back-up counselor is on call after working hours and can be accessed through the Campus Police at x8155. Sexual assault can have a significant psychological and emotional impact on a victim. Campus counselors can assist in a crisis.

c. **Campus Academic and Residential Accommodations**

Due to the trauma associated with sexual harassment/assault the student victims may need to cease or alter campus employment, withdraw from courses, change their on-campus living arrangements, and/or leave University altogether. Such changes may require exceptions to University academic and financial policies. Staff and faculty who are victims may have the same need for a leave of absence or changes in their work environment. To enhance the feeling of safety for victims, the University will try to accommodate all reasonable requests. Requests of this nature should be directed to the Human Resources Office x8014 which will assist the victims insuring approval from the appropriate University official. Student victims may also contact the VPSA/Dean of Students Office at x8080.

d. **If you are accused of Sexual Assault Consider the Following Options**

**CONTACT AN ATTORNEY.** Accusations of sexual assault can invoke criminal and administrative processes which can lead to criminal confinement, fine and administrative sanctions including expulsion from University. Thus, a person accused of sexual assault should contact their attorney.

**DO NOT TALK TO UNIVERSITY STAFF ABOUT THE FACTS SURROUNDING THE ALLEGATIONS UNTIL** you have fully considered the fact that those staff persons can all be forced to testify as to what you said should there be a criminal prosecution.

**DO LEARN ABOUT THE UNIVERSITY PROCEDURES** for handling

allegations of sexual assault on campus through campus disciplinary procedures. This information can be acquired from several offices, in particular, the VPSA/Dean of Students Office and the Human Resources Office at x8014.

## **G. Alcohol Policy (APPENDIX C)**

### **1. General Policy**

- a. An individual must be 21 years of age to consume or possess alcohol. Under no circumstance is a person of legal age permitted to furnish alcoholic beverages to an individual under 21 years of age. For this reason, behaviors which provide circumstantial evidence of a violation (e.g. a student of majority is in a private room with underage students along with multiple containers of alcohol will provide that the student of majority can not claim possession of all as permissive personal use quantities, rather the student of age would be in violation of this policy as well as the underage students). Constructive possession provides that being in close proximity to prohibited items is enough to justify accountability as a hearing could conclude that the prohibited items could have belonged to them. Accountability based on constructive possession often results when prohibited items are found in a residence or in a room within a residence, and more than one person is present who could arguably be the owner of the prohibited items. This approach prevents students in violation from merely removing prohibited items from their personal possession upon imminent confrontation by University officials. Practically speaking, as it relates to University students, constructive possession means that students should be aware of their surroundings and avoid situations where prohibited items may be present, even if the student does not actually intend to use or handle the prohibited items personally. Assuming or trusting that a friend or acquaintance will take the responsibility for any prohibited items found has proven to be a critical mistake for many students;
- b. **The only alcoholic beverages permitted for student or guest possession or consumption are wine and malt beverages (beer, ale, “coolers,” “hard lemonade,” etc.) that contain 5% or less alcohol by volume. Students or guests are allowed to possess a maximum of six (6) - 12 oz. containers of malt beverage (beer, wine coolers, etc.) (5% or less alcohol) or up to one 750ml bottle of wine (15% or less alcohol) on their person or in their control (room, backpack, car, etc.) for personal consumption. No liquor or other intoxicating liquid is allowed. This does not include bringing alcohol to registered BYOB events. For BYOB events, individual may only bring the number of beers equal to the number of hours the event is being held. For example, for a four hour event, an individual can bring four beers.**
- c. Members of the Muskingum University community are not permitted to drink alcoholic beverages in open or public spaces (this includes, but is not limited to: stairwells, porches/patios, lawns, and balconies, as well as residence hall hallways and lounges);
- d. Students who are of legal age may consume alcohol in the privacy of their own residence hall room or house (as agreed to be all members of housing unit). Regardless of age of the person who is in possession of the alcohol, alcohol cannot be brought into, housed, or consumed in the

room of an individual who is under the legal drinking age.

- e. No glass containers of any type are permitted in, on, or about any male club or fraternity house/property.
- f. Certain residence hall floors and programmatic units may be designated as alcohol or substance free housing and no possession or consumption will be allowed within these communities (these floors will be identified prior to room selection each spring).
- g. Drinking games of any kind are not permitted on campus.
- h. Alcohol paraphernalia is not allowed (empty beer cans, wine bottles, malt beverage bottles, liquor bottles, champagne bottles, or beer bongs, etc.).
- i. The Kelley Coffee House has been approved by the Board of Trustees as a location where alcohol may be served under guidelines established by the VPSA/Dean of Students. Any entity desiring to utilize this venue to host an event must propose the event, its purpose, the control mechanisms to be employed, etc. and receive approval through the VPSA/Dean of Students in the TOC.
- j. Muskingum University will sponsor educational programs on responsible alcohol use, including a session each spring semester for all new members of fraternities and sororities of that year. It is hoped that alcohol education will promote an environment conducive to responsible decision-making concerning alcohol use or non-use by all members of the campus community.

## **2. Underlying Philosophy**

The policy concerning alcoholic beverages on the Muskingum University campus is in direct compliance with the laws of the State of Ohio, Muskingum County and the Village of New Concord, prohibiting either possession or consumption of alcohol by persons under 21 years of age. Alcohol will only be allowed on campus in the areas designated in this policy. Students or groups who fail to comply with this policy will be subject to disciplinary action.

Muskingum University has based the campus alcohol policy on the recognition that:

\*The majority of Muskingum University students cannot legally consume alcohol;

\*A number of students who are of legal age to consume alcohol choose not to do so;

\* Healthy alcohol consumption is considered to be one alcoholic beverage per hour; and

\*Alcohol abuse is a problem on University campuses around the country (See Alcohol and Drug Risks- further in this document).

Given these facts, the University bears a dual challenge: acknowledging the desire of those students who are of legal age to consume alcohol responsibly and that of ensuring the social life of the campus does not revolve around an activity in which a majority of the students cannot participate.

Muskingum University neither forbids nor encourages members of its community to use alcoholic beverages, and condemns immoderate consumption of alcohol as an unacceptable and irresponsible act. At the same time, the University considers the decision to consume alcohol or

not, to be a value judgment on the part of each individual of legal age. If alcoholic beverages are consumed, the consumption must take place in accordance with the laws of the Village of New Concord and the State of Ohio, as well as the policies of Muskingum University, as herein stated.

If an organization is affiliated with a national group, it is the responsibility of the local chapter to comply with the rules and regulations of their national governing bodies. If Muskingum University policies are more stringent than the national policies, the local chapter is expected to abide by University policy.

Each member of the Muskingum University community is responsible for supporting this policy. The University reserves the right to deal with inappropriate alcohol- related behavior by an individual or organization on- or off-campus through the campus discipline structure. Enforcement on-campus is the responsibility of Student Affairs staff, University Police, other faculty and staff, student groups, and individual students. This policy applies to all situations on campus where students and alcohol are present.

#### ***H. Controlled Substance Policy (APPENDIX D)***

As an institution within the State of Ohio, Muskingum University is committed to encouraging compliance with all state and local laws. Muskingum University is unalterably opposed to the possession and use of hallucinogens, drugs, and narcotics by all members of the University community. In keeping with Ohio and federal laws which prohibit the use, possession, sale or offering for sale of narcotics and hallucinogens - including marijuana - Ohio laws prohibiting improper possession, use and sale of drugs - amphetamines and barbiturates - Muskingum University will encourage and cooperate in the enforcement of these laws including possible prosecution of its students or employees by local law enforcement agencies.

The following constitute violations of University policy:

1. Use of non-prescribed hallucinogens, drugs, or narcotics - including those prescribed to others (note- olfactory evidence is permissible evidence to initiate a drug search or for use in a student conduct hearing and is sufficient to establish a violation);
2. Possession of any materials as outlined above as well as possession of drug related paraphernalia - including constructive possession of the aforementioned (constructive possession provides that being in close proximity to prohibited items is enough to justify accountability as a hearing could conclude that the prohibited items could have belonged to them. Accountability based on constructive possession often results when prohibited items are found in a residence or in a room within a residence, and more than one person is present who could arguably be the owner of the prohibited items. This approach prevents students in violation from merely removing prohibited items from their personal possession upon imminent confrontation by University officials. Practically speaking, as it relates to University students, constructive possession means that students should be aware of their surroundings and avoid situations where prohibited items may be present, even if the student does not actually intend to use or handle the prohibited items personally. Assuming or trusting that a friend or acquaintance will take the responsibility for any prohibited items found has proven to be a critical mistake for many students);

3. Improper use of prescription medications; and
4. Trafficking in these items, described in paragraphs 1, 2, and 3 above, whether procuring, giving, selling, or causing to be procured, shared, given or sold.

## ***I. Alcohol and Controlled Substance Policy Enforcement Procedures (APPENDIX E)***

Violations of the college alcohol policy may result in the following minimum sanctions (or some combination of these sanctions) as determined by the Hearing Officer through the behavior education resolution process:

### **1. Individual Non-Disruptive Violations**

#### **a. Legal Age Violation**

- Referral to the Counseling Center for an alcohol assessment and any other ongoing treatment that may be deemed appropriate by the Counseling and/or Student Life staff members
- 5-10 hour community service project to be determined and monitored by the Student Life staff
- 2 page typed reflection paper
- Parental contact letter detailing incident written by the student and maintained in student file in Student Life Office for future delivery upon subsequent offense
- Monetary fine of \$50-\$100
- Six month probation period

#### **b. Underage Violation**

- Referral to the Counseling Center for an alcohol assessment and any other ongoing treatment that may be deemed appropriate by the Counseling and/or Student Life staff members
- 5-10 hour community service project to be determined and monitored by the Student Life staff
- 2 page typed reflection paper
- Parental contact letter detailing the incident written by the student and maintained in student file in Student Life Office for future delivery upon subsequent offense
- Monetary fine of \$100-\$150
- Six month probation period

### **2. Individual Disruptive or Repetitive Violation**

Repetitive or disruptive violations of alcohol policy may result in any of the following sanctions: Monetary fine of \$300, counseling assessment, 25 community service hours, parental contact letter sent, and minimum of 6 month suspension (may be deferred upon consideration of potential for remediation). If the violation took place at social event, see organization and event violations policy later in this subsection.

### **3. Controlled Substance Policy Violation**

Violations of the Controlled Substance Policy may result in any of the following sanctions: monetary fine of \$500, participation in substance abuse counseling assessment, follow-up substance abuse treatment plan inclusive of individual and group therapy (NA) methodologies as determined appropriate; 50 community service hours, parental contact letter sent, and minimum of 6 month suspension (may be recommended for deferral upon consideration of potential for remediation).

#### **4. Organization and Event Violations**

If an individual is not wearing a wristband at an event or is underage and caught drinking alcohol at a social event, that individual will face alcoholic sanctions in accordance with the guidelines above as well as being prohibited from attending another event where alcohol is present for a minimum of 90 academic school year days.

Sanctions for a recognized student organization or group that is found to be responsible for hosting a registered event that violates the alcohol policy should consider the benchmark for a first time offense which includes a \$200 fine and a period of social probation during which the organization or group may not have an event where alcohol is present on campus for a minimum of 3 months to be served immediately during the current or subsequent academic year, as appropriate.

Sanctions for an unregistered event or for subsequent registered event offenses during a calendar year or while on probation, may result in suspension or revocation of the group's charter, a \$500 fine and they may be prevented from hosting an event on campus for a minimum of six months to be served immediately during the current or subsequent academic year, as appropriate. Sanctions are to be served during months which are in the academic year and may be carried over to the following academic year. (For example, a sanction of three months set in April will apply for 90 school days in April, May, August and September.)

**Note - If offense involves other violations of the Code of Student Conduct, additional sanctions may be imposed.**

#### **J. Alcohol and Drug Risks**

A survey of almost 60,000 four-year University students in 1990-91 found that 44% of students engaged in binge drinking, 17% had been hurt or injured due to the use of alcohol or another drug, and 41% of students did something they later regretted due to the use of alcohol or other drugs. These statistics, coupled with the results of a 27 year longitudinal study which found that for University students who drank alcohol excessively in school, 50% developed alcoholism or some other drinking related problem 20 years later, point to the real risk of health and safety problems for students who abuse alcohol or other drugs. We have come to understand that students build health or illness with their lifestyle habits during University years that may follow them throughout adulthood.

The safety risks due to the abuse of alcohol and other drugs are significant, especially for University age students. The leading cause of death for University age students is alcohol-related car crashes. The number one reason for hospital admissions for University-age students is alcohol-related injury and overdose. University age students represent 25% of all automobile passenger fatalities. (The higher the blood alcohol level for both drivers and passengers, the higher the likelihood of permanent injury and/or death.) In addition, the general statistics relating to adult drowning, death by fire, and violent crime including sexual violence, are strongly related to the abuse of alcohol and other drugs.

The general health risks related to alcohol and other drug abuse may be immediate or build for some time. Some of the physical effects of alcohol/other drug abuse can include: damage to the liver, heart and pancreas; digestive irritations; malnutrition; sexual problems; high blood pressure; brain damage and mental impairments (including negative effects on perception, information processing, learning, judgment, reaction time, sound processing

and peripheral vision); increased risk of cancer, heart attack and stroke; and infections in general.

Alcohol is the drug of choice for many of those students who abuse drugs. Alcohol is a central nervous system depressant which slows down respiration. Alcohol abuse/dependence can ultimately rob a person of self-control which eventually can lead to broken relationships, loss of jobs, self-esteem, self-respect and even suicide. Alcohol problems can also lead to legal problems such as domestic violence and even criminal offenses and incarceration. Pregnant women who drink may produce a fetus with fetal alcohol syndrome who is small, mentally retarded or has defects of the heart or other organs.

University students who engage in alcohol/other drug abuse also report experiencing a continuum of other unpleasant consequences and behaviors including hangovers, vomiting, accidents and injuries, blackouts, fights, missing classes, lower grades, damaging property, pulling fire alarms and other disciplinary problems which can result in suspension from school. Thus, alcohol/other drug abuse can contribute to academic failure and misconduct.

