

The Scot's Key

The College of Wooster Code of Social Responsibility

2018-2019

THE COLLEGE OF
WOOSTER

CONTENTS

THE SCOT'S KEY INFORMATION	3
Applicability and Jurisdiction	3
Statement of Non-Discrimination	4
Important Contact Information	4
COLLEGE PROCEDURES AND RESOURCES	5
Bill Processing and Payment Options	5
<i>Financial Holds</i>	5
College Records and Confidentiality	6
<i>Family Educational Rights and Privacy Act (FERPA)</i>	7
<i>Preferred Primary Display Name, Gender, and Pronouns</i>	8
<i>Student Directory Information</i>	9
<i>Student Personnel Files</i>	9
<i>Records Other Than Personnel Files</i>	10
<i>Retention of Records</i>	11
Disabilities and Accommodations	11
<i>Students with Disabilities</i>	12
<i>Applicants with Disabilities</i>	12
<i>Employees with Disabilities</i>	12
Dining Services	12
Longbrake Student Wellness Center	13
Safety and Emergency Response	13
<i>Tornado Watch and Warning</i>	13
<i>Missing Person</i>	13
<i>Privacy, Security, and Facilities</i>	14
ACADEMIC INTEGRITY	16
Principles of Academic Integrity	16
Administration of Academic Integrity Policies	16
Plagiarism	16
Violation and Enforcement of Academic Policies	17
SELECT ACADEMIC POLICIES	18
Appeal of a Grade	18
Leave of Absence or Withdrawal	19
<i>Leave of Absence</i>	19
<i>Withdrawing from The College</i>	19
Reading Days and Examination Periods	24
Religious Observance	24
Co-Curricular Activities and Academic Responsibilities	25
COMMUNITY VALUES AND PRINCIPLES	26
<i>The Wooster Ethic</i>	26
<i>The Civility Statement</i>	26
<i>Strong Community Relationships</i>	26
Personal Integrity and Self-Respect	26
<i>Alcohol and Other Drugs Policy</i>	27
<i>Disorderly Conduct</i>	37
<i>Off-Campus Conduct</i>	37
<i>Smoking and Tobacco Use</i>	37
Respect for the Rights of the Community	38
<i>Anti-Harassment/Discrimination</i>	38
<i>Bullying and Cyberbullying</i>	39
<i>Consensual Relationships</i>	39
<i>Demonstrations and the Right of Dissent</i>	40
<i>Firearms and Other Weapons</i>	40
<i>Fireworks</i>	41

<i>Gambling</i>	41
<i>Hazing</i>	41
<i>Housing Policies</i>	42
<i>Intimidation, Coercion, and Threats</i>	48
<i>No Contact Orders</i>	48
<i>Noise</i>	48
<i>Physical Violence/Assault</i>	49
<i>Recording and Filming</i>	49
<i>Retaliation</i>	50
<i>Sexual Harassment and Misconduct</i>	50
<i>Stalking</i>	52
<i>Student Organizations and Activities</i>	52
<i>Theft</i>	54
Respect for Functioning and Property of the College	55
<i>Access and Use of Facilities and Grounds</i>	55
<i>Use of Computers and Information Technology</i>	56
<i>Destruction of College Property</i>	56
<i>Fire and Personal Safety</i>	56
<i>Identification</i>	58
<i>Motor Vehicles, Parking, and Bicycles</i>	59
<i>Publicity, Posting, and Advertising</i>	60
<i>Vending and Fundraising</i>	62
THE CONDUCT SYSTEM	65
<i>Limitations and Standard of Proof</i>	65
<i>Reporting Incidents</i>	66
<i>Incident Review and Investigation</i>	67
<i>Possible Violations of Community Values</i>	69
<i>Hearing Types and Resolution Levels</i>	69
<i>Resolution Proceedings</i>	71
<i>Notification of Outcomes to Parties Other than Respondent</i>	72
<i>Expedited Process</i>	72
<i>Role of an Advisor</i>	72
<i>Role of Witnesses</i>	73
<i>Sanctions</i>	74
<i>Appeals</i>	76
<i>Failure to Comply</i>	77
CAMPUS COUNCIL	79

The College reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations, and policies in The Scot's Key.

THE SCOT'S KEY INFORMATION

Applicability and Jurisdiction

The Scot's Key Student Handbook, College policies, and the conduct processes apply to all College of Wooster students at all levels of study, in all programs, locally or abroad (including off campus studies) who are enrolled at The College of Wooster, as well as all student groups and organizations. What follows is a listing of policies that prescribe the standards of conduct the College requires of students. Students are required to become familiar with these policies and must comply with them. For the purpose of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College (e.g, a student who is admitted but has yet to register for classes is said to have a 'continuing educational interest' in the College and is therefore under the jurisdiction of *The Scot's Key*, even though the student has not attended any classes).

By voluntarily choosing to affiliate with The College of Wooster, students accept the responsibility to comply with the regulations outlined in *The Scot's Key*, which apply to behavior both on and off campus. Therefore, the College's jurisdiction includes conduct which occurs on and off the College's premises or which adversely affects members of the College community, the pursuit of the College mission, or its relationship with the surrounding community.

The College of Wooster reserves the right to revoke admission or enrollment prior to the first day of classes without engaging in the conduct process. Admission or enrollment may be revoked as a result of lack of academic progress, arrest or criminal conviction, disciplinary matter or other behavioral concern that may violate College policy and is brought to the attention of College administrators.

The College reserves the right to investigate and resolve reports of alleged misconduct from the time of a students' offer of admission* through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:

- During the academic year;
- Before classes begin or after classes end;
- During time pursuing credit away from the campus (e.g., study abroad, internships, co-ops);
- During periods between terms of actual enrollment (e.g., during withdrawal with subsequent readmission);
- While on a leave of absence from the College.

*Any lying or misrepresentation on any Admissions material that is discovered following enrollment and the first day of classes will be investigated and adjudicated through the College conduct system.

The Scot's Key and all applicable College policies are designed to enhance educational experiences; foster a vibrant, inclusive, and equitable community; promote students' thriving, and furthers Wooster's educational mission through its student-centered approach. As such, students should expect to offer and receive the following from members of The College of Wooster community.

Questions regarding *The Scot's Key* may be directed to Mitch Joseph, Director of Student Rights and Responsibilities at 330-263-2501 or mjoseph@wooster.edu.

Statement of Non-Discrimination

The College of Wooster adheres to all federal, state, and local civil rights laws banning discrimination in private institutions of higher education. The College of Wooster will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex/gender, gender identity, gender expression, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability of a qualified individual, age, marital status, family responsibilities, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Important Contact Information

Keep these key contacts handy:

All phone numbers begin with (330) 263-xxxx

<u>Office</u>	<u>Name</u>	<u>E-Mail</u>	<u>Phone</u>
Student Rights and Responsibilities..	Mitch Joseph	mjoseph@wooster.edu	2501
Title IX.....	Lori Makin-Byrd	lmakin-byrd@wooster.edu	2017
Dean of Students.....	Scott Brown	scbrown@wooster.edu.....	2545
Dean for First Year Class.....	Carolyn Buxton	cbuxton@wooster.edu	2631
Dean for Sophomore Class.....	Ashley Benson.....	abenson@wooster.edu.....	2015
Dean for Junior/Senior Classes	Lisa Steffensen.....	lsteffensen@wooster.edu.....	2607
Security and Protective Services.....	Steve Glick	sglick@wooster.edu	2510
	24/7/365 Line	330-287-3333	
Longbrake Student Wellness Center			2319
Center for Diversity and Inclusion			2434
Residence Life.....			2498
Lowry Center and Student Activities.....			2062

COLLEGE PROCEDURES AND RESOURCES

Bill Processing and Payment Options

A billing statement for each semester will be mailed about 25 days prior to the August 10th and January 10th semester due dates. For international students, a copy of the bill will be e-mailed to the student's College of Wooster account.

Any merit scholarship awarded will automatically appear on the semester bill. Students anticipating need-based financial aid must submit all required financial aid documentation to the Financial Aid Office by June 25 in order to assure the aid will be credited on the fall semester bill. If Financial Aid appears to be missing from your bill, please contact the Financial Aid Office.

Students or their parents can make payment of their College bills to the Business Office by check, money order, credit card, and wire transfer. In addition, a monthly payment plan is available.

To make a payment by check, the check should be made payable to The College of Wooster and may be made in person in the Business Office or by mail to:

Business Office
The College of Wooster
1189 Beall Avenue
Wooster, OH 44691

The College of Wooster accepts credit card, E-Check payments, and international wire transfer payments online. There is a 2.5% service fee applied to credit card payments. Anyone wishing to make a domestic wire transfer payment should contact the Business Office directly for our wire transfer instructions.

The Monthly Payment Plan (administered by Tuition Management Systems [TMS]) allows families to pay fees for the entire academic year in ten interest-free monthly installments beginning June 1. Total academic year expenses should be estimated (and may be later revised) if uncertain at the time of application.

Applications received by TMS after June 1 must include the payment of any missed monthly installments. For applications received by July 31, a \$75 non-refundable application fee applies; the fee increases to \$125 for applications received by TMS after July. If the above payment requirements are not satisfied by the payment due date, a 5% late payment fee, up to \$300 maximum, may be assessed once per semester.