**A major consequence of alcohol or other drug abuse may cause the development of an addiction. While almost anyone may develop an addiction, some students are more vulnerable than others due to inherited biological factors. In particular, students whose parents or grandparents had an alcohol or other drug problem, may develop an addiction more quickly and easily than other students.**

**Alcohol or drug addicted student suffer from arrested development with the onset being at the age they began using. Alcohol or drug addicted students may cease growing intellectually and emotionally and may never learn to cope with problems constructively, but attempt instead to avoid and compound problems by getting “high”. Combinations of various drugs can be fatal.**

**Muskingum University is committed to increasing awareness about alcohol/drug issues, to prevention strategies that discourage irresponsible and illegal use, and to providing ongoing support for those individuals who have decided not to use alcohol and illegal drugs.**

#### ***K. Statement of Computer Ethics (APPENDIX F)***

Muskingum University provides a variety of computer and computer-related resources for students, faculty, administration, and other affiliated parties. Because these resources are limited and shared, it is important that all users adhere to ethical and legal limitations on their employment. This statement lists minimum commitments and understandings of users to these limitations. All users of Muskingum computer and network resources will abide by these policies and practices:

1. Users must access only those computers and computer accounts which have been authorized for their use.
2. Users are responsible for all use of these facilities. They should make appropriate use of system-provided protection features and take precautions against others' obtaining access to their computer resources.
3. Unless authorized, users must not search for, access, or copy directories, programs, files, or data not belonging to them.
4. Users should not encroach on others' use of computer facilities by monopolizing computer time, interfering with proper access to resources, or in any other way.
5. Users must not attempt to modify system facilities, attempt to crash any

system or attempt to subvert the restrictions associated with their accounts.

6. Users are responsible for sensible treatment of hardware and software to which they have access and should report problems with hardware, software or network facilities immediately to the Director of Computer and Network Services.
7. Users should not abuse telephone line or other remote access to the Muskingum University computer and network facilities or to any other computer facilities.
8. Unless otherwise authorized, users should employ Muskingum University computer and network facilities for projects directly related to Muskingum University work.
9. The following statement endorsed by both the Software Trade Association (ADAPSO) and the national higher educational computing consortium (EDUCAUSE) should be read and considered carefully:  
*“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and term of publication and distribution.  
Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”*
10. Data files and messages traversing the University network are not private communication. The University reserves its right, as owner of the network and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the network and any data files stored on University-owned computers.

*Abuse of computer and network privileges is subject to disciplinary action. Violations by students will be adjudicated by the Community Standards Board. Violations by faculty will be adjudicated by the Professional Relations Committee. Violations by administrators or staff will be adjudicated by the Director of Human Resources in consultation with the President’s Cabinet. Nothing in this policy precludes enforcement under the laws and regulations of the State of Ohio and/or the United States. Questions concerning computer ethics and responsibilities should be directed to the Director of Computer and Network Services.*

*Communications on sites such as Facebook, MySpace, Xanga, and LiveJournal, though logins are often required, are public and open communications. Communications on such sites will not be regularly policed by student affairs officials, but communications can be documented when they are seen as derogatory, harassing or inappropriate in nature. As with other public arenas, information found on internet sites is admissible as evidence in Community Standards Board hearings as well as other student conduct proceedings. Information that is admissible will include, but will not be limited to: wall postings, journal entries, blog postings, pictures, comments, and other openly accessible*

*communications.*

*Messages between individuals can also be used in the student conduct process. Harassing communications can involve instant messenger notes, text messages, emails, Facebook messages, or other electronic forms of communications.*

*Students should be aware that the internet is considered a public forum and information posted on the internet can be viewed by anyone. Please be cautious of the information you make available to others.*

#### **L. Noise Policy (APPENDIX G)**

1. **Noise** is considered to be an unwanted sound, as determined by the receiver.
2. **Stereo and other audio equipment** are to be played at volumes which will not interfere with the activities of residential facility or Village residents. In the Chess Center fitness area and common study areas, audio equipment must be utilized with personal headphones. Audio equipment which is inappropriately used (e.g., volume too loud) may be removed by the Student Affairs professional staff and secured by University Police. Equipment may be claimed for release by the owner at the end of the semester or it will be disposed of as abandoned property.
3. **Quiet hours** are established at the beginning of the fall semester by each residence hall or living facility. The minimum quiet hours times are 10:00 p.m. to 10:00 a.m. Sunday through Thursday evenings; and Midnight to 10:00 a.m. on Friday and Saturday evenings. From the last day of classes for the semester through the beginning of the next semester, Quiet Hours are observed 24 hours a day, seven days a week.

During quiet hours, residents are expected to contain their noise level to that which can not be heard from another room when the doors are closed (the same applies to fraternity, sorority, and social club houses, Lakeside houses, townhouses, and University apartments). The maintenance of quiet hours is not a duty to be left up to the residential life staff but is to be a cooperative effort on the part of all residents which is supported by the staff.

4. **Courtesy hours** are the times other than quiet hours in which cooperation among residents is expected. During this period, the standard for establishing a violation is whether the noise level is disruptive as determined by an objective staff member. Staff will encourage students to negotiate reasonable standards and noise levels, but if the students can not reach consensus, the staff member will evaluate the noise level against the ability for a "reasonable person" to engage in behaviors standard to a living environment while supporting the expectation that the residential facilities should be conducive to the learning process.

#### **M. Organizations Policy (APPENDIX H)**

##### **1. General Statement of Purpose**

The University recognizes (1) the importance of organized student activities as an integral part of the total educational program of the University; (2) that University learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the University and organized student

groups is the understanding that the purposes and activities of such groups should be consistent with the main objectives of the University. All student groups are to comply with the procedures and policies regarding registration and operation as set forth by this document.

Because student organizations and leadership activities are part of the total educational program of the University, a student who is on academic probation will not be allowed to represent the University in any official capacity. This includes but is not limited to the following activities: participation on an athletic team; participation in a club sport; holding an office in a campus organization, including social clubs, Student Senate, and CenterBoard; traveling off campus with an organization to represent the University; participation in new member recruitment of a fraternity, sorority or social club; participation as a member of the residence life staff; and participation as a member on one of the student conduct boards or Greek Council.

## **2. Procedure for Registration of New Organizations**

### **a. *Permanent Organizations***

The group will file its name, statement of purpose, constitution or statement regarding its method of operation, faculty/staff advisor, and the names of its officers or contact persons with the Student Life Office via the organizational software, OrgSync. In cases where a potential faculty/staff advisor is unknown to the group, Student Affairs staff will assist in identifying a University faculty or staff member who may wish to serve as an advisor. Organizations are required to have a faculty/staff advisor.

The University uses an online program, OrgSync, to maintain student organization records and communication. Student leaders are expected to use the system throughout all the steps involved with registration and operation as a student organization.

Should the group not have elected its officers or completed other work connected with its formation at the time they initially see the Student Affairs staff, arrangements will be made for them to use University facilities for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.

Having ascertained that the group's purpose is lawful and within University regulations and that the group has filed the required forms and disclaimers, the Dean of Students or his/her designee will approve the application. Appropriate University personnel are notified by Student Affairs that the group is then eligible for all of the rights of student organizations and the Student Senate will be informed that the group may be eligible for student fee funding as per the procedures of the Student Senate.

Should the reviewing staff member feel that the organization does not meet the requirements for registration, a written copy of the decision and reasons will be furnished to the applying organization. The group may appeal the decision to the VPSA/Dean of Students whose decision on the matter will be final.

### **b. *Registration for a Limited Purpose: Temporary Status***

In some cases, groups will organize with some short-term (one which can be accomplished in less than one academic year) goal in mind

such as the passage of some particular piece of legislation or the holding of some particular event. The organization's structure will expire on the date indicated on the registration form. Requests for extension of Temporary Status may be made to the Assistant Dean of Students.

c. *Membership Regulations*

Registered student organizations have freedom of choice in the selection of members, provided that there is no discrimination on the basis of race, color, religion, national origin, sex, age, gender, disability, veteran status or sexual orientation except that a waiver of this section may be granted by the Dean of Students or his/her designee if membership restriction is necessary to achieve the stated lawful purpose of the organization.

Membership in registered student organizations is restricted to currently enrolled University undergraduate students.

d. *Officers Regulations*

Student organizations are free to set qualifications and procedures for election and holding office, with the following provisions:

All officers must be regular members of the organization;

There is no discrimination on the basis of race, color, religion, national origin, sex, age, gender, disability, veteran status or sexual orientation (except where the organization's lawful and University recognized purpose supports such restriction); and

Persons not currently enrolled at the University may not run for election, be appointed to an officer position, hold office or direct organizational activities.

A student who is on academic probation will not be allowed to represent the University in any official capacity. This includes but is not limited to holding an office in a campus organization (see Statement of General Purpose above).

e. *Records*

All registered student organizations must maintain the following records with the Student Life Office. This information is gathered in OrgSync, the online program for student organization registration:

The organization's current officers and faculty/staff advisor (if applicable) should be listed on the organization's profile within the group's OrgSync portal. This information is to remain up-to-date throughout the academic year. Any changes to the group's leadership positions during the year are to be recorded within 10 days on the organization's OrgSync portal;

Membership rosters are to be provided at the beginning of each semester and maintained in the OrgSync portal; and

A copy of the organization's current constitution, or statement of purpose and statement regarding its method of operation, is to be stored in the Files section of the organization's OrgSync portal.

**3. Rights and Responsibilities of Registered Student Organizations**

Registered student organizations exist on the University campus on the assumption that their activities and programs contribute to the educational, civic and social development of the students involved.

Registration of a campus organization does not imply University sanction

of the organization or its activities. Registration is simply a charter to exist on the University campus and may be withdrawn by the University if the organization is found in violation of any federal, state or local laws, or University regulation or policy.

a. *Use of the University's Name*

Organizations may not use the name of the University or an abbreviation of the name of the University as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University.

b. *Rights*

Registered Student Organizations may:

Use general University facilities subject to compliance with pertinent regulations (e.g. receiving approval from Student Life for off-campus speakers, performers or presenters), proper scheduling procedures, and the prior needs of the University itself;

*Academic Building Use for Student Organization Social Activities:*

Student organizations that desire to use an academic building (Caldwell Hall, Cambridge Hall, Montgomery Hall or Boyd Science Center) for social activities must follow the following guidelines: Set up time for an event may not begin until after the end of the last scheduled class in the building, including graduate classes; Alcohol is not permitted at any student organization event in an academic building; and Student organizations are responsible for cleaning charges at a minimum of four hours overtime rate.

Distribute literature approved by Student Life relating to the organization's purpose and activities in those areas authorized by the current posting and handbill policies;

Sponsor profit-making activities and solicit funds for organizational activities upon approval from VPSA/Dean of Students in accordance with University regulations; and

Request funding for an organizational event or program (Subject to the rules and regulations of the appropriate funding entities [e.g. Student Senate, Weekend Programming Funds, etc.]).

c. *Responsibilities*

It is the responsibility of every registered student organization and/or its representatives to:

Manage itself and carry out its activities within its own constitution, all applicable local, state and federal laws, and all University regulations and policies;

Anticipate, provide for and promptly meet its legitimate financial obligations;

Act accordingly in the best interests of its members and the University;

Take reasonable precautions for the safety and comfort of participants at organization events; and

Notify the appropriate staff person in Student Affairs of any and all changes in the organization's officers/contact persons, addresses,

telephone numbers or constitution. These updates and changes must be submitted into the organization's OrgSync portal.

#### **4. Conduct of Student Organizations**

Student groups and organizations may be charged with alleged violations of local, state and federal laws and/or University policies. A student group or organization and its officers may be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

Sanctions for group or organization misconduct may include revocation or denial of registration or recognition in addition to any other appropriate sanctions provided herein or in the Code of Student Conduct.

Student groups and organizations may appeal the sanction to the VPSA/Dean of Students or his/her designee.

### ***N. Posting & Distribution Policy (APPENDIX I)***

#### **1. Scope and Purpose**

These regulations are designed to permit the orderly use of University property and resources by Muskingum University students, faculty, staff, alumni, as individuals and corporate bodies with regard to posting and distribution on, in, or about University property or events.

#### **2. General Policies**

Generally, events must be registered with the Student Life Office before they will be allowed to be publicized and promoted on campus.

Registration of events is accomplished through the "Create an Event" feature available on each organization's OrgSync page.

Materials being considered for posting or distribution must be sponsored or co-sponsored by a registered student organization or a University department.

All materials must include the full name of the sponsoring department or student organization, and all content must be printed or translated in English.

The Student Life Office will review and approve, as appropriate, all non-faculty or staff postings as follows:

Copies of flyers, posters, or handbills will be stamped and dated by the Student Life Office;

In the case of posters, flyers, and banners all copies for posting must be stamped by Student Life Office.

Materials to be hung in the Chess Center, Quad Center, and/or Residence Halls are to be approved and stamped by the Student Life Office. Other academic buildings must be approved by a representative in each building.

Materials may not be posted on any undesignated areas, including doors, glass, walls (tile or cement walls may be permissive, but must be checked with facility manager), car windshields, or over previously posted materials.

Duct tape is not an acceptable form of adhesive for posting materials; Masking tape is acceptable.

Failure to comply with regulations in this policy or any relevant campus

policies is grounds for suspension of posting privileges for one semester (15 school weeks). Continuing to post while privileges are revoked is grounds for suspension of the student organization and charter/recognition review.

### **3. Content Regulations**

The University will give careful consideration to the circumstances surrounding the expression in determining whether any restriction is appropriate in accord with the values of the University. However, no materials adjudged obscene or discriminatory, promoting the possession or consumption of alcoholic beverages, promoting gambling, or designed for the purpose of personal or commercial gain (save used book sales or the like) will be approved.

### **4. Special Requirements for Posters, Flyers**

A “poster” as used here is any posting 14 inches by 17 inches or smaller; Posting is permitted on general University bulletin boards. Use of departmental or special area boards requires that permission be obtained from the related office;

Only one posting per event, idea or product is allowed per bulletin board; The University may remove and discard any posters displayed on campus property which are in violation of these policies;

With prior approval from the Student Life Offices, signs may be posted at designated areas in University residence hall locations. Poster size in the residence halls may not exceed 11 inches x 17 inches;

Posters may only be displayed up to a maximum of four weeks prior to an event and organizations are responsible for removing posters within seventy-two (72) hours from the day following the event. Failure to remove poster as indicated may result in revocation of poster posting privileges for a semester (15 school weeks);

In case of shortage of bulletin board space, the Student Life Office will assign priority and determine removal date; and

The VPSA/Dean of Students or his/her designee may, in certain instances, authorize extended posting periods for certain items of an academic or administrative nature. Items approved for extended posting must be stamped by the Student Life Office. These are the only postings that will not automatically be removed on the first and third Friday of each month.