Financial Holds

Accounts that are not paid in full by the due date will be subject to a Business Office financial hold being placed onto the account. The College has the option to take any or all of these actions in the event of a financial hold on an account:

- Prevent release of transcripts;
- Withhold diploma upon graduation;
- Prevent registration for the next semester classes;
- Suspend college services and privileges (including access to dining halls);
- Assign account to a collection agency; and/or,
- Report student as delinquent to a credit bureau.
- In addition, students who have not paid their account in full by the first day of classes may have their course registration cancelled, and a \$200 re-registration fee may be assessed.

- The College may involuntarily withdraw any student with an outstanding balance at the beginning of the semester.

Other important student account matters which often generate questions include the following:

- An optional Comprehensive Fee refund plan (see the Catalogue) is available for insuring the full refund of fees in the event of a student's qualifying medical withdrawal from the College. Enrollment in this plan must be completed prior to the beginning of the semester;
- An Enrollment and Security Deposit of \$400 is required for all students. \$300 of the deposit will be refunded, following payment of all student account and other fees, upon graduation or withdrawal from the College, with proper exit procedures completed with the Office of the Dean of Students. More information about billing and payment options can be viewed online at:
www.wooster.edu/offices/business/students/bill/

College Records and Confidentiality

The files and records maintained by all offices of The College of Wooster, whether on paper or stored electronically, contain information that is the property of the College. Because this material is not only crucial to the effectiveness of the offices, but is also sensitive or confidential as well, all those who work with it are expected to observe the highest standard of discretion and confidentiality, protecting both the College's interest in its records and the privacy of those to whom the information relates.

The following guidelines are intended to illustrate the expected level of care and confidentiality. They should be interpreted not as a detailed code of conduct, but as a minimum statement of expectations for dealing with these materials. Rules and regulations are no substitute for attentiveness, common sense, and high ethical standards.

Departments are encouraged to create specific guidelines for their information that is regulated by law or College policy and distribute the protocols to the staff members working in the department.

The following guidelines apply to all faculty, staff, and student employees with working access to records and files of the College:

- Each set of College files and records will be the responsibility of the department head or head of the office principally maintaining the records;
- Access to the College's files and records for inspection or daily work is restricted to current staff members of the College who have a demonstrated "need to know" and who have the permission of the head of the department whose records are to be used;
- Excerpted information from the College's records, other than that already identified to appear in the public domain, is to be disclosed only to current staff members of the College, or to volunteers, and only in cases where the individual's duties as an employee or volunteer require disclosure of the information. In all cases, disclosure must be approved by the department head. Questions regarding public information should be referred to the Associate Vice President for College Relations and Marketing;
- No disclosure of security details related to the computer systems, including but not limited to username/password combinations, application programs, and data files is to be made to anyone other than an employee of the College. Such knowledge is to be used by those staff members only for the performance of their duties. Alteration of existing computer records or creation of new ones is to be done only after the

verification of the accuracy and appropriateness of the changes. Information in records should never knowingly be falsified. The College's "Acceptable Use Policy" for computing resources is available online.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. Education records are records that are maintained by or for the College, and which contain information directly related to the student, with the exception of certain described generally as follows: records that are in the sole possession of an individual, such as a faculty member; student employment records; health/treatment records; and alumni records. Student rights under FERPA include:

- The right to inspect and review the student's education records. Students requesting access to records should submit to the Registrar, Vice President for Student Affairs and Dean of Students, or other appropriate College official a written request that identifies the records they wish to inspect. Within 45 days of the receipt of such written request, the College will make arrangements for access to the requested records and notify the student of the time and the place where the records may be inspected. A fee may be charged for copies;
- The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be submitted in writing to the College official responsible for the record, clearly identifying the part of the record for which the change is requested, and specifying why the record should be changed. If the College official responsible for the record decides not to amend the record as requested by the student, the official will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;
- The right to provide written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
 - *ex parte* orders requiring the release of information to the Attorney General of the United States or their designee in connection with the investigation or prosecution of terrorism crimes;
 - other lawfully issued court orders, subpoenas, or authorized requests by government agencies;
 - disclosure in connection with health or safety emergencies in situations that present imminent danger to a student, other students, or other member of the campus community;
 - the release of directory information as described below;
 - disclosures to the U. S. Citizenship and Immigration Services as required by law;
 - disclosures of the final results of disciplinary proceedings involving violations of College policies concerning crimes of violence and nonforcible sex offenses;
 - disclosures concerning registered sex offenders;
 - upon request, disclosures to officials of another school in which a student seeks or intends to enroll;
 - disclosure in connection with financial aid for which the student has applied;
 - disclosure to the parent(s) of a "dependent" student as defined by the Internal Revenue Code;
 - and disclosures to school officials with legitimate educational interests.

In the context of these regulations, a school official with legitimate educational interests is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

- Students have a right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA;
 - Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Southwest, Washington, D.C. 20202-5920.
- Education records maintained by The College of Wooster include, but not are necessarily limited to, student personnel files, as defined below; transcripts; grade reports; credentials on file in the Career Services Offices; financial aid and treasurer's records; health records; and disciplinary records. Pertinent information relevant to each of these categories is outlined in the sections below.

Preferred Primary Display Name, Gender, and Pronouns

The College of Wooster recognizes that our employees and students may identify themselves with names other than their legal names and/or have gender identities and/or use pronouns different from their sex assigned at birth.

The College also acknowledges that a “preferred” primary first name, gender, and/or pronoun should be used whenever possible in the course of a student’s education to ensure a supportive, inclusive living and learning environment that will facilitate a welcoming educational and personal experience for all at the College. The College of Wooster works towards committing using the name and gender preferred by all members of the community in all materials to the extent that The College is not legally required to use that person’s legal name or sex assigned at birth.

If a member of the community does not wish to change their official College records to reflect their identity, the College will endeavor to ensure the person’s stated names and pronouns will be respected in non-official capacities. It is expected that members of the Wooster community respect and refer to a person by the identity that they have shared with others. Non-official capacities include, but are not limited to: verbalizing in a class, group, or individual setting; writing on lists, attendance sheets, or other documents that are able to be altered; email communication to or about the person.

Privacy of Records

The College will take all reasonable steps to protect the records of students, faculty, and staff, including gender identity, birth name, and sex assigned at birth, among other information.

Please note that it is not possible for a student to change to a preferred primary name in the College’s system and simultaneously be listed by their legal name in the directory. Individuals are free to select their preferred primary names, gender, and/or chosen pronoun provided that it is not for the purpose of misrepresentation (using inappropriate names or using the process to avoid a legal obligation). Enrolled students who wish to change their legal name and/or biological sex on College records may follow the process for changing a legal name and/or sex on official College records. A change in preferred name, gender, and/or chosen pronoun as these changes may impact official

correspondence (e.g. letters sent to permanent address, graduation publications, rosters).

Process for Students

Students may contact the Director of Sexuality and Gender Inclusion and/or the Office of the Dean of Students to gather information needed to update their information within the College's systems. Ultimately, the Office of the Dean of Students is responsible for making the changes on student records with a preferred name (in addition to a legal name) and/or update their gender identity and/or request an identifying pronoun. If a preferred name is not selected, legal name will be used. Similarly, students are not required to select an identifying pronoun. Students should contact the Office of the Dean of Students for more information on this process.

Social Security Numbers

The College treats social security numbers as confidential information to be used only for its internal purposes. Student social security numbers are only released to external agencies when required by law or with a student's written permission.

Student Directory Information

The College designates the following categories of student information as public or directory information. Such information may be disclosed at the College's discretion for appropriate purposes:

- Leadership position;
- Campus box number;
- Participation in officially-recognized activities or sports;
- Campus email address;
- Place of birth;
- Photographs;
- Birthday (but not the year of birth);
- Weight and height of members of athletic teams;
- Dates of attendance at Wooster;
- Major field of study/I.S. title;
- Most recent previous educational agency or institution attended;
- Degree awarded;
- Awards received

Any student who desires that any or all such information not be designated as directory information must notify the Office of the Dean of Students within five working days of the start of each academic year. The Office of the Dean Students will inform the appropriate administrative offices.

Student Personnel Files

Education records maintained by the College include student personnel files. Student personnel files are maintained in, and by, the Office of the Dean of Students as a record of a student's progress toward acquiring an academic degree and as a record of personal growth and development while at The College of Wooster. Personnel files assist the College in advising students and, upon the student's request, in the writing of references and recommendations. They also assist the College in its attempt to know its students and to respond appropriately to their needs. Student personnel files are governed by the following guidelines:

The student's right of privacy will be fundamental to the practices employed in acquisition and dissemination of information contained in the student's personnel file:

- Records will not be made or retained unless there is demonstrated need for them;
- Evaluation of students will be made only by persons who are qualified through professional training and experience. Personal evaluations contained in a student's

file will state when the evaluation was made and the name and position of the person who made the evaluation;

- Personnel files include transcripts, copies of academic actions, and correspondence; also references or other recommendations written after January 1, 1975. Personnel files do not include financial records of parents, medical records, professional counseling records, or any notes or materials kept in the possession of the writer and not accessible to others.

Records Other Than Personnel Files

Registrar

Transcript: A student may see their own transcript in the Registrar's Office at any time. The Registrar will not release a copy of a transcript to anyone other than the student without a specific written request from that student except for those College officials who have valid need for access such as Deans, faculty advisers, and the Committee on Academic Standards, or as otherwise required by law.