### **5. Special Requirements for Banners**

A “banner” as used here is printed or pictorial material displayed equal to or exceeding 14 inches by 17 inches in size;

Banners are only permitted through special permission of the Assistant Dean of Students for general areas – Quad Center, Quad, etc.; Student Life Coordinators for individual residential areas; or the facility coordinator for other campus facilities;

Banners may only be displayed up to a maximum of two weeks prior to an event and organizations are responsible for removing banners by noon on the day following the event. Failure to remove banner as indicated may result in revocation of banner posting privileges for a semester (15 school weeks);

In case of shortage of space, the Student Life Office will assign priority

and determine removal date;

The University does not assume responsibility for loss or destruction of banners; and

The University may remove and discard any unapproved or past due banners.

#### **6. Special Requirements for Handbills**

A “handbill” as used here is defined as any printed or pictorial matter distributed by hand on University property.

With the permission of the VPSA/Dean of Students or his/her designee and appropriate space reservation, handbills may be distributed outside University buildings or within the Quad Center. Handbills must not be forced on individuals.

Distribution of materials at an event is limited to the organization which has reserved the area for that event.

The responsible organization’s members are required to assist in the clean up after the distribution. Failure to do so may result in the assessment of a clean up fee consisting of the labor costs and reasonable overhead as determined by the University. Organizations which cause a litter or nuisance problem may be denied handbill distribution privileges.

#### **7. Special Requirements for Mass “Mailing”/Mailbox Stuffing**

Registered student organizations are restricted to one all-campus mailing each semester which has been approved by the Student Life Office personnel. For this reason, students are encouraged to consult with Student Life Office personnel and the Mail Center staff **before printing** information for mailing and assuring that they meet the following criteria as well as any other campus advertising restrictions:

- a. The event being sponsored must be open to the entire University community;
- b. A sample copy must be provided to the Student Life Office for approval. The mail item must include the sponsoring organization’s name and contact information;
- c. A sample copy must be provided to the Mail Center for approval. The Mail Center staff can provide individual customers with important information regarding mailbox use and requirements; therefore it is advisable that a group not make copies of the item until the staff has approved the mailing. Mailings for dated events need to be submitted sufficiently far in advance;
- d. Full sheets of paper must be either folded in half or thirds, and large stacks of mail items should be submitted to a mail room employee, rather than stuffing the items in the mailroom counter’s outgoing mailbox;
- e. Mail smaller than an index card (3” x 5”) will not be distributed through the campus mail center; and
- f. The mail center cannot accept regular submissions of oversized mail.

#### **8. Campus Global Voice Mail**

This system is reserved for the owner’s personal use and limited use for official University business upon authorization by the VPSA/Dean of Students or her/her designee.

#### **9. Student Digest Email**

Registered student organizations sponsoring events of potential interest to the entire student population may have their event information placed within the daily campus activities update distributed to all students. In light of the potential for the campus community to become overwhelmed to repetitive information and ignore new communications, information being communicated for the first time will be highlighted at the top of the message, followed by information about events which has already been disseminated to students via this process. In order for an organization's event to appear in the Student Digest email, it must be registered with the Student Life Office via OrgSync.

To request permission to be included in the Student Digest Email, a representative of the organization may e-mail the message from their Muskingum.edu account to Student Life Office personnel at, bshank@muskingum.edu. Student Life personnel will review messages between 3:00 p.m. and 4:00 p.m. and attach the message to the daily e-mail as written or with minor modifications if such will cause the message to be approved and sent. Otherwise the organizational representative will be contacted and informed of the concerns.

### **O. Social Event Policy (APPENDIX J)**

1. **Expectations** - Social life is an important component of any University experience. Because the University takes seriously the positive value of developing social relationships in a sensitive and mature manner, it has established guidelines and expectations to further that purpose for all Muskingum students. Muskingum University provides these guidelines in hopes of helping and encouraging students to develop this aspect of their life in an acceptable and responsible way.
2. A Social Event is an event that must be registered if one or both of the conditions below apply:
  - a. It is attended by any individuals who are not members of the Muskingum University community (for example: alumni, friends, siblings, etc.); OR
  - b. It is attended by more than 2 ½ times the number of students as assigned occupants within the living area (room/wing/floor/house/etc.). Example: If a house has 20 residents assigned, there can be no more than 50 students (including those assigned to the house) present at an unregistered event. More than 50 individuals present is considered a Social Event that must be registered (see below).
3. Any Social Event where alcohol is present must follow the Alcohol Event Policy (see Section P).
4. **Hosting a Social Event** at Muskingum University requires that students:
  - a. Submit Event Planning Forms online, discuss the event with the Associate Dean of Students or his/her designee, and receive approval before further action is taken. All Social Events, including Greek events, must be registered. Greek events must be registered with the Greek Event Planning Form, all other events should use the Event Planning Form;
  - b. Select a date with the Associate Dean of Students or his/her designee;
  - c. Carry out the event. Assure clean up of the area in which the Social Event was held immediately following conclusion of the event.

## **P. Alcohol Event Policy (Appendix K)**

**Muskingum University community members are criminally and civilly liable for violations of the state and local laws especially pertaining to the consumption and distribution of alcohol. The guidelines of this policy do not absolve any community member from compliance with state and local law.**

All alcohol events must be registered and are limited to two (2) open social events per weekend night on campus. Any alcohol event that does not adhere to the guidelines stated in this policy is subject to immediate termination. If that should happen, all alcohol will be disposed of, individuals in attendance will be required to leave the designated area, and the hosting organization will face additional sanctions.

### **1. Alcohol Event Definition:**

A **closed alcohol event** is defined as a Social Event where alcohol is present with a predetermined guest list created by the organization(s) hosting the event. Only those individuals listed on the guest list (which must be submitted to the Student Life Office by the Wednesday one and a half weeks prior to the event date) will be allowed to attend. The guest list must not exceed more than 2 ½ times the number of members of the hosting organization(s), including the members of the hosting organization.

An **open alcohol event** is defined as a Social Event where alcohol is present without a limited guest list.

### **2. Guidelines for Hosting Alcohol Events**

- a. No events with alcohol may take place Sunday through Thursday. No events with alcohol will be held from the last day of classes of a semester until the first day of classes for the following full semester. No events with alcohol will begin before 7 p.m., extend past 2 a.m., or last longer than 4 hours. One hour before an event concludes, alcohol service must immediately stop.]
- b. **In an effort to encourage healthy and responsible alcohol consumption, guests will be limited to one beer per hour of the event. For example, at a four hour event, each guest will only be permitted a total of four beers.**
- c. No alcohol events will be held during certain weekends, such as Board of Trustee Weekend, Homecoming, Parents' Weekend, Orientation, Muskiepalooza or Major Concert weekend or other all-campus functions as determined by the VPSA/Dean of Students or his or her designee.
- d. There may only be two (2) open alcohol events on campus per weekend night. If an organization chooses to **host** an open event where alcohol will be present, that organization must host an **approved** open event without alcohol before another event with alcohol will be approved.
- e. All alcohol events must be registered through the Student Life Office by 5:00pm the Wednesday, one and a half weeks prior to the event date. (*If the hosting organization provides the alcohol, the State of Ohio requires an F-Permit which must be requested from the state a minimum of 30 days prior to the event.*) Organizations wishing to host registered alcohol events must meet with the Associate Dean of Students or his/her designee. At that meeting the students must present for review a specific plan for the service of alcohol, a list of

individuals who will coordinate and be responsible for the event (TIPS Servers, dry guys, etc.), as well as any guest list.

- f. An organization hosting a party where alcohol will be served must have the proper F-permits on file with the Student Life Office. It is required that organizations must apply for F-Permits from the state of Ohio a minimum of **30 days** before their event. An organization having an open event where alcohol will be served may possess a maximum of two kegs or equivalent for the entirety of the event; if it is a closed event where alcohol is being served, a maximum of one keg or equivalent will be permitted (**however, service of alcohol must strictly comply with the alcohol consumption limit listed above for an individual of age**).
- g. Non-alcoholic drinks other than water must be provided as an alternative beverage throughout the event. Substantial food in sufficient quantity for the numbers present will be provided during the entire time of the scheduled event (e.g. finger sandwiches/subs, cheeses, vegetables, brownies, cookies, pizza, fruits and dips, not merely popcorn or pretzels). Both the non-alcoholic beverages and food must be invitingly laid out and maintained throughout the event.
- h. A bar area must be set-up at all alcohol events so the alcohol is served in a designated location. At a BYOB event, students must turn over their alcohol at the door where it will be conveyed by a TIPS server to the bar and distributed from there only to the owner. Only one beverage at a time will be distributed by the TIPS server to an individual.
- i. All alcohol events must have bartenders selected, trained and approved by the University as certified TIPS servers or an approved third party vendor. A minimum of four trained TIPS servers must be provided by the event sponsoring organization to dispense any alcohol and monitor admission policy compliance at these events. The TIPS servers must not have consumed alcohol for the entirety of the day of the event. In addition, the sponsoring organization must identify a minimum of two “dry” individuals (who have not consumed alcohol for the entirety of the day preceding the event) who will help administer the event. The aforementioned minimums may be adjusted at the discretion of the Associate Dean of Students based upon the designated area for service of alcohol.
- j. All individuals attending an alcohol event must enter at the sole access door of the event. All individuals must provide a valid state ID **and** Muskingum University ID upon entrance to the event.
- k. All individuals who are of legal age to consume alcohol will be provided and must be identified through a wrist band securely affixed around their wrist so it cannot be slipped off the arm. These bands will be provided to the sponsoring organization by the Student Life Office. Anyone consuming alcohol and not wearing a wrist band is to be escorted out of the event and reported to Student Life Office personnel for violation of the Alcohol Policy. Any individual misbanding or allowing someone to circumvent this process will be charged with a violation of the Code of Student Conduct. The failure of event hosts to support this process through appropriate staffing and control of guests will result in the event being cancelled and possible review and rescinding of future privileges.

- l. Students will not be permitted to claim more than one container of alcohol from the host at a given time and will be found responsible for violation of the Alcohol Policy if in possession of more than one container after entrance to an event.
- m. No alcohol will be consumed at or about the entrance of the event and the entrance to the event will be established such that the flow of individuals entering and exiting the venue can be reasonably managed.
- n. No person under the age of 18 is allowed at an event where alcohol is present, unless he or she is a full-time Muskingum University student.
- o. One hour before an event concludes, alcohol service must immediately stop and any music must be turned down along with lights being turned on to allow for a smooth transition towards the closing time. At the event's conclusion, everyone needs to have vacated the event site (other than residents who live in said site).
- p. Any and all kegs (whether tapped or not) must be drained at the conclusion of the event and removed from the property/returned to the proper vendor within a period of 3 calendar days from the event.
- q. Assure clean up of area in which event was conducted (including lawns, porches, parking lots) immediately following conclusion of event.

### ***Q. Greek Affairs Policies***

1. **Recognition-** All Greek Organizations voted in by Greek Council, approved by the VPSA, and in good judicial standing with the University will be recognized under the following stipulations:
  - a. Greek organizations must have with the minimum of 8 members to begin the expansion process and must maintain a membership of 10 throughout the duration of the organization.
    - i. If an organization's drops below 10 members, the organization will face a re-organization probationary period of one year.
    - ii. If an organization's membership does not meet the minimum standards of 10 members after a one year probationary period, the organization will be placed under institutional management.
    - iii. If an organization's membership does not meet the minimum standards of 10 members for 3 consecutive years a result of indefinite suspension of the organizations charter may occur.
2. **Housing-** Greek Organizations are not guaranteed housing at Muskingum University. If an organization to requests housing the following will be taken into consideration:
  - a. The Greek organization must maintain a membership of 12 for 3 consecutive years before applying for housing.
  - b. Greek Organizations must go through the application process in order to be considered for housing.
  - c. Greek Housing will be granted by the Vice-President of Student Affairs and/or designee(s).
  - d. Greek Organizations must be able to fill the occupancy of housing provided to them (i.e. residence hall floor, duplex, house, etc.)
  - e. Failure to fill the occupancy of housing provided could result in removal from the housing.
  - f. Failure to follow university policies could result in removal from housing.

### **3. Fraternity and Sorority Recruitment Procedures (Appendix L)-**

To be eligible to be a new member and/or receive an invitation to membership from an organization, a student must have attained the established minimum cumulative grade-point ratio of 2.35 **and** have completed one semester as a full-time student at Muskingum University. Individual organizations reserve the right to require a higher standard for the cumulative GPA. More detailed information can be found below:

#### **a. General Recruitment and Initiation Notes**

- i. No formal recruitment activities are held in the first semester of the year.
- ii. A new member education program may be conducted for all new members throughout an established period during the second semester of the academic year under the direction of the Greek Council. All new member programs must conclude by the Friday before Spring Break.
- iii. Guidelines for new member education programs will be set in the fall semester by the VPSA/Dean of Students or designee.
- iv. The VPSA/Dean of Students or their designee, chapter advisor, and National Headquarters (if applicable) must approve all new member education programs by finals week of the fall semester.
- v. Initiation ceremonies are at the discretion of each individual organization, but are subject to approval by the Greek Council and Student Life Office.
- vi. An organization's faculty advisor has the right and is encouraged to be present for all activities and events of the organization including initiation. Student Life professionals and University Police personnel will be provided unfettered access to all activities and spaces on campus.
- vii. Hazing in any form is strictly forbidden.

#### **b. Women's Organizations Recruitment and Initiation Notes**

- i. The preferential system of bidding is used.
- ii. Potential new members are not permitted in organization houses/lounges except during open houses and scheduled recruitment functions.
- iii. Violations of Greek Council Rules are referred to the VPSA/Dean of Students or his/her designee for appropriate action.
- iv. All procedures, timelines, and deadlines for the recruitment process will be communicated through Greek Council each Fall semester.
- v. All women's organizations have a maximum total/quota for membership as determined by Greek Council.

#### **c. Men's Organizations Recruitment and Initiation Notes**

- i. Potential new members are not permitted in organization houses/lounges except during open houses and scheduled recruitment functions.
- ii. Restrictions are placed on potential new members and current members during the recruitment period. These are published in the Greek Council Constitution.

- iii. All procedures, timelines, and deadlines for the recruitment process will be communicated through Greek Council each Fall semester.
- iv. Violations of Greek Council Rules are referred to the VPSA/Dean of Students or his/her designee for appropriate action.