Grade Reports: Grade reports are released online at the end of each term to students and to academic advisers. The Family Educational Rights and Privacy Act (FERPA) provides for student control over release of confidential academic information, including grades. Requests for grade information from sources other than the student must comply with FERPA guidelines for disclosure and release of academic record information. In the event that a parent requests academic information, it must first be established that the student is a dependent as defined by IRS standards, or that the student has consented to the release.

Student waiver of FERPA rights and parental verification of dependency is documented by completing the FERPA Release Form posted on the web page of the Office of the Dean of Students. Prior to processing requests for grades by outside sources, including parents, the Registrar will verify authorized consent to receive confidential information and student consent to waive FERPA rights of protection.

Financial Aid and Business Office Records

A student may request a meeting with the Director of Financial Aid and/or the Accounts Receivable Manager to discuss their own records in these areas at any time.

Health Records

Health records are maintained in the Longbrake Student Wellness Center for all students enrolled at the College. Such records include the individual's medical history and record of visits to the Center. These medical records are confidential and governed by the ethics of doctor-patient relationship. The same principles apply to any records kept by the professional counselors. By law, however, such records may be personally reviewed by a physician or other appropriate professional person of the student's choice.

Student Conduct Records

Student Conduct records from the Hearing Officer and Campus Conduct Board are confidential and are released only under the following circumstances:

- A student has the right of access to the records (except as to information relating to other students) of any case in which they have been involved as a respondent. This review may be arranged by contacting the Director of Student Rights and Responsibilities;
- Hearing Officers or the Chair of a Panel have the right of access for the purpose of determining if the student has been involved in previous offenses. In the case of multiple offenses by the same student, their name, the previous offense, and the

sanction may be shared with the Hearing Officer or members of the Panel. This information is presented if a student is found responsible in the case and prior to determining the sanction;

- Faculty members, staff members, and administrators who have legitimate educational interests in the behavior of a student have the right of access. The members of the Deans' staff and duly-constituted faculty committees who have an educational need to know also may access the information. In the case of faculty committees, all student names will be deleted from the material by a member of the Deans' staff or the Director of Student Rights and Responsibilities prior to providing the information to the committee;
- Information regarding violations of any College rules or policies governing the use or possession of alcohol or controlled substance may be disclosed to a student's parent or legal guardian if the student is under the age of 21;
- Information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other member of the College community may be disclosed to teachers and school officials, including teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
- Upon release by student applying to continuing education programs (e.g. graduate school) or need for student leadership or employment position (e.g. resident assistant)

Retention of Records

- Student personnel files are retained by the Office of the Dean of Students for a minimum of three years after the student's graduation or five years after a withdrawal for any reason prior to graduation.
- Transcripts are retained in the Office of the Registrar for the life of the institution.
- Financial aid records are retained by the Office of Financial Aid for at least three years after the last transaction. Student financial records are retained in the Business Office in accordance with the Record Retention policy.
- Health records are retained in the Longbrake Student Wellness Center for seven years following graduation or withdrawal for any reason prior to graduation.
- Disciplinary files are retained in paper format or the College's conduct management system and will be accessible by appropriate staff and other sanctioned administrators, in compliance FERPA. Records will be maintained for at least seven (7) years following graduation or withdrawal for any reason prior to. Sexual misconduct files may be kept beyond the seven (7) year timeline.

Disabilities and Accommodations

The College of Wooster is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, eating, sleeping, standing, lifting, bending, learning, reading, concentrating, thinking, communicating, or working. Major life activities also include the operation of major bodily functions such as functions of the immune system, normal cell growth,

digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The Chief of Staff/Secretary of the College has been designated as the ADA/504 Compliance Officer responsible for coordinating efforts to comply with these disability laws, including investigation of any complaint alleging noncompliance.

The Director of the Learning Center has been designated as the ADA/504 Coordinator responsible for coordinating accommodations for students with a qualified disability on the college campus.

Students with Disabilities

The College of Wooster is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and all activities and services of The College of Wooster. All accommodations are made on a case-by-case basis. Students requesting academic, housing, and/or dietary accommodations should contact the Director of the Learning Center. Requests, and supporting documentation provided by the student, will be reviewed and, in consultation with the student, appropriate accommodations to the student's particular needs and academic programs will be determined.

Applicants with Disabilities

Applicants are not required to indicate on the application for admission whether they have a disability. Applicants who wish to have their disability considered as a factor in the admissions process, however, must disclose the disability at the time of application and provide an explanation of why it is a factor in evaluating the applicant's qualifications for admission. If the applicant wishes the disability to be considered as a factor, it may be necessary for the applicant to provide appropriate documentation of the disability.

Employees with Disabilities

Pursuant to the ADA, The College of Wooster will provide reasonable accommodation(s) to all qualified applicants, and to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship. An applicant or employee with a disability is responsible for requesting an accommodation in writing to the Associate Vice President of Human Resources and providing appropriate documentation. The Associate Vice President for Human Resources, or their designee, will work with the applicant to identify reasonable accommodations to facilitate the application process, and with an employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

Dining Services

By signing the Campus Dining Services Agreement a student accepts responsibility to abide by the policies of the Department of Campus Dining and Conferences Services and to respect the authority of the person in charge of each food operation with regard to: dining hall entrance with valid College of Wooster ID Card, only; improper conduct including inappropriate language; carry-out food is permitted from Lowry Dining Hall by using 1 meal swipe for carry-out upon entering the dining hall, and by using the approved and provided carry-out containers; and, compliance with all public health ordinances such as dress standards as required by the Wayne County Health Department.

Meals are provided to students on meal contract only when classes are in session. No meals will be provided between semesters or during Thanksgiving, Winter Break, and Spring Break. The meal plan is valid in:

- Lowry Center Dining Hall and Kittredge Dining Hall;
- Mom's Truckstop;
- Pop's Substop;
- MacLeod's Coffee Bar and C-Store;
- Old Main Café;
- The Knowlton Café,

Flex Dollars may be used at all of these locations.

Visitors and students not on the meal plan may purchase meal tickets using cash, Flex Dollars, C.O.W. Card Debit money, or debit and credit cards at the entrance to each dining hall. Hours of operation and menu selections are posted at each dining location and on the College's webpage.

Longbrake Student Wellness Center

All students must complete The College of Wooster Student Health Information Form which includes; authorization for treatment, emergency procedures, and valid dates for 2 recommended MMR immunizations. It also authorizes employees of the Wellness Center to verify, as necessary, visits made to other departments on campus (e.g. Residence Life, faculty, Office of the Dean of Students).

All full-time students have access to primary care physician appointments, registered nurse's assessments, counseling sessions, health education, general medications/supplies, and inpatient overnight care at the Wellness Center.

The Longbrake Student Wellness Center, by law, maintains the confidentiality of health records. Students may choose to share detailed health information with parents, faculty, etc., through a signed release of information.

Safety and Emergency Response

Tornado Watch and Warning

A tornado watch occurs when tornadoes are expected to develop. A tornado warning is issued when a tornado has been sighted. When a warning alert is given, seek inside shelter immediately. The best possible shelters would be the basement floor of each building in an area free of windows or doors, with as little light furniture as possible. Stay away from windows. Avoid auditoriums, gymnasiums, or other structures with wide, free span roofs.

If a tornado is sighted and you are outside, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ditch or depression and protect your head and neck with your hands.

Missing Person

This policy has been designed to respond to reports of missing students, as required by the Higher Education Opportunity Act of 2008. For purposes of these guidelines, a student may be considered to be a "missing student" if the student's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is

in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Any individual on campus who has information that a residential student may be a missing student must notify the Office of Security and Protective Services or the Office of the Dean of Students as soon as possible and in no event, later than 24 hours after determining that the student is missing. The Office of Security and Protective Services will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than twenty-four (24) hours after the Office of Security and Protective Services determines that a residential student is missing: the Office of Security and Protective Services will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Vice President for Student Affairs and Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Privacy, Security, and Facilities

Residential living in an academic community provides opportunities for educational and social exchanges within the residential units. These exchanges, however, should not be permitted to interfere with the rights of individuals to privacy and to the use of their rooms and adjacent areas for study and sleep. Therefore, members of the community must conduct themselves within residential units in ways that will not infringe upon the rights of roommates or other residents to use their rooms for study and sleep and to honor their rights to individual privacy in all areas of the residential unit except public lounges and recreation areas designated by the members of the unit.

All students generally will have access to all residence halls at all times; however, access may be restricted in the discretion of the College under the terms of a no-contact order or for other safety reasons. Students living in small houses may gain access to their houses 24 hours a day using exterior door card readers or assigned exterior door keys where applicable.

Restrooms

The College of Wooster asserts that all members of the community, regardless of gender identity or expression, have the right to be able to live, learn, and work safely and comfortably.

An all-gender restroom/bathroom is one that anyone of any gender can use.

These restrooms can benefit many different people, including parents with children; people of all abilities; those who may require the accompaniment of an attendant of a different gender; trans, non-binary, and gender non-conforming people; or people who simply require additional privacy.

As such, the College is committed to:

- Having all buildings with all gender restroom/bathroom facilities using signage that reflects those facilities;
- Designating and maintaining an all-gender restroom in as many of its buildings as reasonably feasible;
- Including at least one all-gender restroom in new buildings constructed on campus to the extent feasible;

- Maintaining a database of all gender restrooms and identify whether the restroom is accessible. The Center for Diversity and Inclusion (Sexuality and Gender Inclusion branch) will publish and periodically update the list of restrooms on their website.