**R. Organization Code of Conduct (APPENDIX M)**

Muskingum University is opposed to any and all forms of hazing under whatever name or form it may occur. Decisive action will be taken to prevent it. **Any organization chartered or sanctioned by Muskingum University may have its right to function revoked if it is found responsible for a violation of the Organization Code of Conduct. Similarly, an individual found responsible of a violation under this Code may be separated from the University.**

The State of Ohio’s Hazing Law is set forth in Section 2307.44 of the Ohio Revised Code. Any person who is subjected to hazing, as define in division (A) of Section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing.

Section 2903.31 (A): As used in this section, “hazing” means 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.

The new member education process, which begins on the day a bid is accepted and extends until a new member is formally initiated into an organization, is a required part of joining a Greek organization. Therefore, any activity/event that occurs during this timeframe which is deemed inappropriate may be considered a violation of the Organization Code of Conduct.

**1. Definition**—A violation of the Organization Code of Conduct will include any knowing, intentional or reckless act or behavior for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any group or organization, whether such behavior is on campus or off campus, or by one person or in concert with others, which, regardless of willingness of the participants:

- 1) Produces or is reasonably likely to produce mental or bodily harm (including, but not limited to, stress, intimidation, ridicule, fear of ostracism, or otherwise compromises the inherent dignity of an individual);
- 2) Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University; or
- 3) Will, unreasonably or unusually, impair an individual’s academic efforts.

**2. Behavioral Concerns** (As an aid to the organizations and groups on our campus, the following illustrative, but not exhaustive list of “traditional” new member activities are deemed to be inappropriate by Muskingum University [and may well be illegal]. ***If you are uncertain, you should not engage in the activity without consulting in advance with the Coordinator of Greek Affairs or the Associate Dean of Students:***

- a. Paddling in any form, shoving or otherwise striking individuals, or corporal punishment of any kind, or creating a fear of similar

behavior;

- b. Compelling physically demanding activity of any kind including, but not limited to, calisthenics, running, or other types of required strenuous activity;
- c. Compelling an individual to be shaved, branded, tattooed, pierced, etc.;
- d. Compelling physical acts, such as walking backwards or confinement in a small space, which create the potential for physical or mental injury;
- e. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
- f. “Line-ups” in which new members are verbally harassed, intimidated, or abused;
- g. Compelling an individual to engage in acts of personal servitude;
- h. Compelling an individual to forego opportunity for sufficient sleep, consumption of decent edible meals or access to or use of personal hygiene;
- i. Excluding an individual from social contact for prolonged periods of time;
- j. Compelling individuals to consume alcohol or drugs or any other substances (e.g. undue amounts or odd preparations of food or drink);
- k. Having substances thrown at, poured on or otherwise applied to the bodies of individuals;
- l. Compelling individuals to wear or carry unusual, uncomfortable, degrading/ provocative or physically burdensome articles or apparel; or causing an individual to be indecently exposed or exposed to the elements  
(Note - The wearing of small pledge pins or small ribbons is allowed, however, any non-apparel items worn with the intent or effect of degradation, humiliation, or bringing undue attention to a new member is not permitted);
- m. Compelling individuals to participate in pranks or scavenger hunts (Note—Scavenger Hunts may only be permitted upon prior written approval of the Associate Dean of Students or his/her designee. Scavenger hunt items must be approved at least two weeks in advance and any lewd or inappropriate items will not be permitted. *Furthermore, scavenger hunts will not be permissible at any time in the Residence Halls or Academic buildings or during academic hours*);
- n. Engaging in activities which impair an individual’s academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class (e.g., late night or early morning house duties);
- o. Transporting individuals against their will, abandoning individuals at distant locations, or conducting any “kidnap,” “ditch” or “road trip” that may in any way endanger or compromise the health, safety or comfort of any individual;

3. **Consent Is No Defense** - Any of the activities described or reasonably related to above, upon which the initiation or admission into, or affiliation with, or continued membership in an organization, is directly conditioned, will be presumed to be “compelled activities,” the willingness of an

individual to participate notwithstanding.

4. **Applicability of Community Standards** - The terms and concepts cited in this policy will be interpreted by University boards or officials in relation to acceptable and applicable community standards.
5. **Accountability Expectation** - All membership-related activities must be approved by the president, chair or leader of the group and the adviser to the group prior to the activity. The activity must not interfere with the rights and activities of others and will reflect the best interests of the members of the organization it represents as well as the University community as a whole.
6. **Enforcement** - The president, chair or leader of each group or student organization is responsible for informing the members (new members, associate members, initiated members, affiliates, etc.) of the organization of the policy regarding hazing. It is suggested that the policy be read and distribute to each member of the organization during the first meeting of each semester.

The president, chair or leader of each group or student organization is responsible for informing guests and alumni members of this policy and is additionally responsible for controlling the actions of guests and alumni members relative to this policy.

Officers of organizations violating hazing policies may be held individually, jointly, and severally responsible for the group's actions, in addition to whatever organization accountability may be established.

It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Student Life Office.

7. **Accusation**- If alumni, active, new member, or a community member of Muskingum University report a concern of hazing in a Greek organization, it will be investigated by University Police and/or VPSA or her designee. Organizations that are being accused may be placed on interim suspension until the hazing investigation or Community Standards Board hearing is conducted. Interim suspension means that all organization's operations will cease and organizations may be asked to vacate their designated housing area on campus.

## **S. Visitation and Guest Policy (APPENDIX N)**

The Visitation Policy has been accepted by the Board of Trustees as a limited principle. The following requirements and expectations must be met and maintained for a living unit to acquire and retain the privilege:

### **1. General Visitation**

- a. Visitation does not imply open residential areas. Guests are to be escorted to the room of visitation or through any private area of the residence hall by their host or hostess. Members of the opposite sex do not have access to residence areas of any living units unless escorted. Members of the opposite sex do not have bathroom or shower privileges.
- b. Room Visitation Sunday through Thursday will be within the hours of 10:00 a.m. to 12:00 midnight.
- c. Room Visitation on Friday and Saturday will be within the hours of 10:00 a.m. to 2:00 a.m.

- d. Public residence hall lounges will be open 24 hours for use of students residing in the halls or their guests. Overnight sleeping in the lounge is not permitted. The Student Life Office reserves the right to close the lounge area for programmatic or security purposes.

## **2. Residential Guests**

- a. Failure to escort or manage a guest's behavior at all times while on, in, or at any campus property, facility or event (unescorted non-students generally have no rights to be present on, in, or at any campus property or facility, beyond that specifically extended by an authorized agent of the institution [e.g. intercollegiate athletic events open to the general community]). Students are expected to inform their guests of all applicable University regulations and see that their guests act accordingly (e.g. payment for meals at dining halls, appropriate possession of alcoholic beverages, etc.). The student host is responsible for the behavior of a guest at any campus property or facility as outlined above.
- b. Overnight Guests on campus are permitted if they are of the same gender as the resident host, the stay is limited to no more than two (2) nights in a given thirty (30) days, and permission of all roommates/ housemates is received. Each resident is limited to 2 overnight guests per night. All guests and vehicles are recommended to be registered with University police should an emergency be reported and contact with them is necessary (family crisis, vehicle incident, etc.).

## ***T. Transportation Policy***

The University has a comprehensive transportation policy for any student or academic group requesting to travel from campus. Group coordinators should contact their appropriate Vice President for a detailed description of the policy. For academic programs travel plans, contact the Vice President of Academic Affairs. For student organization travel plans, contact the Vice President of Student Affairs.

## ***U. Miscellaneous***

### **1. Selected New Concord Ordinances**

As residents of the village of New Concord, all Muskingum University students have a responsibility to comply with the laws of the village. Several selected ordinances of specific interest to the University community are listed below. Questions about these ordinances or any village laws should be addressed to the Office of the Mayor, located in the village building on Main Street.

- a. Parking is permitted where painted white lines outline the parking spaces, except the business district of Main Street which is governed by signs indicating two hour parking. Parking is not permitted on or across sidewalks. (Sidewalk means that portion of a street between curb lines, or the lateral lines of a roadway and the adjacent property that is within five feet of the roadway).
- b. Speed is regulated by signs indicating the upper limit that should be observed to ensure the safety of persons and property. Many streets do not have sidewalks so drivers must watch for pedestrians and driveways. Some dangerous areas are Comin Street, Friendship Drive, North Liberty Street and coming in or going out of town.



4. The terms “official” and “University official” includes any person employed or retained by the University for the performance of administrative, professional, or staff responsibilities;
5. The term “aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal University or University sponsored or affiliated activities;
6. The term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University sponsored activities;
7. The term “community member” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation will be determined by the surrounding facts;
8. The terms “premises” and “University premises” include all grounds, land, buildings, facilities and other property in the possession of or owned, used, controlled by the University (leased, etc.), or supervised by the University including private buildings located on University land;
9. The term “organization” means any number of persons who have complied with the formal requirements of the University for recognition;
10. The term “group” means any number of persons who have not complied with the formal chartering requirement of the University for becoming an organization but have functioned in an organized manner that associates them with the University, on or off University premises;
11. The term “board” means any person or persons authorized by the VPSA/Dean of Students or their designee to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions;
12. The term “student conduct officer” means a University official authorized by the VPSA/Dean of Students or their designee to hear input regarding allegations of violations and render a sanction recommendation; or who serves to mediate between community members or on behalf of the community with a student who accepts responsibility for a violation of the Code of Student Conduct in pursuit of an Administrative Agreement;
13. The “Dean of Students,” “VPSA,” or “VPSA/Dean of Students” is that person designated by the University President to be responsible for the administration of the Code of Student Conduct, or his/her designee charged with acting on behalf of the above identified individual; and
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook (located on the Muskingum University Web site), Parking Rules and Regulations Guide, the Undergraduate Catalogue and the Graduate Catalogues.

## **W. Procedural Information**

### **1. Behavioral Education Enforcement Philosophy**

Every society and community must have standards governing individual behavior, and a University is no exception. Such standards should always be applied equitably and impartially. In keeping with this necessity, it is the function of the student conduct boards to apply institutional rules in specific cases in such a way that carefully protects a student’s rights, both

procedural and substantive, while also emphasizing the student's obligation to abide by the community norms which the standards reflect. The student conduct boards are not and do not function as legal "courts of law," rather, they function as an appointed group of representatives from the campus charged with upholding specific "standards and expectations" for behavior in the Muskingum community.

Any member of the University community may file charges against any student, group or organization for misconduct. Charges will be prepared in writing and directed to the Student Life Office. Alleged violations of students while abroad will be resolved in an abbreviated hearing process which will provide administrative agreement and administrative hearing options. The timing guidelines for submission of charges is thirty days from the date the complainant reasonably should have become aware of the identity of the alleged party responsible for the incident (except sexual harassment charges which may be submitted within six months), though the VPSA/Dean of Students has discretion in accepting matters for review beyond this timeframe.

## **2. Definition of Terms**

- a. *Administrative Agreement:* Students or organizations may choose to plead "responsible" or "in violation" to violations of University policy and complete an Administrative Agreement. An Administrative Agreement is a "contract" process between a student or organization and a designated University representative which seeks to establish mutually agreed upon outcomes for behavior in violation of University policy. The purpose of the sanction is to educate the individual or organization as to why the documented behavior was inappropriate in the University environment, mitigate any negative impact of the behavior, and protect the community. At any point during the discussion, either the University official or the student/organization may choose to not complete the Administrative Agreement and pass the case on to the appropriate hearing body. Students who are alleged to have violated a policy that would have been referred them to the Peer Student Conduct Board or the Community Standards Board will meet with a Student Life officer to explore whether consensus can be reached between themselves and the officer and, if so, whether they find an Administrative Agreement to be in their best interest. Failure to comply with the sanctions of an Administrative Agreement will be referred to the Community Standards Board.
- b. *Administrative Hearing:* Students or organizations may choose to have their case adjudicated through an Administrative Hearing. This process would allow the student or organization to plead their case to one individual student conduct officer. That student conduct officer will listen to the information provided by the student or organization; may call in additional witnesses to understand the entire incident; and will render a decision of "responsible" or "not responsible" for violation of university policies or procedures. The student or organization may appeal the student conduct officer's decision by following the appeal process (listed below). An Administrative Hearing is generally not an option to a student when suspension is a possible sanction.
- c. *Confidentiality:* All cases involving violations of University policy are considered confidential (except for provisions under Family Education Rights and Privacy Act and Clery Act which provide for notification of

accused's parents in alcohol and drug violations and alleged victims in cases of violent crime and assault cases). Except as provided for below, information about these cases is only shared with the students, staff, and faculty members who sit on the adjudicating boards and prepare or hear the case directly, and the Student Life staff who consult on resolution issues. For the hearing boards, discussion of the case is prohibited outside of the hearing setting or beyond the one-on-one consultation between the institutional representative and the student being charged. Information from disciplinary files is not available to persons on campus without an educational need to know nor to any person off campus without the express consent of the student involved, except under legal compulsion, in cases where the safety of persons or property is involved, or under the exception providing for informing alleged victims of violent crimes (assault, etc.). Information from disciplinary files is not available to unauthorized persons on campus or any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved.

d. *Violation Types:* Assignment of violation type is the responsibility of the Dean of Students or her/his designee based on the following benchmarks:

i. *Major Violations:* Violations of the Code of Student Conduct considered to be major include:

- (a) Three or more violations or misbehavior;
- (b) Damage or vandalism greater than \$200.00;
- (c) Theft, attempted theft, or conversion;
- (d) Failure to comply with a disciplinary sanction;
- (e) Failure to respect/comply with University agents;
- (f) Aggravated intolerance, harassment based on a protected class, and/or threat of another community member;
- (g) Risk to the health and safety of other community members (damage to access system, etc.); and
- (h) Any violation where the likely minimum sanction is probation.

ii. *Minor Violations:* Violations of the policy considered minor are those not listed under the definition of major violations, and include, but are not limited to:

- (a) Visitation violations;
- (b) First and second non-disruptive Alcohol Policy violations;
- (c) Unauthorized entry to, or use of University property, equipment or resources, including but not limited to the telephone system, mail system, computer system, vehicle keys, buildings and furnishings, roofs of University-owned or operated buildings and service tunnels, or the duplication of keys;
- (d) Damage or destruction or misuse of any University property, or property of others on University premises (e.g. intentional or reckless misuse of fire safety equipment);
- (e) Conduct which is disorderly, lewd, grossly inconsiderate or indecent;

- (f) Rough play in University buildings or on University premises,
  - (g) First Fire Policy violations;
  - (h) Visitation and Escort violations; and
  - (i) Quiet Hours policy violations.
- e. *Sanction*: A sanction is any action affecting the status of a student which is taken by the University in response to misconduct. The purpose of such action will be to maintain behavioral expectations which uphold the educational mission of the community as well as to help students recognize acceptable boundaries to their actions/activities and the consequences of future behavior choices. In recommending and determining a sanction, the PSCB, CSB and the VPSA/Dean of Students or his/her designee may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or resulting harm, and other relevant factors. If the allegations against the student are sustained, the adjudication body may recommend and the VPSA/Dean of Students may impose one or more of the following sanctions. These sanctions may also be imposed on an interim basis or deferred in consideration of remediation:
- i. *Expulsion*—Permanent separation of the student from the University system. Notification will appear on the student's transcript. The student will also be barred (considered *Persona Non Grata* (see below)) from the University premises and related activities.
  - ii. *Suspension*—Separation of the student from the University system for a specified period of time, but not less than the remainder of the semester, during which the student can demonstrate the ability to function as a responsible member of the campus community. After the suspension period and completion of other educational or restorative requirements, the student may apply for readmission and should the Dean of Students determine that it is in the student's best interests as well as that of the community, they will be permitted to rejoin the community. Notification may appear on the student's transcript. During the suspension, the student will not participate in any University-sponsored activity and will be barred (considered *Persona Non Grata* (see below)) from University premises. Suspension may be deferred when significant mitigating factors are present, however, if a student under such deferral is found responsible for another violation (at the sole discretion of the VPSA/Dean of Students), the suspension will take effect as of the date of the later sanction.
  - iii. *Summary Suspension*—The VPSA/Dean of Students or his/her designee has the authority to invoke a Summary Suspension. This is final suspension without a hearing that is based on an egregious offense. Behavior which disrupts the orderly educational or administrative operation of the university or which is coercive or threatening to the safety and well being of self or others may be subject to immediate action which could include suspension, expulsion or other appropriate action.

If it is alleged that the student is a threat to the safety or well-being of self, other students, faculty, staff or university property he/she may be suspended from school or otherwise disciplined by the president or his/her representative.

- iv. Interim Summary Suspension—The VPSA/Dean of Students or his/her designee has the authority to invoke a summary suspension (see Suspension above) or limit access to the University and its programs and properties until completion of the hearing if there appears to be a danger of the student causing harm to him/herself or others, or if the person poses a threat to the well-being of the University community. In such cases, access to a hearing will be expedited (including, as necessary, through use of an ad hoc board constituted by the VPSA/Dean of Students or his/her designee for this purpose);
- v. Persona Non Grata—The student is not welcome in any public or private space in or on property in which Muskingum University has an ownership interest or which is otherwise operated by the institution (including, but not limited to, the academic, residential, athletic, social, and auxiliary spaces either directly contiguous to or detached from the main campus facilities), or at any event sponsored or co-sponsored by Muskingum University or one of its entities or organizations (including but not limited to recruitment, athletic, or community events). Therefore, unless prior arrangements have been made and written permission secured from the Dean of Students or her/his designee, any attempt to access Muskingum University property during the indicated period will be viewed as constituting a criminal trespass and will subject the student to detention or arrest (if period unspecified, no termination of PNG status is intended). If delivery of the notice of such sanction is provided on campus, the student shall be escorted to her/his residential area to retrieve personal belongings, if desired, but shall otherwise be escorted from the property directly.
- vi. Limited Persona Non Grata or Access Restriction—The Persona Non Grata standards indicated above are applicable, except for permission/access specifically delineated in writing.
- vii. “No Contact” Restriction—Student is restricted from contact with named individual through verbal (speaking at, to, or about in the physical presence of the named individual - whether in person or via telecommunications device) or physical (including touching, gestures, staring/leering/extended focus aside from a normal visual glance sufficient to identify named individual, etc.) on or off University property. While it is understood that the nature of the Muskingum University environment will not provide for complete avoidance where the named individual is a student, reasonable compliance is expected and any unnecessary contact must be avoided.
- viii. Parental Contact—Student must compose an original letter and submit it to the Student Life Office. The letter will be reviewed for the following: (a) the full name and address of the student’s parent or legal guardian, (b) a review of the student’s disciplinary history - the violations for which the student has

accepted or was assigned responsibility, the circumstances of the incident in question (who, what, where, when, why and how), the consequences of the student's actions (both in the community and with regard to the sanctions received), (c) the future outcomes expected should subsequent inappropriate behavior occur; and (d) the student's plan for future behavior as it relates to the incident and outcomes. Note - If the sanction indicates that the letter will be "held" or on "hold" then it will be retained on file pending any subsequent violation where it may be sent at the sole discretion of the reviewing SLO staff member. If it does not indicate a hold, the letter will be sent immediately upon review.

- ix. Reflection Paper—The student must compose an original paper with one-inch (1") margins and double spaced type of a font style providing at least two hundred seventy-five (275) words per page (e.g. 12 point Times Roman). The paper should address the following issues: (a) what led to the decisions for which the student was held accountable and how did the student determine such behavior was acceptable, (b) what the actions say about them to others and how they would feel if their actions were shared with the entire University community and their family and friends, (c) how their behaviors affected others, and how they feel about themselves in light of the incident; and (d) what strategies they have developed to address future situations like the one at issue (note - only full pages count to satisfy length expectations (i.e. a two page paper means at least two full pages, so submitting a one-and one-half page paper would not satisfy expectation)).
- x. Research Paper—The student must compose an original paper with one-inch (1") margins and double spaced type of a font style providing at least two hundred seventy-five (275) words per page (e.g. 12 point Times Roman). The paper should address the topic assigned and should provide at least two properly cited articles/books per page (note - only full pages count to satisfy length expectations (i.e. a two page paper means at least two full pages, so submitting a one-and one-half page paper would not satisfy expectation)).
- xi. Community Service/Work Alternative—The student is required to secure service/work opportunities him/herself, but must propose and receive approval from Student Life staff member handling their case **in advance** of doing any service/work. All submitted hours must be documented on letterhead from agency through which work was done providing name and contact information of on-site coordinator. Failure to complete hours on time for service will result in processing of charge of "failure to fulfill sanction," but in case of work alternative, balance will be billed to student account by SLO.
- xii. Counseling Assessment/Treatment Plan—The student must engage in an assessment and treatment program facilitated by a certified counselor licensed to practice in the state of Ohio which is designed to support the student's intention to prevent the recurrence of the behaviors at issue. An initiatory session

must be completed by the listed deadline and continue under the terms established by the selected counselor (including individual counseling session length and frequency, as well as participation in any therapeutic activities (e.g., individual, group, or alternative therapy programs)). Additionally, the therapeutic program should address what led to the decisions for which the student was held accountable and how did the student determine such behavior was acceptable, how the student's behaviors affected themselves and others, and what strategies the student has developed for future situations like the one at issue. A disclosure form must be endorsed by the student and her/his selected counselor providing for communication between the counselor and the Student Life staff member managing their case regarding the foregoing, any indications as to whether the student's presence in a University community setting is contra-indicated, and that the student is actively participating in the treatment plan established by said counselor through to completion.

- xiii. Deferral—Sanction(s) may be deferred under specific conditions, if enumerated, or as per the following standard expectations: a) s/he will not be involved in any further violations of Muskingum University policy or procedure, b) s/he will actively participate in (or complete) a counseling program to support her intention to prevent the recurrence of the behaviors at issue, c) her/his continued presence at Muskingum University is not contra-indicated by the counselor with whom s/he creates a clinical relationship, and d) s/he actively pursues the completion of the underlying sanctions provided in the notice/agreement in a thorough and timely manner. During the aforementioned deferral period, any violation of University policy, procedure or regulations, or the failure to fulfill any portion of the enumerated or standard deferral expectations, as solely determined by the Dean of Students or her/his Designee, shall render the deferral of the underlying sanction null and void and the sanction shall be immediately implemented as of said determination.
- xiv. University Housing Removal—Removal of the student from University housing for a specific period of time. Any student receiving notification to vacate University housing facilities is generally entitled to twenty-four (24) hours in which to do so, however, in matters where the health or safety of others is in question, this timeline may be abbreviated. Removal from University housing may be deferred when significant mitigating factors are present, provided, however, if a student is found responsible for another violation of the Code of Student Conduct, the removal from housing will take effect as of the date of the later sanction.
- xv. Disciplinary Probation—A specified period of time during which any further violation of the Code of Student Conduct will receive careful scrutiny and may subject the student to suspension or expulsion. A student on probation may be restricted from representing the University in an official capacity, holding an office or holding committee responsibility

in student organizations, but as involvement is often found to be a positive adjunct to growth and development, the student may continue as a member of organizations; and, in fact, may be required to participate in activities as a condition of his/her sanction.

- xvi. University Housing Probation—Specified period of time during which any further violation of the Code of Student Conduct, especially as it pertains to the maintenance of the University residence community, will receive careful scrutiny and may subject the student to removal from University housing.
  - xvii. Written Disciplinary Reprimand—The student is warned that further misconduct may result in more severe disciplinary action.
  - xviii. Fines—Fines may be assessed for violations of living plans or University policies which incorporate a fee structure.
  - xix. Restitution—The student is required to make payment to the University or another for loss or damage to property.
  - xx. Revocation or Appending of Degrees—The University reserves the right to revoke an awarded degree or append notation to the transcript for fraud in receipt of the degree or for serious disciplinary violations committed by a student prior to the student's graduation.
  - xxi. Other Sanctions—Other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, denial of participation in University activities, denial or restriction of privileges, and solutions worked out through arbitration and/or mediation, etc.
  - xxii. Group/Organization Sanctions—In addition to the sanctions listed above, the following sanctions may be imposed upon groups or organizations: Deactivation -- Loss of all privileges, including University recognition, for a specified period of time; and/or the loss of University housing for a group or organization.
- f. *Sanction Endorsement or Modification*—In each case in which a student conduct body determines that a student has violated the Student Code, the findings and sanction (s) will be recommended by the same student conduct board to the VPSA/Dean of Students or her/his designee. Following the hearing, the VPSA/Dean of Students or her/his designee will advise the accused in writing of the student conduct board's finding and the sanctions imposed, if any are imposed.
  - g. *Student Sanction Records*—Other than University suspension or expulsion, disciplinary sanctions will not be part of the student's permanent academic record, but will be part of the student's confidential (**educational/personal**) record. Due to federal regulations, incident resolution documentation must be kept in the student's file for seven (7) years from the date of the incident. After this time, a student's record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, or University expulsion.
  - h. *Peer Student Conduct Board*: (hereafter referred to as the PSCB) This board functions as the lower level adjudicating body of the

University for resolving allegations of minor violations of the Code of Student Conduct:

- i. PSCB consists of students from both the residence halls and non-traditional housing/off-campus [townhouses, Greek housing, Lexington Arms, program houses, etc.].
  - ii. Vacancies due to a failure of the student body to select or due to the representatives failure to perform his/her duties (determined by a three-quarter vote of board) or withdrawal will be filled by approval of the VPSA/Dean of Students or his/her designee.
  - iii. The PSCB is trained and advised by the Assistant Dean of Students or his/her designee.
  - iv. A hearing panel will be selected by the presiding chair. The presiding chair will select a minimum of five members of the board to serve as the designated hearing body.
- i. *Community Standards Board: (CSB) Functions as the upper level disciplinary body of the University for resolving allegations of major violations of the CSC.*
- i. The council is composed of at least four students, three faculty, and one staff member. Their responsibilities will include determining whether the accused is in violation or not in violation of the Code of Student Conduct and recommending sanctions to the VPSA/Dean of Students. A separate non-voting (except in ties) permanent chair, appointed by the VPSA/Dean of Students or his/her designee from the faculty or staff, will coordinate the council and chair the meetings. The students are upperclassmen elected as follows: One sophomore, one junior, one senior, and one member at-large.
  - ii. Faculty members will be appointed by the Vice President for Academic Affairs. Student Senate will recommend candidates for faculty consideration to the VPAA and the faculty Professional Relations Committee who will provide their recommendations to the VPAA.
  - iii. One staff member will be appointed by the Director of Personnel (in consultation with the VPSA/Dean of Students). The staff member shall be a person familiar with student life functions.
  - iv. Vacancies resulting from a failure to perform duties (determined by three-quarter vote of the CSB) or withdrawal will be filled through the approval of recommendations made by Student Senate to the VPSA/Dean of Students or his/her designee for student and staff positions and through the Vice Presidents for Academic Affairs and Student Affairs or their designees for faculty positions.
  - v. Five members, with at least three students and two faculty/staff, will constitute a quorum.
  - vi. An ad hoc hearing board may be established by the VPSA/Dean of Students or his/her designee whenever the regular hearing board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case (e.g. opening, finals, or vacation periods).

- 3. Student Rights**—Muskingum University students have the right(s):
- a. To organize a personal life and behavior, to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established University, local, state, and federal laws regulations and policies.
  - b. To freedom from personal force, violence, threats or personal abuse and sexual harassment, either as individuals or groups within the University community.
  - c. To dissent—to carry on individual or group activity which expresses grievances held against or changes desired in society, the University, or both (however, the activity needs to comply with campus activity policies and procedures).
  - d. To have access to a statement of regulations promulgated by the University and receive a copy of same upon request. The University will make reasonable effort to make its policies known to students.
  - e. To a process of fundamental fairness as outlined by University policies and procedures, including reasonable notice of a hearing and a written statement of the policies and procedures at issue (with information about the alleged misconduct upon which the violation allegation are based available upon request and such hearing notice will be provided through the campus e-mail and mail systems and, thereafter, behavior education processes may be conducted with or without the presence of the student); a presumption of not being responsible for a violation unless or until an admission of responsibility is entered or responsibility is determined by “a preponderance of the evidence” or “more likely than not;” finding (as a “beyond a reasonable doubt” standard is NOT applicable), and any sanction will be proportionate to the severity of the violation. The University may take interim sanction measures until completion of a hearing process if there appears to be a danger of the student causing harm to him/herself or others, or if the person poses a threat to the well-being of the University’s community.
  - f. To request that an informal disciplinary conference be conducted to pursue the resolution of the matter;
  - g. To have an opportunity to present a challenge to the objectivity of a hearing board member (which will be evaluated by the remaining members of the board;
  - h. To testify in one’s own behalf including written and oral statements and physical exhibits, to have material witnesses testify at the responsibility hearing, and, while all students admitted to the University are presumed to be of good character until it is shown otherwise, to have a character witness testify at the hearing;
  - i. To decline to provide information at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing board may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process;
  - j. To be present at all phases of the hearing except the board deliberations, and the right to examine and refute evidence introduced at the hearing (although direct examination of witnesses may not be permitted in hearings of alleged harassment or assault,

but questions of both parties in such cases will be reviewed by the CSB Chair and posed if determined to be appropriate);

- k. To be accompanied and assisted by an advisor at all phases of the hearing, provided that the advisor is a student, faculty, or staff member of Muskingum University and that the advisor understands that his/her role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body;
- l. To receive a timely written decision;
- m. To an appeal or review of the original hearing as outlined in the appeals process;
- n. To be assured of confidentiality, in accordance with the terms of the federal Family Education Rights and Privacy Act and understanding the few exceptions thereto; and
- o. After a final decision has been rendered by the VPSA/Dean of Students' designee, to be free from subsequent hearing or sanctions for the same specific incident of alleged misconduct (except in cases where charges of intentional omission or ambiguity of information or dishonesty as related to the initial hearing are being reviewed).