In addition to providing all gender restrooms, the campus also has restrooms and bathrooms that are separated on the basis of gender. The College is committed to providing access to facilities to all members of the community that are consistent with their gender identity, including those members who are transgender. Therefore, the College and its members will not require a person to use facilities inconsistent with their gender identity or to use individual-user facilities when others are not required to do so or to harass a member of the community for their use of a restroom. Any harassment, coercion, or force placed on a person to vacate their chosen restroom/facility space will not be tolerated and is considered a violation of College policy.

Searches of College-Owned Property

In accordance with the U.S. Constitution and the case law interpreting it, the College has the right to conduct searches of College-owned or College-controlled property (e.g., residence hall rooms, offices, desks, lockers, toolboxes, vehicles, computers, e-mail files).

During room inspections or searches the College reserves the right to confiscate items found to be in violation of established policies and regulations (e.g., alcohol or other drugs).

Liability

The College shall accept no responsibility for the damage, theft, or loss of money, valuables, or other personal belongings of the student. The College encourages students to obtain appropriate insurance coverage.

Refer to page 57 for additional safety information regarding Fire Safety.

ACADEMIC INTEGRITY

The academic program at The College of Wooster seeks to promote the intellectual development of each student and the realization of that individual's potential for creative thinking, learning, and understanding. In achieving this goal, each student must learn to use their mind rigorously, imaginatively, and independently.

An atmosphere in which each student does their own work, except under circumstances in which the instructor indicates that additional aid is legitimate and profitable, is necessary for genuine academic mastery. It is each student's responsibility to be mindful of the difference between appropriate academic resources and support (such as services offered through the Learning Center, Writing Center, and Math Center, as examples), versus inappropriate or unauthorized academic aid (such as plagiarism of another's work). It also places on each student an obligation not to offer or make available unauthorized sources of aid to other students, knowing that such aid is detrimental to those students and to the College community. Finally, each student must be responsible for the maintenance of an atmosphere of academic integrity by confronting violators or reporting any actions that violate its principles, since such violations ultimately harm all members of the community. These principles merely carry out the general purpose of the College to be a community in which the members find it right and necessary to promote the fullest learning by everyone. In other words, a violation of the Code of Academic Integrity conflicts with the values, work, and purpose of the entire College community and is not merely a private matter between an individual faculty member and a student.

Principles of Academic Integrity

A student will not:

- give, offer, or receive aid other than that specifically allowed by the professor on any course work or examination;
- knowingly represent the work of others, including materials from electronic sources, as their own;
- falsify data;
- submit an assignment produced for a course to a second course without the authorization of all the instructors involved;
- deny other students access to necessary documents/materials by stealing, misplacing, or destroying those materials;
- give false reasoning to a faculty member or Dean when requesting an exam change or an extension on a paper/project;
- violate the spirit of the Code.

Administration of Academic Integrity Policies

The Conduct System shall be used to adjudicate cases of alleged dishonesty that are not brought to a mutually satisfactory conclusion by either the individual accuser, the faculty member, or the Dean of Curriculum and Academic Engagement. Note that all cases of academic dishonesty shall be reported to the Dean for Curriculum and Academic Engagement (for more information about how matters may or may not be resolved with the Dean for Curriculum and Academic Engagement, please consult the section titled "Violation and Enforcement of Academic Policies"). The Conduct System exists to ensure a fair and equitable process to assess allegations of academic dishonesty. The decision of the Conduct Hearing Board, subject to appeal, is final. Students interested in an appeal should consult the Conduct Process.

Plagiarism

To use or imitate the language, ideas, or thoughts of another person and represent them as one's own is to commit an act of plagiarism. This is true whether:

- the material used is only a brief excerpt or an entire paper or articles;

- the original source is the work of another student or in a publication, including publications available electronically, either on the Internet or from any form of electronic media;
- the product is a written paper, oral presentation, or an electronic publication such as a Web page.

It is not the use of others' ideas that is unethical; writers expect and hope their work will be read and used. However, to use others' ideas without acknowledgment is literary kidnapping (in fact, the word "plagiarism" derives from the Latin word for kidnapper). Merely to paraphrase (as opposed to quoting verbatim and at length) does not relieve one of the obligation to make clear the source of the ideas or to indicate specifically direct quotations.

To have mastered material about which you write implies having read and digested it, so that it comes easily in your own words and you could talk with others about it intelligently. Your obligations — out of respect both to the writers you have read and to good craftsmanship — are to make the ideas you have absorbed a part of you and to acknowledge the sources you have used.

More detailed information about the proper use of others' work and appropriate methods of acknowledging borrowed material may be found in most handbooks on composition and will be discussed in various classes in which writing plays a part. Additionally, the proliferation of electronic sources of information has created heightened awareness of the ease with which unauthorized material can be obtained and used. The obligation to document material that has been taken from electronic sources is absolutely the same as the obligation to document any sources. For assistance in learning accepted methods of attributing material to original authors, including electronic materials, please consult with the instructors of your courses, staff in the Libraries, or staff in the Writing Center.

Violation and Enforcement of Academic Policies

Each student and member of the faculty bears an individual responsibility to maintain the highest standards of intellectual honesty. Such responsibility assumes that each individual confront the problem of academic dishonesty personally when it comes to their attention.

A student shall choose one of the following methods in dealing with the problems:

- The student may confront the individual whose honesty is in question and inform them of the knowledge of the situation. As a result of this confrontation, the student shall proceed within five days to:
 - Decide that the confrontation confirmed the innocence of the other party.
 - Consult with a member of the faculty, a Dean, or other appropriate resources.
 - Submit the case to the Director of Student Rights and Responsibilities for conduct action.
- If a student feels incapable of dealing directly with a case of academic dishonesty, they should inform the professor that a violation of the Code has occurred, without mentioning the names of the individual(s) involved.

Faculty should establish to their own satisfaction that an incident of academic dishonesty has taken place, and may choose to confront instances of academic dishonesty either directly or through the Conduct System. When handled indirectly, the faculty member should take care to:

- arrange for a conference with the student before assigning a grade;
- consult with the Dean for Curriculum and Academic Engagement prior to a response, to determine if there is evidence on the part of the student of previous violations of the Code;
- determine a proper response or penalty (faculty may wish to consult with the Dean for Curriculum and Academic Engagement or with their department or program chair in this regard); and

- file a full and documented report with the Dean for Curriculum and Academic Engagement, which shall be entered in the personnel file for the student.

The Dean for Curriculum and Academic Engagement is authorized to give information to the faculty member as to whether a student has been found responsible of previous violations of the Code. This information will be used by the faculty member and/or the Student Conduct process in determining the severity of the sanction to be assessed. In the case of repeated violations, violations may be forwarded to the Director of Student Rights and Responsibilities in addition to the sanction imposed by the faculty member(s) and could result in suspension or expulsion from the College.

All cases of academic dishonesty shall be reported to the Dean of Curriculum and Academic Engagement. The Dean of Curriculum and Academic Engagement shall make a decision as to whether the matter can be resolved with or without a hearing. The Dean's decision and the sanction shall become a part of one's personnel records. If the matter does not go to the Conduct System, then the information will be destroyed at the student's graduation. In those cases adjudicated in a formal hearing before the College Conduct System, the Conduct records are maintained in the Dean of Students Office for at least seven years beyond graduation or withdrawal for any reason prior to graduation.

Further, each faculty member shall develop and maintain an academic atmosphere conducive to academic integrity. Every faculty member is expected to inform the students in each course of regulations that apply to academic integrity in work for the course and make clear to what extent they will accept prior work, papers submitted for another course, collaborative effort, and the exchange or use of information.

In all cases involving allegations of academic dishonesty, the accuser shall take upon themselves the full responsibility for a malicious accusation. The accuser is here defined as the one who takes official action based on personally obtained information on the violation of the Code.

SELECT ACADEMIC POLICIES

Refer to the Academic Catalogue (www.wooster.edu/academics/catalogue/) for full listing of academic policies and procedures.

Appeal of a Grade

Appeal of a grade is to the faculty member in the course. The faculty member's decision may be appealed to the Department Chair. Every attempt shall be made to resolve the issue at the departmental level. If that attempt fails, the appeal is to the Dean for Curriculum and Academic Engagement who shall refer the dispute to the Committee on Academic Standards which shall have the final authority.

Any other issue resulting from the action of the Committee on Academic Standards regarding a student's academic standing should be directed to the Dean for Curriculum and Academic Engagement or the Vice President of Students Affairs and Dean of Students.

Students with questions about a grade are encouraged to discuss the matter with the faculty member of the course. To formally begin the appeal process, the student should submit a formal letter that outlines the grounds for the appeal to the professor. If the matter is not resolved, the appeal can then be shared with the Department Chair and if necessary the Dean for Curriculum and Academic Engagement.

Leave of Absence or Withdrawal

Leave of Absence

A student has the option of requesting a leave of absence for one semester in order to contemplate future plans, deal with a family situation, or some other unforeseen issue.

To be eligible for a leave of absence, the student must be in good academic, financial, and conduct standing and the request must be received prior to the start of the term in which the student plans to take a leave.

To formally request a leave of absence students must submit a written request to the Office of the Dean of Students (dos@wooster.edu). In the request, they should specify the reason for the leave and their plans while away from Wooster.

During the time on leave, the student is still considered to be a current Wooster student, but not enrolled in classes during their time away. The Wooster email address will remain active and will be the primary means of contact by the College. Additionally, any financial aid awarded to the student will be reinstated upon their return from leave.

Students must notify the College of their intent to return to campus no later than November 1 to return the following spring semester and April 1 to return the following fall semester.

The College cannot hold a space in the residence halls for students on a leave of absence. However, the student is encouraged to remain in contact with the Office of Residence Life to discuss availability of housing upon return.

Personal Emergency

Students who face personal illness or family emergency should contact their faculty member(s) and the Dean of Students Office. Any arrangements to make up academic work missed during a personal illness or family emergency must be negotiated directly with the individual faculty member(s).

Withdrawing from The College

Withdrawal from the College may occur at any point, during or between semesters. Once withdrawn, students are no longer permitted to participate in the academic and co-curricular activities of the College unless officially readmitted. Students will also lose the meal plan and are required to vacate campus housing immediately. Once a student is withdrawn from the College, the official Wooster email address is deactivated within ten (10) business days.

A student withdrawing prior to the 6th week drop date will have grades of “W” recorded for each course. After the 6th week drop date, grades of F will be recorded for all courses. Students may petition the Dean for Curriculum and Academic Engagement for an exception to this policy. “Exceptions are approved only in truly extraordinary and extenuating circumstances, and primarily for documented health and medical reasons (Catalogue 251).” If the petition is approved the Fs will be changed to WP (withdrawal passing) or WF (withdrawal failing).

If a student enrolled in any off-campus program is voluntarily or involuntarily withdrawn from that program, that student will be required to apply for readmission to The College of Wooster. The host institution will assign grades based upon their policies.

If the withdrawal occurs prior to the end of the seventh week of the semester, a pro rata rebate may be made in accordance with the policy outlined in the section on expenses: (<https://www.wooster.edu/offices/business/students/withdrawal/>).

Students receiving any financial aid or scholarships should consult with the Financial Aid Office about the potential financial impact of withdrawing. Any adjustment to the student's tuition will be made in accordance with standing College policies. (<https://www.wooster.edu/offices/business/students/withdrawal/>).

If a student withdraws without completing the full withdrawal process, they will forfeit the entire enrollment deposit.

In situations where there are unresolved issues related to a student's behavior/conduct and/or financial obligations to the College, a hold may be placed on the student record at the time of withdrawal.

Policies or practices of the College related to satisfactory academic progress will be considered upon return and may impact financial aid.

Schedule of Charges for Withdrawal

An undergraduate student enrolled full-time who cancels or withdraws from the College for personal or medical reasons, or is suspended or dismissed from the College, will receive a refund of tuition, comprehensive fee and if applicable, room and meal plan charges, in accordance with the following schedule:

1st week of a semester.....	Refund 90% of the full semester's charge
2nd week of a semester.....	Refund 80% of the full semester's charge
3rd week of a semester	Refund 70% of the full semester's charge
4th week of a semester	Refund 60% of the full semester's charge
5th week of a semester	Refund 50% of the full semester's charge
6th week of a semester	Refund 40% of the full semester's charge
7th week of a semester	Refund 20% of the full semester's charge

Students receiving financial assistance under Title IV of the Higher Education Act of 1965, as amended, who withdraw during the first sixty percent of the semester (measured in calendar days); will be subject to a "Return of Title IV Funds" calculation to determine the portion of their federal student aid that must be returned to the federal government. Students who withdraw after the sixty percent point are considered to have "earned" all their federal student aid for that semester. The College has adopted this same policy with respect to College-funded aid. State aid reductions may also be required in accordance with each state's regulations. Consequently, no adjustment to a student's account will be made until all appropriate financial aid reductions are calculated. Please contact the Office of Financial Aid for additional information about possible loss of aid and for examples of typical calculations. An optional Comprehensive Fee refund insurance plan is available for insuring up to a full refund of fees in the event of a student's early withdrawal from Wooster because of illness. Information concerning this plan is mailed to all parents prior to the beginning of the academic year.

Voluntary Withdrawal

A student wishing to voluntarily withdraw from the College must meet with a Dean of Students staff member to discuss the withdrawal process and complete the necessary steps. This process includes completion of an exit survey through the Dean of Students office.

Readmission from Voluntary Withdrawal

If a student seeks readmission following a voluntary withdrawal, the Vice President for Student Affairs and Dean of Students, in consultation with the Dean for Curriculum and Academic Engagement, will review the application and notify the student of their decision.

Involuntary Withdrawal

A student may be involuntarily withdrawn from the College for academic, behavioral, disciplinary, or financial reasons.

If a student is involuntarily withdrawn from the College, the Office of the Dean of Students, in consultation with appropriate campus resources, will make a determination regarding the length of separation from the College and describe the conditions under which the student may seek to reapply.

Academic Withdrawal

The Committee on Academic Standards is comprised of a group of voting members who meet in the presence of additional staff from across campus who can inform voting members about relevant context pertaining to individual cases. Voting members of the Committee include: Dean for Curriculum and Academic Engagement, Dean of Students, one additional staff member from the Dean of Students Office, Vice President for Enrollment and Public Relations, Associate Dean for Academic Advising, three additional faculty members.

Committee for Academic Standards – Mid Semester

Involuntary academic withdrawal from Wooster may be at the initiation of the College, by the Committee on Academic Standards, at any point during or between semesters for reasons such as:

- The student fails to attend first day of classes for any given semester.
- The student fails to attend classes regularly as outlined in individual course syllabi.
- The student misses more than five consecutive business days without permission from the Dean for Curriculum and Academic Engagement.
- The student is not engaged in their education, for example, failure to be prepared for class and/or labs, failure to be an active participant in the classroom activities, and failure to turn in assignments on time.

Committee for Academic Standards - End of Semester

Following the conclusion of each academic semester, the Committee on Academic Standards will meet to review the students who have failed to make Satisfactory Academic Progress (<https://www.wooster.edu/academics/registrar/progress/>). After a careful analysis of each record, those students who have been unsuccessful in making satisfactory academic progress may be withdrawn by the Committee. These decisions are made on an individual basis and specific requirements to be eligible for readmission are outlined in the withdrawal letter.

Appeal of Involuntary Academic Withdrawal

A student may appeal the College's decision in writing to the Provost within five business days of the student's receipt of the withdrawal decision. The Provost will review all available information related to the student and make a final decision regarding the appeal. The decision of the Provost shall be the final decision of the College. The appeal must be based upon a violation of procedural rights and/or new supporting documentation.

Readmission Following Involuntary Academic Withdrawal

If a student applies for readmission following an involuntary academic withdrawal, the Committee on Academic Standards will review the application at a meeting at the conclusion of each semester and determine whether the student is readmitted.

Financial Withdrawal

Students with outstanding balances at the beginning of the semester may be involuntarily withdrawn by the Provost upon the recommendation of the Vice President for Finance and Business and after consultation with the Controller, the Dean for Curriculum and Academic Engagement, and the Vice President of Student Affairs and Dean of Students.

Appeal of Involuntary Financial Withdrawal

A student may appeal the College's decision in writing to the Provost within five (5) business days of the student's receipt of the decision. The Provost will review all available information related to the student and make a final decision regarding the appeal. The decision of the Provost shall be the final decision of the College. The appeal must be based upon a violation of procedural rights and/or new supporting documentation.

Readmission Following Involuntary Financial Withdrawal

If a student applies for readmission following an involuntary financial withdrawal, the Provost will consult with appropriate offices regarding the request for readmission and the Vice President for Student Affairs and Dean of Students will communicate the decision to the student.

Behavioral and Disciplinary Withdrawal

A student may be involuntarily withdrawn at any time from The College of Wooster for behavioral/disciplinary reasons. Violation of *The Wooster Ethic*, Academic Integrity policies, or Community Value policies within *The Scot's Key* may be grounds for involuntary disciplinary withdrawal.

Behavioral withdrawal may be based on disruptive or threatening behavior, defined as any act or omission that:

- impedes other students' opportunity to learn;
- directly and significantly interferes with the mission of the College;
- is a direct threat to the health and safety of other members of the campus community;
- undermines the educational process.

Campus Care Team

The Campus Care Team is responsible for determining and intervening in cases of disruptive and threatening behavior. Core members are listed below.

- Associate Vice President for Student Affairs/Dean of First-Year Students: Chair;
- Director of Security and Protective Services;
- Director of the Learning Center (ADA Coordinating Office);
- Coordinating Counselor.

The Campus Care Team will consult with resources deemed appropriate by the team such as students, faculty, staff, medical professionals, or psychological professionals.

Under certain circumstances involving the safety of the College community, the Campus Care Team may ask that the student undergo a psychological or medical assessment to assist in evaluating the student's ability to participate successfully in college life.

Depending on the severity and nature of the threat and upon consultation with the Vice President of Student Affairs, the Campus Care and Concern Team may temporarily

suspend or involuntarily withdraw a student while gathering the necessary information and assessments to determine if the student is permitted to remain on campus.

The Associate Vice President for Student Affairs or their designee in conjunction with the Care Team will share a decision regarding the involuntary withdrawal directly with the student.