**4. Student Responsibilities**—*Muskingum University students bear the responsibility:*

- a. To act as mature, honest and respectful members of the University community;
- b. To present University identification and comply with the directions of authorized University officials upon request;
- c. To refrain from actions which deny other members of the community their rights;
- d. To refrain from the use of force against another person or group, or personal abuse of another person;
- e. To preserve the right to privacy of property of individuals, groups, the community, and the University itself;
- f. To respect confidentiality of academic information about members of the Muskingum University community;
- g. To observe all established University, local, state and federal rules, regulations, and laws. Nothing in this document can affect in anyway the jurisdiction of courts and other civil authorities over any Muskingum University student. Membership in the University community does not mean a privileged or immune status from the laws and regulations that other residents of Ohio must obey;
- h. To cooperate fully with any hearing officer or board/panel, to answer all questions truthfully and specifically, and to facilitate the body's discovery of truth however possible; and
- i. To give all testimony truthfully and honestly. All testimony given before officers, and boards/panels is assumed to be under oath or affirmation.

**5. Options for Resolution**

- a. Mediation is encouraged as a means to resolve many interpersonal disputes. The Dean of Students or his/her designee will inform complainants about the availability of mediation resources.

Additionally, the Dean may choose to place a hold on the resolution process until the parties make a reasonable attempt to achieve a mediated settlement with assistance from Student Life staff. For a mediation outcome to be binding such that parties to the agreement who violate same may be held accountable for such through the discipline system, the agreement must be facilitated by a Student Life hearing officer, endorsed by both parties, and approved by the VPSA/Dean of Students or his/her designee.

- b. The student may choose to seek an Administrative Agreement with an assigned hearing officer;
- c. Alternatively, allegations of Code of Student Conduct violations will be forwarded to chairs of the appropriate hearing body (minor violations to PSCB, major violations to CSB) to convene a hearing;
- d. Situations that are assessed to bring a maximum sanction of a warning may be addressed by the following procedure:
  - i. A letter of warning may be sent to the student along with a copy of the violation;
  - ii. In such a case, if the student wants either to address the situation further or pursue pleading not responsible, he/she will have three (3) days to contact the staff member who sent the letter to declare his/her desire for a hearing by the PSCB. If the student does not respond and the warning letter provided the foregoing process option, then the warning for the violation will stand as recognized.

## **6. General Procedures for the Resolution of Allegations of Violations of the Code of Student Conduct**

- a. *Filing of Charges*—At the request of any student, faculty or staff member, or independently, the University may file appropriate charges in through the Student Life Office alleging a violation by an accused student(s). Such charges should be filed no later than 30 days after the complainant reasonably should have become aware of the alleged violation and the identity of the student(s) involved, except in cases of sexual harassment/assault. In cases of sexual harassment/assault, charges may be filed up to six months after the complainant reasonably should have become aware of the alleged violation and the identity of the student(s) involved. However, the foregoing timeliness guidelines may be extended at the discretion of the Dean of Students. If a student has withdrawn or withdraws after the filing of such charges, at the University’s discretion, either (1) a “registration hold” will be placed on the student’s academic record (including a notation on the student’s transcript indicating that student conduct action is pending [applicable upon withdrawal after the hearing as well]) and the student will be notified that disciplinary action may be initiated upon the student’s application for readmission, or (2) the University may proceed to resolve the disciplinary action.
- b. *Administrative Agreement*—Upon the filing of charges, and prior to the hearing, the student may seek an Administrative Agreement conference with an assigned hearing Officer, through which the responsibility for and appropriate response to an alleged offense is discussed. The VPSA/Dean of Students or his/her designee conducting the conference may withdraw any charge deemed to be

without basis. In cases where students choose not to seek an Administrative Agreement, the case will proceed to a hearing (before the CSB in the case of major violations or the PSCB in the case of minor violations). A student may select to participate in a sanction-only hearing rather than a standard hearing upon affirming responsibility.

- c. *Delays*—Any student charged with violating the Code of Student Conduct may request permission from the chair of the hearing board for a delay in hearing. In a case where criminal charges are pending against a charged student, upon this student's request, at least a 7-day summary delay will be granted to secure the advice of legal counsel (however this will not effect the implementation of suspension upon review of a deferred suspension status nor will it impact the application of an interim suspension status). All other delays will be granted at the discretion of the VP/SA/Dean of Students or his/her designee.
- d. *Notification*—In the event of a hearing, the charged student will be notified through campus e-mail or mail at least five calendar days prior to the date of the hearing (or one day for a hearing held to review an alleged violation of a summary/deferred suspension). Such notice will include the following:
  - i. The specific charge(s) citing the appropriate University policies or regulation(s) allegedly violated;
  - ii. A brief indication of the time and place the underlying behavior is alleged to have occurred;
  - iii. The time and place of the proposed hearing.
  - iv. The source of general guidelines established for the hearing (reference to handbook web address and ability to access/obtain printed copy).
- e. *Advisor*—The student may request the assistance of an advisor (who is not licensed to serve as legal counsel in the U.S.) from the University community in the hearing, but must represent him/herself. When appropriate, the student may speak through an interpreter. When there is a pending criminal case against the student arising out of the same facts as the charge(s), the student may be accompanied by legal counsel, who will be present for the purpose of advising the student and will not participate in the hearing.
- f. *General Hearing Guidelines*:
  - i. The hearing will be closed to all except the hearing board, complainant or situational representative, accused, and their advisors (who must be members of the Muskingum University community and may not be certified or licensed to serve as legal counsel).
  - ii. All hearing board members will be given the opportunity to review the hearing documents before the hearing convenes. The chair will direct all present at the hearing to state their names and relationship to the case, excuse unapproved parties, explain the format and procedures of the hearing, and answer any questions concerning the complaint and/or the procedures to be followed during the hearing.

- iii. When the complainant, accused, a member of the hearing board or the chair charges that another member may not be impartial or able to judge the facts of the case objectively, the charged member may make a statement in his/her behalf and must then leave the room with all other parties except the remaining members of the hearing board who will discuss and vote on the member's impartiality. If a majority of the members judges the charged member not to be impartial, that person will not be removed from the hearing panel for the case in question.
- iv. The chair will have the complainant state the nature of the complaint (in a minor violation review, a formal complainant may not be assigned when the case is brought by the University with witnesses called by the chair as present to review their input for consideration).
- v. The chair will ask for a plea from the accused. If the accused fails to attend the hearing of which he/she has been formally notified, the hearing board will hear the case in his/her absence using any available information.

(a) *If the plea is "in violation"*

—The accused and the complainant will be given an opportunity to make a statement.

—Hearing board members will be given an opportunity to ask questions of both party and available witnesses to clarify their understanding of the circumstances of the violation.

(b) *If the plea is "not in violation"*

—After the plea, the witness (es) will be asked to leave the room. The complainant and accused will remain.

—The complainant and accused may give opening statements. The chair may specify a time limit on statements.

—The hearing board will question the complainant and his/her witness (es) individually. The hearing board hearing is not a court of law and need not, nor should it, observe the rules of evidence utilized by the courts, and should exclude unduly repetitious or irrelevant evidence. Witnesses will appear as called by the hearing board, testify, and leave. The chair may specify a time limit on the witnesses' testimony.

—The hearing board will question the accused and his/her witness (es) individually. Witnesses will appear as called by the hearing board, testify and leave. The chair may specify a time limit on the witnesses' testimony.

—The accused and complainant may question witnesses when recognized by the chair.

—The accused and complainant will be given the opportunity to question one another (except in cases of harassment/assault where questions may be reviewed for appropriateness and then posed or not posed by the Chair at his/her discretion).

–The complainant and accused will be given the opportunity to make summary statements (inclusive of statements from the complainant as to perceived impact of alleged behaviors) with the accused having the final opportunity to address the Board.

- vi. The chair will then outline the procedures for receiving a letter regarding the finding and sanctions (if appropriate), appeals process, and answer any questions of the parties. The accused, complainant, and any witnesses will then be asked to leave the room. After deliberation, the hearing board will render a finding of “in violation” or “not in violation” by a simple majority vote (although a consensus opinion will be reasonably pursued). The Chair will participate in discussions of the allegations, but only vote in case of a tie.
- vii. If the accused is found “in violation” the chair will inform the hearing board of any relevant disciplinary history in the disciplinary file of the accused. Such information will be considered as the hearing board determines an appropriate sanction recommendation for the case.
- viii. Any person, including the complainant and the accused, who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceedings.
- ix. Any recommendation of a hearing board will be based on a reasonable interpretation of the evidence and testimony at the hearing. Supporting evidence and records must be presented at the hearing.
- x. The hearing board will determine findings of fact, recommend sanction(s) to be considered, and provide support. The entire record will be forwarded to the VPSA/Dean of Students or his/her designee. Within the five working days after receiving the hearing board’s determination, the VPSA/Dean of Students or his/her designee will render the written decision.
- xi. The Dean or his/her designee may request the hearing board to clarify its determination. Upon receipt of said request the hearing board will convene to address the questions raised.

g. *Appeal Procedures*

- i. There are three bases for appeal: a) the sanction awarded is not proportionate to the violation for which responsibility was found, b) there were failures in the system procedures [the process indicated herein was not followed], and c) there is new evidence available which was not available at the time of the hearing.
- ii. Appeals must be in writing and received within five calendar days of notice being sent to the student of the official sanctions. Appeals are forwarded to the Dean of Students or his/her designee. Appeal decisions will be based on a review of the appeal letter, the summary of the hearing and other supporting documents presented in the hearing, and a discussion with the hearing officer or board chair. If the Dean of Students or his/her designee finds abnormalities, he or she may refer the matter to the same or another hearing board as appropriate, or adjust the finding or sanctions to

reflect the information determined through the appeal.

- iii. Final appeal based solely on procedural grounds can be made to the Dean of Students.
- iv. After an appeal to the appropriate University official, and after a decision is rendered, the case will be considered closed.

h. *Immediate Removal*

Any student suspended or expelled may be required to leave campus immediately upon official notification of the sanction or outcome of the hearing, even if the student plans to file an appeal. Should the student seek to appeal the action, he/she will need to arrange for any further access through the VPSA/Dean of Students or his/her designee.

i. *Parental Notification*

Muskingum University recognizes that students, parents, and the University are in a partnership in which each has the responsibility to promote a healthy and productive educational experience. The University behavior education process exists to provide corrective action which is educational and developmental, to protect the campus community, and to maintain an environment conducive to learning. Violations of the University alcohol and/or drug policies can detract from the learning environment. The University believes parents can assist students in fulfilling their educational goals through the use of open dialogue.

Due to recent amendments to the Family Educational Rights and Privacy Act (FERPA), it is now permissible for Muskingum University to notify the parent or guardian of students under the age of 21 when those students have been found responsible for alcohol and drug related offenses.

If a student under the age of 21 is found to be responsible for the use and/or possession of drugs or drug paraphernalia, the resultant sanction will include notification of the parent/guardian by the VPSA/Dean of Students or his/her designee. In the event of a first non-disruptive violation of the alcohol policy by a student, the sanction benchmark includes, but is not limited to probation, developmental counseling, and community service. In addition to the aforementioned sanctions, a first disruptive or second non-disruptive violation of the alcohol policy by a student under the age of 21 has as a result the notification of the parent/guardian by the VPSA/Dean of Students or his/her designee.

In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened either through the student's own acts or the acts of others.

j. *Transcript Encumbrances*

In pending cases that could result in suspension or expulsion (or cases of deferred suspension), a student records block and a transcript notation indicating that a student conduct matter is pending may be placed on a student's records by the VPSA/Dean of Students or his/her designee.

## **VI. General University Policies**

### **A. Policy Statement on AIDS**

#### **1. Synopsis**

Muskingum University does not discriminate against individuals infected with HIV (Human Immunodeficiency Virus) or afflicted with AIDS (Acquired Immuno-Deficiency Syndrome) or ARC (AIDS-related conditions or complex). Decisions in all situations involving a student who has a health problem are made on a case-by-case basis, premised on the medical facts of each case and with concern for confidentiality and the best interest of all parties involved. With respect to classroom attendance, so long as attendance is not contra-indicated by the University's physician, a student with AIDS can attend class without justifying a change of schedule or classes for such student or his/her classmates.

Contact such as normally occurs with a roommate or in normal residence hall living has not been demonstrated as a cause of AIDS. Where appropriate, the University will offer counseling and education to roommates, other residents and parents to help them better understand AIDS and responses it may evoke. If, after counseling, conflicts are unresolved, the University may consider a room assignment in accordance with established residence hall policies. The University will not support such action as a means of isolating a student with AIDS.

#### **2. Introduction**

These guidelines apply to all students or employees who may be infected with HIV, including those who have one of the lesser manifestations of infection - ARC, and those who are currently healthy but have evidence of exposure to or infection by the virus by virtue of the presence of a serum antibody to HIV. Throughout this statement, the term "AIDS" is intended to reflect any one of these conditions.

Regrettably, there is no specific medical treatment for AIDS or ARC; nor is there currently available any known effective vaccine against HIV.