Appeal for Involuntary Behavioral Withdrawal

A student may appeal the decision in writing to the Vice President of Student Affairs and Dean of Students within five (5) business days of the student's receipt of the withdrawal decision. The Vice President of Student Affairs and Dean of Students will review all available information related to the student and make a final decision regarding the involuntary withdrawal. The decision of the Vice President of Student Affairs and Dean of Students shall be the final decision of the College. The appeal must be based upon a violation of procedural rights and/or new supporting documentation.

Readmission Following Behavioral Withdrawal

If a student applies for readmission following a behavioral withdrawal, the Campus Care and Concern Team will consult with appropriate offices (for example: the Wellness Center, the Committee on Academic Standards, the Dean for Curriculum and Academic Engagement, the Provost, the Vice President for Business and Finance) regarding the request for readmission and the Vice President for Student Affairs and Dean of Students will communicate the decision to the student.

Readmission for Disciplinary Withdrawal

For involuntary disciplinary withdrawal, the Committee for Academic Standards with representatives from the Office of Student Rights and Responsibilities will review the readmission application and any additional requirements set forth in the disciplinary withdrawal letter.

Readmission

An Application for Readmission to The College of Wooster must be completed by all persons who have voluntarily or involuntarily withdrawn from The College of Wooster and wish to apply for readmission. Applicants for readmission must complete the following steps:

- Notify the Office of the Dean of Students in writing of their desire to return to the College (dos@wooster.edu);
- Address any holds that may have been placed on their student record or account by contacting the appropriate office(s) (for example, the Business Office, Office of the Dean of Students, Registrar);
- Complete the Readmission Application located on the Office of the Dean of Students website (<https://www.wooster.edu/students/dean/readmission>).

As part of the readmission application all students will be required to submit to the Office of the Dean of Students a personal statement which addresses the following:

- Why you left Wooster;
- What have you been doing during your absence;
- Why you believe you are prepared to return to the rigorous academic environment of Wooster;
- What are your academic goals and aspirations;
- Provide a tentative outline your course schedule for each semester until graduation and identify your intended major.

As part of the readmission application, all potential readmit students will be required to submit to the Office of the Dean of Students documentation of readiness to return. For example:

- Transcripts from another accredited institution;
- Letter(s) of support from employers, volunteer supervisors, and/or faculty members, addressing readiness to return to the rigorous academic environment of Wooster.

For involuntary withdrawals, submit any additional, required information as outlined in the official withdrawal letter.

Policies or practices of the College related to academic standards and satisfactory academic progress will be considered upon return and may impact financial aid (<https://www.wooster.edu/academics/registrar/progress/>).

Students are encouraged to meet with support services including the Office of the Dean of Students, the Student Wellness Center, the Learning Center, and their academic advisor within two weeks of the first day of classes for the purpose of assessing their experience thus far and reviewing other resources available to them. Any questions about accommodations should be directed to The Disability Support Services in the Learning Center (<https://www.wooster.edu/academics/apex/disability/>).

Reading Days and Examination Periods

No co-curricular or extracurricular activities, or programs by departments and academic programs, are permitted during the period reserved in the academic calendar each semester for Reading Days and Examinations. The Reading Days and Examinations period will begin at 4:00 pm on the last Friday of classes. Exceptions will be made for the activities that are clearly related to preparation for final examinations (review classes, group study sessions); and previously scheduled intercollegiate athletic games and tournaments. Any exception to this policy needs to be reviewed and approved by the Dean for Curriculum and Academic Engagement in consultation with the Vice President for Student Affairs and Dean of Students and Director of Lowry Center and Student Activities. Requests for exceptions must be submitted no later than three (3) weeks before the desired event date. Requests must be submitted to the Director of Lowry Center and Student Activities, who will assist with the exception process.

Religious Observance

The College is a diverse community whose members belong to many faiths and religious traditions. While the College does not have a formal policy on religious observance, some students may make a personal decision to observe the holidays of their faith. In that instance, it will be the student's responsibility to discuss with faculty members, well in advance, any conflicts which may arise with the student's academic commitments and responsibilities, including class attendance. Faculty members who can make accommodations are encouraged to do so, if the accommodation does not result in an unreasonable burden on the faculty member or in unfair treatment of other students. It is the faculty member's prerogative, however, to decide whether or not any special accommodation can be made. Should a conflict with regard to religious observance arise which cannot be dealt with by the student and faculty member, it should be referred to the Department Chair and, if a satisfactory resolution cannot be achieved, then to the Dean for Curriculum and Academic Engagement.

In consultation with the offices of Religious and Spiritual Life, the Vice President of Student Affairs/Dean of Students, and the Dean for Curriculum and Academic Engagement will provide information to the campus community about the major religious holidays of the faiths most frequently represented in the College community.

Co-Curricular Activities and Academic Responsibilities

Co-curricular activities in the performing arts and athletics are sponsored by The College of Wooster through its academic departments and are provided for the students as a part of the educational program. They are supported by the College primarily for their educational value to the participants and only secondarily for the purpose of public performance. Directors or coaches are faculty members (or in some instances are non-faculty personnel with special assignments who are responsible to the Chairperson of the Department) who have the responsibility for the instruction and evaluation of the participants in the activity in a way similar to the manner in which all faculty members are responsible for the instruction and evaluation of the students enrolled in courses.

Performing arts directors and coaches, in a manner similar to that of teachers in classes, shall inform student participants at the beginning of each activity of the regulations governing attendance and participation. A director or coach has the responsibility for judging which students, based on their performance ability, participate in the public appearances of the organization, and a student who fails to attend scheduled practices or performances prejudices their chances of public appearance. A student performer who has been denied participation in a public appearance because of absence from a scheduled practice or performance may appeal the decision to the Dean for Curriculum and Academic Engagement.

COMMUNITY VALUES AND PRINCIPLES

The College of Wooster community assumes the honesty, integrity, and responsibility of its students in all areas of academic and social life. Those to be considered members of The College of Wooster community include students, faculty, staff, alumni, and members of the Board of Trustees.

The Wooster Ethic

“I hereby join this community with a commitment to the Wooster Ethic, upholding academic and personal integrity and a culture of honesty and trust in all my academic endeavors, social interactions, and official business with the College. I will submit only my own original work and respect others and their property. I will not support by my actions or inactions the dishonest acts of others.”

The Civility Statement

“We pledge to stand united against hate by creating and contributing to safe learning environments in our community. We respect and value the commonalities and differences among us – celebrating the uniqueness of each individual and recognizing it takes all people to make a college community.”

Strong Community Relationships

The College values its relationship with the community beyond the campus. It is expected that the conduct of all College of Wooster students, whether residing off-campus or visiting in the surrounding communities, will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the community. It is expected that students will be guided by a mutual concern for neighbors' integrity, property, and need to live in an environment conducive to the fulfillment of their individual lifestyles.

The College may discipline a student or groups of students for acts of inappropriate personal or group behavior regardless of whether such acts are committed on campus property. Such acts include, but are not limited to the following: assault; battery; drug use, possession, or sale; illegal alcohol use, possession, or open container; hazing; sexual misconduct; noise violations; loud parties; vandalism; littering; loitering; public urination; and trespassing.

The Code of Community Values and Principles are the College of Wooster's three primary principles:

Personal Integrity and Self-Respect
Respect for the Campus Community
Respect for Function and Property of the College

Personal Integrity and Self-Respect

The College expects that integrity and self-respect will be demonstrated by one's own commitment to responsible personal behavior and by a willingness to offer assistance to others whose behavior appears harmful to one's self or to the community. These expectations include but are not limited to behavior that indicates lack of respect for community members both at the College and off campus, respect for one's self, and an upholding of the values espoused in the Wooster Ethic and held by the community at large.

For its part, the College will provide education about responsible personal behavior and community standards, offer counseling resources, support federal, state, and local laws and ordinances, and foster an environment that support students in their efforts to make and abide by responsible decisions.

Alcohol and Other Drugs Policy

The presence of alcohol in a campus setting raises several complex issues, which include behavioral, safety, and legal problems. The College of Wooster does not consider the use of alcoholic beverages and/or other drugs as necessary to the process of higher education. The College also respects and complies with state and federal laws. Therefore, it is necessary for the College to define certain restrictions regarding the possession, use, consumption, furnishing, and purchase of alcoholic beverages.

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs, including the excessive or inappropriate use of alcohol. Students who choose to drink will use alcoholic beverages responsibly and will be held accountable for irresponsible use. The College considers it to be a violation of a College policy to endanger oneself or others through the use of alcohol. Impairment of a student's judgment as a result of alcohol use does not relieve a student of responsibility.

Alcohol

General Definitions

Permanent resident: A resident of an approved college space who attends or is employed by the College or has otherwise been approved by the College for residency in a specific space for at least the length of a semester.

Persons: This shall include both students and non-students.

Serve: To provide food or beverage to another individual.

Sober: Person abstaining from substance use for a given period of time.

State Law

Ohio state law: Ohio Revised Code §4301.69(B) prohibits consumption of alcoholic beverages by persons less than 21 years of age and furnishing alcoholic beverages to anyone under the age of 21. Each person is expected to know the Ohio state laws regarding the sale and consumption of alcohol. The possession or use of any alcoholic beverages in violation of these statutes on College property or in student residences is subject to disciplinary action.