Muskingum University will offer compassionate, current and up-to-date educational materials in an attempt to prevent further spread of the disease and in an attempt to deal with reactions it may evoke. Through such an educational process, the University will strive to provide information on the transmission of the virus and on risk reduction procedures. The University will further facilitate access to proper medical, administrative and counseling assistance and will endeavor to identify work situations where specific precautions may be advisable.

The principal philosophy which will guide the University's response to AIDS is that each situation or concern must be addressed individually, on a case-by-case basis, as determined by medical facts currently available.

An AIDS Advisory Committee consisting of the Vice President for Academic Affairs, the Coordinator of Human Resources and the VPSA/Dean of Students will endeavor to facilitate such determinations.

The University premises this response on recommendations issued by the U.S. Public Health Service, Centers for Disease Control and the Ohio Department of Health. As these recommendations are modified or altered from time to time, the University will endeavor to revise these guidelines and its approach to the topic as appropriate.

#### **3. Response to an Employee or Student Suspected of Having AIDS**

Current knowledge indicates that students or employees with AIDS do not

pose a health risk to other individuals on campus in the normal working or educational context. The Centers for Disease Control state, however, that AIDS can be transmitted through sexual contact, the invasion of contaminated blood or blood products into body tissue, or from mother to unborn child. While the virus has been isolated from body fluids including blood, semen, saliva, urine and breast milk, current epidemiological evidence has indicated that only blood and semen are active agents in the transmission process. No current medical evidence supports a case for AIDS being susceptible to transmission by casual contact, by objects handled by people with AIDS, through the air, or from contaminated environmental services.

There is currently no medical justification for restricting students or employees with AIDS, ARC, or a positive HIV antibody test from access to the Quad Center, classrooms, the Wellness Center, the cafeteria, the gymnasium, the swimming pool, or any other recreational facility, residence hall, work setting, or common areas.

If any student or employee suspects that he or she may have AIDS or ARC or may have been exposed to HIV-virus, the University will encourage that individual to get a detailed medical evaluation including a blood test for the HIV antibody. The University may refer a student to the University's Wellness Center and both students and employees may be referred to local physicians or the Muskingum County Health Center for confidential evaluation and counseling.

#### **4. Response to Testing for AIDS**

Following the Centers for Disease Control guidelines, the University currently does not intend to engage in routine testing for the presence of an HIV-virus. Unless there is a significant change in currently available medical evidence on the subject, routine testing will not be a requirement for admission, financial aid, personnel decisions, employment or other campus business.

#### **5. Confidentiality of University Medical and Employment Records**

At present, medical records are confidential and may be released only upon written consent of the subject student or employee. Medical records, however, may be placed in the employee's personnel records for purposes of determining disability benefits, or other legitimate reasons. The University will release confidential medical, personnel, or other AIDS-related information about students or employees only where required by subpoena or public safety consideration.

#### **6. The Muskingum University Response to Complaints of Discrimination or Harassment Against Students or Employees with AIDS or ARC, or Who Have Positive HIV-Test Results or Who Simply are Perceived to be in a Risk Group**

The University will endeavor to respond to conflicts or harassment involving persons in the captioned groups by informal means first, including efforts such as counseling and education of individuals involved. However, in cases of severe or repetitive harassment, such conduct will be dealt with through formal accountability procedures for the accused.

### ***B. Confiscation Policy***

Certain items are prohibited on University property, in University facilities, or at University events, because of health, fire or safety reasons; village, state or

federal law; or University policy (e.g. drugs, weapons, and appliances and pets in the residence halls).

When these items are encountered or discovered by University officials, they are subject to confiscation, and the University, its employees, agents, and officers will not be responsible for any incidental loss or harm. Students may request permission to retrieve pets which have not been turned over to animal control and which are still in the custody of Campus Police upon their agreement to immediately remove the animal from University property and not return it to campus. Similarly, appliances may be retrieved by the student owner at the end of the semester with the same caveat that it be immediately removed and not returned to the premises.

Unless there is a need to retain beverage alcohol for evidence in an incident, it will be disposed of upon confiscation (preferably by the student owning or exercising control over the container(s)). Weapons, controlled substances, and drug paraphernalia will be secured by Campus Police and will not be returned.

Any releasable items which are not claimed by their rightful owner within six months become the property of Muskingum University and will be disposed of without recourse by the previous owner.

### **C. *Statement of Non-Discrimination***

Muskingum University does not discriminate on the basis of race, color, national or ethnic origin, handicap or physical challenge, sex or age, religion, gender, sexual orientation, socio-economic status or political affiliation, in admission or access to, or treatment or employment in its education programs and activities. The Coordinator of Human Resources, Compliance Coordinator, has been designated to coordinate the University's compliance with the nondiscrimination requirements under Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975 which prohibit discrimination on the basis of handicap, race, sex and age, respectively. The Director of Human Resources may be contacted at Room 16 Montgomery Hall, telephone 826-8114.

### **D. *Handicap and Sex Discrimination Grievance Procedure***

Muskingum University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints made by students and employees alleging any action prohibited by U.S. Department of Education, Office for Civil Rights, regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of handicap and sex, respectively. Grievance procedures pertaining to matters other than alleged handicap or sex discrimination may be found in other University publications.

Complaints should be addressed to the Coordinator of Human Resources, Compliance Coordinator, Room 16 Montgomery Hall, phone 826-8114, who has been designated to coordinate the University's compliance activities pursuant to the above noted regulations.

1. A complaint should be filed in writing, containing the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. The complaint should be filed within 45 days after the alleged violation or the date on which the complainant reasonably should have become aware of such alleged violation.

3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the Director of Human Resources. Grievances involving an academic matter may be referred to the Vice President for Academic Affairs. Grievances involving a Student Affairs matter, i.e. discipline, may be referred to the VPSA/ Dean of Students. Grievances involving an athletic gender/equity matter may be referred to the Vice President for Administration. This procedure contemplates informal but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint.
4. Under Section 504, Muskingum University need not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the appropriate authority and a copy forwarded to the complainant no later than 45 days after its filing.
6. The University's designated compliance coordinator, Coordinator of Human Resources, will maintain the files and records of Muskingum University relating to the complaints filed.
7. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the outcome of the investigation or the resolution of the complaint. The request for reconsideration should be directed to the President of Muskingum University and made within 30 days after issuance of the above-referenced written determination.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title IX complaint with the responsible Federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. This procedure will be construed to protect the substantive rights of interested persons, to meet any applicable due process standards, and to assure that Muskingum University is complying with Section 504 and Title IX and their implementing regulations.

***E. Missing Student Notification (as required by the Higher Education Opportunity Act)***

Muskingum University has adopted the following Missing Student Notification policy, as required by the Higher Education Opportunity Act:

1. If a member of the university community has reason to believe that a Muskingum University student is missing, they should immediately notify the Muskingum University Police Department at 740-826-8155 (anytime) or the Student Life Office at 740-826-8080 (during normal business hours), whether the student resides on campus or not. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Muskingum University Police Department, the Student Life Office, and the Admissions Office.
2. Once the location of the residence of the missing student is established, the Muskingum University Police Department will secure authorization from the Student Life Office to conduct a welfare entry into the student's room, or collaborate with the police department with jurisdiction for assistance off-campus. The Student Life Office along with other university officials will attempt to determine the student's whereabouts through contact with friends,

associates, and/ or employers of the student. All available resources will be contacted in an effort to determine if the student has been attending classes, labs, scheduled organizational, and/ or academic meetings. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the University Counselor or Wellness Center.

3. If the missing student is not located, notification to the family will be made within 24 hours of receiving the initial report to determine if they are aware of the student's whereabouts. If the student resides off-campus, the family members will be encouraged to file a missing persons report with the local police department with jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the Student Life Office or the Muskingum University Police Department will notify the parents or legal guardian immediately after the police department has determined that the student has been missing for more than 24 hours.
4. If the student resides on-campus, the Muskingum University Police Department will be notified immediately to start an investigation and retain status as the primary investigative unit. The department will follow the outlines published by the Ohio Attorney General's Office on missing persons. If the student resides off- campus, the Muskingum University Police Department will assist the police department with jurisdiction in any way possible. Upon closure of the missing person investigation, all parties previously notified will be contacted.
5. All students have the option to confidentially identify an individual to be contacted by the Muskingum University Police Department or the Student Life Office in the event they are determined to be missing for more than 24 hours. If a student has identified such an individual, the department will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact, to be notified in case they are missing, can do so through the department. The department will set up an ongoing data program for that purpose, and only authorized campus officials and law enforcement officers may have access to this information.

#### ***F. Motor Vehicle Regulations***

The policies and procedures authorized by the University and enforced through the Vice President of Student Affairs by the University Police Department regarding the use of motor vehicles on Muskingum University property are distributed with vehicle registration tags, can be obtained from the University Police station, and can be viewed at the Muskingum University Campus Police page on the Muskingum University web site at <http://www.muskingum.edu/home/campuspolice/downloads/mvregulations.pdf>.

#### ***G. Solicitation, Sales and Fundraising Events***

Solicitation on any campus property or at any campus event is generally prohibited. However, registered student organizations with the written approval of the Dean of Students or his/her designee may engage in fundraising projects for the benefit of worthwhile purposes of the organization with the following expectations:

1. Most campus sales will only be approved to be held in the Quad Center or other areas where students, staff and faculty are not a "captive audience;"
2. If the activity is desired to be conducted in a facility beyond the Quad Center, the Quad (green space/ patio area), or the residence halls,

permission must also be received from the administrator responsible for that area (e.g. fundraising at an athletic event requires not only VPSA/Dean of Student permission, but also the permission of the Athletic Director);

3. No harassment will be permitted and there will be no door-to-door sales in the residence halls nor sales by individuals for profit (e.g. magazines, perfume, etc.) and;
4. See applicable policies on gambling under the Code of Student Conduct.

#### **H. *Availability of Student Records***

Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the University and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar's Office.

#### **I. *Accuracy of Student Information***

It is the student's obligation to give complete and accurate information in all instances involving applications, registration and records and to keep the individuals and offices involved informed of any changes. Falsification of information, either verbal or written, is considered a serious breach of trust. Instances of such behavior may be pursued through the Code of Conduct, however, when students earn credits or receive a degree under false pretenses, such may be revoked or a statement regarding the behavior will be attached to their official records when the violation comes to the attention of the University.

#### **J. *Institutional Auxiliary Aids and Services Policy for Handicapped Students***

The Disability Education Office (DEO) provides students who have qualifying, documented disabilities with federally mandated reasonable accommodations. The DEO is located in Walter Hall, room 26. For further information please call 740-826-6132 or visit the website at [www.muskingum.edu/home/cal/ada.html](http://www.muskingum.edu/home/cal/ada.html)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Muskingum University makes available to qualified students with disabilities those reasonable accommodations necessary to provide appropriate access to the learning environment and opportunities to demonstrate academic achievement. Reasonable accommodations are provided at no charge to the student. Individuals with disabilities must self-identify and articulate their needs and requests through the Disability Education Office. The Disabilities Education office is located in Walter Hall, Room 26 and the phone number is 740-826-6132. Persons seeking accommodation should submit their request, along with appropriate clinical documentation, to Eileen Henry, Ed.D., Executive Director for the Disability Education Office, Muskingum University, New Concord, OH 43762. The provision of reasonable accommodation is based on review of submitted documentation and upon meeting with the student and others as warranted. Information received will not be used for any unlawful purpose.

Documentation should: be recent; include qualifications of the evaluator; include a diagnosis and evidence used to make the diagnosis; contain clear and specific evidence that identifies the substantial limitation(s) in one or more major life activities of the individual; make recommendation(s) for specific accommodation related to the identified functional limitations; and

establish an evidence-based rationale that supports the need for specific accommodation requested.

The provision of accommodation is determined on an individual basis and facilitated by the Disability Education Office.

### ***K. Equal Opportunity Policy***

In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-63282 (TDD).”

## **VII. Academic Regulations**

The student is responsible for understanding and meeting all graduation requirements. For the complete listing of academic requirements and regulations, please refer to the Undergraduate Course Catalog. In general, the catalog in effect at the time you were admitted to Muskingum serves as the basis for all further student-University agreements, though the University reserves the right to modify policies and procedures when necessary. In the event there is a discrepancy in the statement policy in this handbook with one in the catalog, the latter will be considered to be official. You are encouraged to refer frequently to that catalog and to be your own academic record-keeper. The Registrar and your academic advisor will be happy to assist you in interpreting the various academic rules and regulations.

It is the student’s obligation to give complete and accurate information in all instances involving applications, registration and records and to keep the individuals and offices involved informed of any changes. Questions may be directed to the appropriate offices.

The faculty advisor helps students come to certain important decisions about selecting courses or deciding on majors, but the advisor’s role is **advisory only**. The student is primarily responsible for these decisions and their effects.

## **VIII. Student Finances**

### ***A. Financial Aid Satisfactory Academic Progress (SAP)***

Federal and state regulations, and Muskingum University policy, require that students make Satisfactory Academic Progress (SAP) in their course of study in order to be eligible to receive financial aid. Official standards of SAP for retention of financial aid at Muskingum (which include a quantitative and qualitative component as described below) are set by the Financial Aid Committee on Academic Progress. Membership in this committee consists of representation from the Office of the Vice President for Academic Affairs, the Vice-President of Enrollment, the Student Financial Services Office, and the Senior Director of Admission and Student Financial Services.

1. All financial aid awards are made contingent on students making SAP. If the University makes an award and subsequently discovers that academic progress was not made, the award will be withdrawn.
2. Decisions regarding SAP for the retention of financial aid are made by the Financial Aid Committee on Academic Progress. Appeals of any decision made by this committee should be directed to the Vice President of Enrollment. Questions regarding SAP should be directed to the Office of Student Financial Services.

3. The SAP requirements stated are applicable to federal financial assistance (including Federal Pell Grant, Federal TEACH Grant, Federal Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford and Federal Direct PLUS Loans) and Muskingum University aid. Programs run by state or private agencies are governed by the specific policies of those agencies.
4. SAP is monitored at the end of each term (including summer term).
5. Transfer credits count towards the evaluation of SAP.

## **1. SAP Requirements**

Muskingum's SAP requirements for retention of financial aid have both a quantitative and a qualitative component. The quantitative element refers to the student's actual progression toward a degree by measuring the number of credit hours attempted per term. The qualitative requirement relates to the quality of a student's academic performance as measured by grade-point average.

Students should note that the SAP requirements are not the same as Muskingum's definition of good academic standing, as determined by the Office of the Vice President for Academic Affairs, which requires a 2.0 grade average (cumulative and for the most recent semester completed).