Policy for Alcohol Use

Persons under the age of twenty-one (21):

- May not possess or consume alcoholic beverages;
- May not host alcohol consumption in their room.

Persons under the age of nineteen (19):

- May not serve alcohol at a registered social event.

Persons under the age of eighteen (18):

- May not attend a registered social event where alcohol is being served.

No alcohol may be provided to a person under twenty-one (21) years of age.

No person shall possess an open container or be under the influence of alcohol while operating a vehicle.

No individual will coerce a person(s) to drink alcohol or use other drugs.

Beer and wine are the only alcoholic beverages that may be served at approved functions, and they must be served in accordance with the provisions set forth in Social Events with Alcohol.

Engaging in activities, whether alcohol is present or not, that promote irresponsible or high-risk drinking (e.g., drinking games, use of funnels, chugging contests, or any means where alcohol is consumed as part of a competition) is prohibited.

No open container, carrier, or cup of alcoholic beverage may be carried outside a student's assigned residential unit or an approved party space.

Common-source alcohol containers (e.g., vats, kegs, etc.) are not permitted.

Individual Consumption

Individual consumption of alcoholic beverages in College housing is based on the style of residence:

- Residence Halls: No alcohol may be possessed in any first-year halls, including empty containers.
 - This provision shall not apply to any permanent resident of a first-year center who is at least 21 years of age and who consumes in their room, or to any guest of such a resident if that guest is likewise at least 21 years of age.
- This shall not be construed so as to disallow the hosting of events with alcohol in spaces recommended by Residence Life and approved by Campus Council.
- Houses: Alcohol may not be consumed on balconies, fire escapes, attics, basements, or on roofs.

Any residential unit may come to an agreement where alcohol may be possessed and consumed by residents of legal age through a group consensus. A "Housing Unit Agreement Form" must be completed and signed by residents of the unit with the housing application; this application can be picked up in the Office of Residence Life. Within two (2) weeks of the start of a semester, Residence Life will verify the housing agreement. This agreement may be reviewed and edited at any time according to the needs of the residents of the house or at the behest of the Office of Residence Life.

Alcohol and Unauthorized Venues

Possession of alcohol is prohibited at all College-sponsored functions in which students are in attendance, including, but not limited to: dances, concerts, athletic events, and dinners, without proper and prior approval from the Office of the President. Consistent with NCAA policy, the use of alcohol is prohibited at all athletic events.

Consuming alcohol or possessing an open container in unauthorized venues is not permitted.

Unauthorized venues include, but are not limited to:

- Residence hall hallways,
- Bathrooms;
- Study rooms in residence halls;
- Campus grounds, with the exception of pre-approved, College-sponsored events;
- Athletic fields;
- Academic buildings, with the exception of pre-approved, College-sponsored events;
- Parking lots, sidewalks, and City of Wooster streets.

Students may consume alcohol in common kitchens in residence halls as long as the alcohol is attended at all times. Students may not leave alcohol unattended in residence-hall kitchens.

No person may display advertisements or items (e.g., signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the unauthorized venues or

any public spaces of the campus (e.g., hallways, lounges, bathrooms, exterior windows of residence halls, grounds, parking lots, etc.).

Seizure of Alcohol

College officials may require a student to surrender possession of alcohol and paraphernalia in cases where a person is:

- Under 21 years of age;
- Distributing alcohol to any person under 21 years of age;
- Putting self and/or others at risk;
- Violating College policy and/or federal, state, or local law.

Spaces for Alcohol Consumption

Consumption of alcoholic beverages by those of legal drinking age is limited to the confines of student rooms, designated social lounges, or at an approved social event where alcohol service has been approved.

These spaces are updated on a yearly basis by the Office of Residence Life and the Director of Student Rights and Responsibilities and sent to Campus Council for approval. Information about these spaces may be found on the Student Rights and Responsibilities webpage.

Students hosting a guest that is not a member of The College of Wooster community are responsible for the behavior of their guest(s). Any violations to the alcohol policy by campus guests may result in the host being referred to the conduct system.

Social Events with Alcohol

The following policies apply to any event where alcoholic beverages will be served.

- Events where alcohol is served that require a fee, donation, or cover charge are prohibited. Any hosts who violate this clause will be viewed as selling alcohol without a license;
- Any themes that insult, ridicule, denigrate, make fun of, or mimic particular groups, races, ethnicities, or cultures, promote gender degradation, or otherwise violate campus policies or are considered insensitive to the campus community are prohibited;
- Residential units or other recognized campus organizations may host events in designated social spaces. Events may not be hosted in basements of small houses due to fire safety code;
- Any social event taking place in a residential unit and involving guests from other residential units may not violate the privacy of the occupants of the residential unit or the policies established by the unit in its "Housing Unit Agreement Form", available in the Office of Residence Life;
- Social events which involve alcohol and/or loud music cannot be scheduled the day before a reading day, or exam day;
- Residential units or other recognized campus organizations may request permission to sponsor an all-campus event with beer in The College Underground (Lower Kittredge). The sponsor is subject to the approval and the regulations set up by The Underground management. Requests for the use of The Underground should be made through the Office of Student Activities;
- Any alcohol being purchased at The College Underground may only be for individual purchase. Hosts may not pre-pay for alcohol or run a tab for their guests.

Students should know that hosting a social event assumes responsibility to make reasonable efforts to provide safety and abide by the law. It is understood that individuals organizing an activity accept a responsibility for making arrangements which will assure:

- Necessary control over access to alcohol;
- Service of alcohol only to those of legal drinking age;
- Control over excessive noise;
- Control over behavior of guests;
- Confinement of the consumption of alcohol only to those areas where such consumption is permitted by State law and College policy.
- Alcohol consumption can never be considered the focal point of an event.
- No student or guest under the age of eighteen (18) is permitted to attend an event where alcohol is being served.

Guidelines for Small Social Gatherings

Events containing fewer than 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, where alcohol is being consumed are considered Small Social Gatherings and do not require completion of the On-Campus Social Event Registration Form or submission of a guest list to the Director of Student Rights and Responsibilities. All participants at small social gatherings are expected to consume alcohol responsibly based on the policies outlined in *The Scot's Key*.

Participants must be of legal drinking age to be in possession of or consuming alcohol.

All gatherings must abide by all fire code and capacity code requirements.

Residential Hall room capacity is equivalent to two (2) guests per resident. For example, a double room may have a total of six (6) people in the unit at one time.

Each small house has an individualized maximum capacity allotment.

The space in which drinking is occurring must be a space where alcohol consumption is allowed.

Small social gatherings that take place in reservable spaces are not required to reserve that space through Connect Daily. Reservations are still recommended to ensure that the space is available.

Guidelines for Large Social Gatherings and Events with Alcohol

Events with more than twenty-five (25) participants are considered Large Social Gatherings. There are two sets of requirements: those for events where alcohol is served and those that apply when alcohol is not necessarily being served (but is being consumed).

Registration of an Event

Any event in a lounge that contains at most 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, but at which alcohol is not being served does not need to be registered in advance. At such gatherings, the policy for individual consumption applies. (This is intended to keep medium-sized gatherings at which some individuals may be consuming alcohol from requiring registration - e.g., Super Bowl parties, Oscar-watching gatherings, etc.) However, the College must be notified of such gatherings for safety purposes. As such, a student at such an event must call the Security and Protective Services (SPS) non-emergency number (330-263-2590) simply to make them aware that such an event is occurring. SPS will not intervene unless there is reason to believe that a violation of College policy is occurring. The contact person varies based on the location of an event.

If such a meeting takes place of which it can be reasonably judged that the members constitute a specific, approved group on campus, then the ranking member of that

group is expected to be the point of contact for College officials should such a need arise and to remain capable of fulfilling such a role, barring unusual circumstances.

It is also possible that members of the group would be willing to serve as the point of contact in place of the group's ranking member. This is a permissible alternative.

If the gathering is taking place in a location where it is permissible to consume alcohol, but is not within a house or an apartment, then some member of the group is expected to serve as the contact for the evening. The choice of member may be arbitrary; it merely must remain constant for the course of the evening. Such a person must remain sober, and thereby able to communicate with College officials.

Events must be registered in advance if: a) the gathering contains 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, or b) the gathering involves the service of alcohol.

Applications for social gatherings must be submitted three (3) business days prior to the event to Director of Student Rights and Responsibilities. Reservations must be made on Connect Daily but cannot be made more than two (2) weeks in advance of the event date. If an application is not submitted by the deadline, then the reservation will be declined.

The organizers of the event will be required to meet with a staff member the Director of Student Rights and Responsibilities.

To be eligible to host large social gatherings with alcohol in designated spaces, the hosting group or the group who lives in that space may not be on any type of probation or in poor conduct standing.

College officials will check in on registered events at the start of the events and at the end of the events.

College officials will check in approximately fifteen (15) minutes before the start of the party with the Sober Monitors and Servers to confirm the Party Monitor contract is being met.

College officials will inspect the event location before the event and after.

Should there be any damages or excessive cleaning required, a fee will be assessed to the group to avoid any fees to the residential community. This inspection will occur the following morning.

Security and Protective Services (SPS) will check in with Sober Monitors, Contact Persons, and Servers when called for assistance. Security and Protective Services will check to ensure the event ends by 1:00 a.m.

The College reserves the right to end an event if the event poses a safety hazard or is overly disruptive to the residents or the surrounding community.