The financial aid progress guidelines are minimum requirements which a student must meet to be eligible for financial assistance, provided that the Office of the Vice President for Academic Affairs has determined that the student is academically eligible to be enrolled at Muskingum. It is therefore possible for a student to be eligible for financial aid but be dismissed for academic reasons, or for a student to be eligible to return to Muskingum, and be in good academic standing, but be denied eligibility for financial assistance due to lack of making SAP.

## **2. Quantitative Requirements (Pace of Progression)**

A student's pace of progression (or class completion rate) is evaluated at the end of every term to ensure that the student completes a program of study within a maximum time frame. Students must successfully complete 67% of all coursework attempted at Muskingum to meet the quantitative SAP requirement. Muskingum University considers four years of full-time study as the standard time frame to complete a baccalaureate degree program, and thus limits financial aid eligibility to six years of full-time study, which is 150% of the program length. Appropriate considerations are made for students whose standard program length is greater than four years, and for students who enroll part-time.

The following are considered when evaluating a student's SAP:

- Students in programs requiring 124 credit hours for graduation are eligible for financial aid during the first 186 attempted hours as an undergraduate (150% time frame). All attempted hours are counted, whether or not financial aid was received or the coursework was successfully completed.
- An attempted course is one for which the student is registered at the end of the add/drop period.
- Withdrawals, incompletes and failures are considered attempted but not earned hours. Courses where credits are not calculated as attempted hours toward a degree are exempt from the SAP

calculation.

- Repeated coursework will count toward the maximum time frame. Students may repeat a previously passed course one time and still be eligible for financial aid. Students may repeat a course they withdrew from or failed and still receive financial aid as long as SAP requirements are still being met.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours.
- Audited courses are not considered attempted or earned.
- Transfer credits, including those received prior to entering Muskingum University and those earned subsequent to entry, such as in off-campus study, do not count in the calculation of the GPA, but are included in the calculation of both attempted and earned credit hours. Transfer hours are not counted in the calculation of maximum time frame.
- A change of major does not typically affect the calculation of SAP and maximum time frame. In an appeal situation a change of major(s) may be considered as a special circumstance in the calculation of maximum time frame.

### 3. Qualitative Requirements

Students must have achieved the stipulated minimum grade-point average in accordance with the categories of credit hours attempted:

<u>Credit Hours Attempted</u>	<u>Required Cumulative GPA</u>
1-27	N/A
28-59	N/A
60-91	1.8
92 +	2.0

### 4. SAP Statuses

#### a. *Warning Period*

Academic progress will be reviewed at the end of each academic semester. If it is determined during the review that the student is not meeting SAP then the student will be placed in financial aid warning status. Students in financial aid warning will be eligible to receive financial aid during the warning period. Students will receive notification of their warning status via their Muskingum e-mail account. Students in warning status who do not meet SAP requirements after their next enrollment period will be placed on SAP suspension and will not be eligible for federal, state and need-based institutional aid.

#### b. *Financial Aid Suspension*

Students in suspension status will be mailed a letter, to the home address on file with the University, explaining the reason(s) they are not meeting SAP. Future enrollment will be at the student's own expense until both qualitative and/or quantitative academic progress guidelines are met unless the student submits an acceptable appeal.

#### c. *Financial Aid Probation*

Students who have submitted an acceptable SAP appeal will be placed on financial aid probation. Students are eligible for financial

aid during the probationary period. More information regarding financial aid probation is provided below.

## **5. Satisfactory Academic Progress Appeal Information**

Students on Financial Aid suspension due to not making SAP may appeal their status by following the procedures outlined below:

- 1) Appeal Letter- Students must submit in writing (an attached document sent via e-mail is acceptable) a detailed letter of appeal. Students must indicate why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. Students must be able to document mitigating circumstances that occurred during the course of the semester in question that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. Events such as the death or hospitalization of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.

The appeal letter must include:

- Name, home address, and phone number
- The circumstances that affected academic progress
- What has changed in the student's situation that would allow the student to meet SAP at the next evaluation
- The student's plan of action to improve academic performance.

The appeal should be no less than one page double spaced, and it is to be addressed to the Vice President of Enrollment, Mr. Jeff Zellers. It may be mailed to Muskingum University, Student Financial Services, 163 Stormont Street, New Concord, OH 43762, or the appeal may be e-mailed to the students Financial Aid Counselor:

- Students with last names beginning with A-L – Amy Gooden at [agooden@muskingum.edu](mailto:agooden@muskingum.edu).
- Students with last names beginning with M-Z – Amber Gump at [amberg@muskingum.edu](mailto:amberg@muskingum.edu)

- 2) Academic Plan- Some students may be required to submit an academic plan as part of the appeal process. The Financial Aid Committee on Academic Progress will determine if an academic plan is required and will notify the student. Students must use the Satisfactory Academic Progress Academic Plan Form. The plan must be submitted at the time of appeal.

## **6. After Submitting Your Appeal and Academic Plan (if required)**

Students will be notified by mail of the results of the appeal. Please make sure that the address listed on the appeal letter is current. The Committee will also contact students by their Muskingum e-mail account if they have any questions.

During the appeal review some of the factors that may be considered are described below. This list does not include all possible factors but the

factors listed below will be reviewed as well as other information that the student provides:

- Whether the student can meet the SAP requirements after successful completion of the next semester of enrollment.
- Whether the student is successfully following their academic plan (if required) and is making progress under that plan
- Validity of the reasons for failing to meet the SAP standards
- Resolution of the problems leading up to failure to meet the standards
- Prior academic history
- Meetings with the student's academic advisor and usage of the Student Success Center
- Number of previous suspensions and reinstatements.
- Student's demonstrated motivation to succeed
- Quality of appeal and supporting documentation

Students whose appeals have been approved by the Committee will be placed on Financial Aid Probation status. A student may continue to receive financial assistance during the probationary period. At the end of the probationary period the student will either be removed from probation because the student is meeting SAP standards, remain on probation because the student is meeting the requirements of their academic plan (although still not meeting SAP requirements), or the student will be placed on suspension because standards are not met. Students placed in a subsequent suspension status have the option to appeal; however, the Committee may not accept appeals with similar circumstances as appeals submitted during prior terms. Students whose appeals are not approved will be placed in suspension status.

Students who are in suspension status may use one or more of the following payment options while attempting to regain SAP:

1. Students own resources
2. Muskingum University Payment Plan
3. Private Alternative Loan (with approved credit)

Reinstatement of financial aid eligibility will occur immediately upon the student's attainment of both the quantitative and/or qualitative benchmarks of SAP. Coursework taken at a school other than Muskingum, including summer coursework, will count toward meeting the quantitative requirement, but not the qualitative requirement.

#### **7. Academic Plan Status**

A student who is on an approved academic plan will have his/her status reviewed after each academic term to ensure that the student is successfully following the plan. Students who are meeting their academic plan will still be eligible for financial aid. If the student does not meet the plan requirements (and is not meeting SAP) at any time, financial aid eligibility will be revoked for the subsequent term and the student will be placed in suspension status. The student has the option to appeal the suspension status. Students following an academic plan can exceed the maximum time frame requirements.

#### **8. Merit-Based Financial Assistance**

Students must meet additional requirements in order to retain academic

scholarships awarded by Muskingum University. In addition to SAP, recipients of John Glenn, Muskingum Academic Scholarships, Science Division and Returning Student Scholarships must maintain a 3.0 cumulative grade-point average. Recipients of Muskie Awards must maintain SAP to ensure renewal of these awards.

Students who received Special Acknowledgment Awards prior to August 29, 2011 are no longer required to maintain a 2.5 cumulative GPA to maintain eligibility. Students are now required to maintain a 2.0 cumulative GPA to maintain eligibility.

Students who fail at any time to remain in good academic standing as determined by the Office of the VPAA are subject to the immediate loss of their scholarship.

## **9. International Students**

In addition to making SAP, international students with International Scholarships must maintain a 3.0 cumulative grade-point average. Recipients of International Awards and International Grants must maintain SAP in order to retain eligibility.

## **B. Refund Policy (including Return to Title IV Funds)**

Students departing the University after the term begins, for whatever reason, are recognized as having withdrawn on the date on which the withdrawal process is initiated with the institution. This date will be used for purposes of financial aid Return to Title IV calculations (i.e. returning federal funds to the Department of Education). Students who withdraw or take a leave of absence (LOA) from Muskingum University for any reason after the start of an academic term, or who are dismissed mid-semester, are entitled to a refund of charges according to the following policy:

- Students withdrawing/LOA prior to the beginning of an academic term, or during the add/drop period of that term, receive 100% refund of tuition, fee and room charges (less deposit), and pro-rated board charges based on meals eaten. An early withdrawal fee of \$100.00 will be assessed.
- Withdrawal/LOA after the add/drop period will result in a refund of tuition, fees, and room charges (less deposit) according to the following schedule:
  - Within the first seven (7) days following the add/drop period - 60%
  - Within the next fourteen (14) days - 40%
  - Within the next fourteen (14) days - 20%
  - Thereafter, no refund of tuition, fees, or room charges (including deposit)
- Board charges will be refunded based upon the following formula:
$$\frac{\text{[Number of weeks remaining in the term divided by the number of weeks in the term, rounded down to the nearest 10%]}}{\text{Times}} \times \text{[Plan board charge for the term]} = \text{refund}$$

A board week will be considered earned on each Monday's reconciliation between Campus Services and Student Affairs.

Financial aid awards to students who withdraw or take a leave of absence after the beginning of a term are recalculated on a basis consistent with written University and federal/state policies governing student financial aid in a

withdrawal situation. If any portion of a student's charges is to be refunded due to withdrawal, an adjustment must be made to the student's financial aid, since the family contribution must be applied first toward applicable charges. In cases where financial aid awards must be adjusted, the proper amount of student aid is returned to the appropriate fund. The federal recalculation is based on a percent of earned aid for students who withdraw or take a leave of absence prior to completing 60% of a semester. The percent of earned aid is equal to the number of days completed up to the withdrawal date divided by total days in the semester. The federal aid to be returned (unearned aid) is equal to [100% - percent earned] times the total amount of federal aid disbursed toward institutional charges.

Federal Title IV funds are returned to their respective accounts in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and TEACH Grants. State grants are refunded in accordance with the guidelines of the specific state agency. Institutional aid is adjusted at the same rate as the percentage of tuition refund.

If the resultant calculation of charges and financial aid indicates a refund is due the student, the refund will be paid by check within 30 days. If the calculations result in a balance due the University, payment will be expected in a reasonable time period.

An appeal process is available for students or parents who believe that individual circumstances warrant exception from this published policy. Appeals should be directed to the Vice President of Enrollment.

*Note: Provisions explained above are subject to final interpretation of federal Return of Funds regulations for federal Title IV financial aid*

### **C. Repayment of Student Loans**

Federal Student Loans are serious obligations which must be repaid. Repayment of principal begins after a student graduates, withdraws, or drops below half-time enrollment, and there is a six-month grace period between the time a student's enrollment stops and repayment begins. Under certain conditions, such as at least half time enrollment in college (both undergraduate and graduate), repayment of loans is deferred.

The repayment period for federal student loans is generally ten years, although this may be extended through a process called loan consolidation if total loan amounts exceed \$7,500. A sample Direct Stafford Loan repayment chart is presented below, using a fixed interest rate of 6.8%.

#### **Estimated Monthly Payment (10 year term)**

<b>Principal Balance</b>	<b>6.8%</b>
\$5,000	\$57.54
\$10,000	\$115.08
\$15,000	\$172.62
\$20,000	\$230.16

## **IX. Student Employment**

As part of the financial aid package in accordance with demonstrated need, students are awarded an amount which they can earn through on-campus student employment. This amount is determined by the Office of Student Financial Services and can range from \$500 to \$1,500 a year.

Campus jobs include the mailroom, library, maintenance and office work, some of which are funded by the Federal Work Study Program, and others which are completely funded by Muskingum University. Students earn this money through their employment in the various departments and are paid monthly, receiving payment around the tenth of the month following the month worked, once all necessary paperwork is processed and student hours have been submitted and approved electronically.

Jobs available to students provide necessary work experiences which contribute to the smooth running of the entire campus. Because of the importance of these jobs, students are not randomly assigned to all positions, but often must compete for positions available. Every effort is made by the University to assist students in securing campus employment; however, it is the responsibility of the student to obtain the job and to keep the job through satisfactory performance of the duties assigned. Periodic evaluations of students' work are made by their immediate supervisors.

Student Financial Services assists students in finding jobs by referring students to appropriate job openings, posting jobs on the web page as they become available, and contacting students during the year about possible positions. The money earned through student employment helps make it possible for financially needy students to attend Muskingum. Students who have not received a work opportunity as part of a financial aid package are also eligible for employment at the University or in positions as listed by outside employers and coordinated through the Office of Student Financial Services. If at all possible, the students receiving need-based financial aid are selected for positions first. However, there are some departmental positions which are skilled positions. Non-aid students may be placed in these positions if there are no financial aid students with the appropriate qualifications.

Any student who desires to work, whether on financial aid or not, should discuss this decision with Student Financial Services.

## **Administration & Support Services Directory Area Code: 740**

Academic Affairs Office	826-8122
Admission Office	826-8137
Advancement Office	826-8130
Alumni Office	826-8131
Bookstore	826-8170
Business Office / Student Accounts	826-8111
Campus Police	826-8155
Catering & Events (Aramark)	826-8282
Career Services	826-8084
Center for the Advancement of Learning	826-8280
Center for Child Development (MCCCD)	826-8351
Center for Church Life	826-6104
University Minister	826-8120
Computer & Network Services	826-8050
Counseling Services	826-8091
Financial Aid Office	826-8139
Food Service (Aramark)	826-8147
Graduate and Continuing Studies	826-8038
Human Resources	826-8119
International Programs - Admissions	826-8127
International Programs - Student Services	826-8094
International Programs - Study Abroad	826-8127
Library	826-8152
Mail/Copy Center	826-8124
May Term (Summer School)	826-8164
Physical Plant	826-8160
President's Office	826-8115
Prison Program	826-8258
Public Relations Office	826-8134
Registrar's Office	826-8164
Scheduling (Aramark)	826-8383
Sports Information Office	826-8134
Student Employment	826-8139
Student Life Office	826-8080
Summer Conferences	826-8147
Wellness Center	826-8150