At events of at least twenty-five (25) people where alcohol is being consumed, the following rules apply:

- Large social gatherings or events held Sunday through Thursday may start no earlier than 6:00 p.m. and must end by 10:30 p.m., not exceeding three (3) hours in duration;
- Events held Friday and Saturday may start no earlier than 6:00 pm and must end by 1:00 a.m. but may not exceed five (5) hours in duration unless approved by a designated member of the Office of Student Life.

Clean-up of Events

The College recognizes that some events may have spills and trash. Those who host the event are required to clean up the space by 7:00 a.m. the next morning. This is not the responsibility of the guests, Custodial Staff, resident assistants, other College personnel, or residents of the building.

Event hosts are not required to mop but are expected to clean up any spills, remove trash off the floor, and take all trash from the party out of the building to the nearest dumpster at the end of the event.

Sober Contact

There must be a person both present at the event and abstaining from consumption in order to work with College officials should a problem arise.

At events where alcohol is being served in addition to being consumed, the following rules also apply:

- Alcohol may only be served for the initial two (2) hours of the event;
- Beer and wine are the only alcoholic beverages that are to be served at a social event by appropriate serving sizes. A serving of alcohol is either a 12 oz. portion of beer or a 5 oz. portion of wine;
- During a registered social event where alcohol is served, all alcohol must be served and consumed in an individual, prepackaged container;
- In order to reduce the risk of injury, all alcohol must be served in clear plastic containers or aluminum cans. No alcohol may be served or consumed from glass bottles;
- It should be known that all types of mixed drinks (e.g., “Jungle Juice”) are completely prohibited from any Social Gathering;
- Groups may only have 48 oz. of beer or 20 oz. of wine (approximately 4 drinks) per anticipated guest of legal drinking age available at the party.

Non-alcoholic beverages and food is required at all functions when alcohol is being served. Non-alcoholic drinks must be made available in quantity, prominence, and accessibility at least equal to that of the alcoholic beverages to be served. Non-alcoholic beverages may include but are not limited to soda, juice, lemonade, and bottled water. Clear cups must be provided.

Sober Servers

Servers serving beer or wine at a social event must be at least nineteen (19) years of age and must have completed the appropriate training sessions provided by the College. Training must be renewed on an annual basis.

Servers must be sober and remain sober for the duration of their serving shift. Any Server found at any time not to be sober during their shift will be subject to conduct sanctioning, and the event risks being shut down.

Servers and alcoholic beverages must be separated from the guests by a bar or other substantial physical barrier. Only beer/wine may be served.

Servers will ensure all students being served are of legal drinking age.

Servers do not have to be members of the hosting organization or group.

Sober Monitors

Monitors must have completed the appropriate training sessions provided by The College of Wooster. Training must be renewed on an annual basis.

Monitors must wear some type of identifier as a sober monitor for the duration of the event. The College will provide identifiers on an annual basis.

Monitors must be sober and remain sober for the duration of the event. Any Monitor found at any time to not be sober during their shift will be subject to conduct sanctioning and the event risks being shut down.

Sober Monitors will not allow severely intoxicated students into their event.

Monitors do not have to be members of the hosting organization or group.

Monitors will be stationed at each entry and exit point to the event. There will also be a Sober Monitor per fifty (50) guests floating inside the event. (e.g., 100- 149 guests = 3 floating monitors, 150-199 guests = 4 floating monitors).

When events are held at houses, at least one (1) event monitor must be a resident of the residential unit being used to hold the party. Spaces cannot be “rented” out to other students or groups.

Party Spaces can be reserved by anyone. The members who host the event will be held responsible for the party and any damages to the space that occur during the event.

At an event where alcohol is being served, each guest must show their College of Wooster identification card before admittance to an event.

A student must present their valid College of Wooster identification card and/or legal proof of age to be served alcohol. No exceptions will be made if someone cannot present their College of Wooster ID or legal proof of age document.

Any participant that is not a College of Wooster community member must show legal proof of age and be accompanied by a College of Wooster student before admittance to an event.

Policy Violations and Educational Sanctions

The College of Wooster strives to educate students and take preventative approaches to alcohol use but cannot condone any illegal or harmful use of alcohol. If a student violates the College’s alcohol policy, the ideal approach is an educational response to empower the student to make better choices for themselves. However, in cases where a student has put themselves or others at substantial risk of harm, punitive sanctions may also be imposed. In appropriate situations (e.g., in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals) the student’s parent or guardian may be notified.

All policy violations are addressed through the College’s conduct process. The table of violations and sanctions provided below describes what may *typically* occur if a student has been found in violation of the College’s alcohol policy:

Violation/Occurrence	Possible Typical Sanction
Students that have open containers in public places for the first time.	Official warning and documentation of violation on file
Students that have multiple violations (more than one) of open containers in public places.	Educational sanction plus the cost of the educational materials
Underage possession/use of alcohol for the first time.	Educational sanction plus the cost of the educational materials
Underage possession/use of alcohol for the second time.	Educational sanction plus the cost of the educational materials

Underage possession/use of alcohol for the third time.	Educational sanction plus the cost of the educational materials; Conduct probation
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the first time	Educational sanction plus the cost of the educational materials
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the second time	Educational sanction plus the cost of the educational materials; Individual sessions with a counselor; Conduct probation
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center 3 or more times	Educational sanction plus the cost of the educational materials; Conduct probation; Letter of apology to parties involved
Students that require medical assistance and are transported to the Emergency Room due to alcohol and drug use	Educational sanction plus the cost of the educational materials; Conduct probation

The College reserves the right to impose alternative and/or additional sanctions through the College's conduct process, including suspension or expulsion, when, for example, violations of the alcohol policy are accompanied by violations of other College policies.

Students should also be aware that any citations issued by law enforcement agents are independent of the College's conduct system and processes, and do not serve in lieu of sanctions that may be imposed by the College. A table of various laws of the State of Ohio and the maximum penalties associated with each is listed below.

<i>Ohio Revised Code, Alcohol</i>	<i>Offenses under Ohio Law</i>	<i>Fine</i>	<i>Sentence</i>
<i>Opened container of alcohol in public</i>	4301.62	\$100	None
<i>Purchase by minor</i>	4301.63	\$1,000	6 months
<i>Misrepresentation by minor to obtain alcohol</i>	4301.634	\$1,000	6 months
<i>Furnishing false identification cards</i>	4301.636	\$1,000	6 months
<i>Consumption in motor vehicle</i>	4301.62 B4	\$250	30 days
<i>Possession of alcohol not lawfully acquired</i>	4301.67	\$250	30 days
<i>Sale or furnishment to minor</i>	4301.69	\$1,000	6 months

Group Policy Violations

It is expected that all students will comply with the On-Campus Social Event Policy and Student Alcohol Policy as outlined. Groups that violate the policies may face policy

violations within the conduct system or through Campus Council which may result in the loss of privileges and/or funding or suspension/permanent withdrawal of the right to operate as a recognized or chartered student group. For host groups found in violation of these policies or other policies, the following sanctions may be imposed:

First Infraction:

- Events will be subject to random walk-throughs for six (6) weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes resume.

Second Infraction:

- The group(s) will lose the privilege to serve alcohol at Large Social Events for 8 weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin;
- The group must complete a community service project as determined by the Conduct Hearing Officer.

Third Infraction:

- The group(s) lose the privilege to host social events for 15 weeks. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin;
- Further sanctioning may occur at the discretion of the Conduct Hearing Officer or the Vice President for Student Affairs and Dean of Students.

In addition to these sanctions, the College may mandate educational sanctions for the group to safeguard the health and well-being of the group, its members, and the larger campus community.

In cases where multiple students are admitted to the Longbrake Student Wellness Center and/or the Emergency Room and those students were served underage and/or the students are over 21 years of age and their condition is attributed to being over-served, sanctioning at the highest level may be warranted immediately regardless of the history, or lack thereof, of previous policy violations by the group.

Other Drugs

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs. The College does not consider the use of drugs as necessary or conducive to the process of higher education. Federal, State, and local statutes and the policy of The College of Wooster prohibit the following (but not limited to) with regard to illicit drugs:

- Use;
- Offering for sale, manufacturing, or distributing;
- Possession;
- Drug paraphernalia (pipes, bongs, clips etc.).

Under these statutes and College policy, “drugs” are understood to include, but are not limited to, marijuana as well as the following: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine and other narcotics or opiates. Students that are taking any of these drugs under prescription of a doctor must be also complying with Ohio state laws and federal laws related to the use of the drug(s). Any individual guilty of violating civil statutes or institutional policy in and on College property or as part of any off-campus activity sponsored by the College is subject to College disciplinary action up to and including suspension, expulsion, referral to the civil authorities for prosecution and/or referral to an appropriate counselor or rehabilitation treatment program.

Sale of Drugs

The College considers the selling and offering for sale of illicit drugs to others to be a particularly serious offense and is strictly prohibited. Any such offense will be referred to the law enforcement authorities and those authorities, when possessing proper documents, may have access to any building on campus without prior notice and they will have the complete cooperation of College personnel.

Law Enforcement

The College works closely with local law enforcement, including the Wooster Police Department. The College does not protect students who possess, use, or sell drugs from prosecution under federal, state, or local laws

Medical Assistance Amnesty

The College is committed to providing a safe and healthy environment for all members of the campus community. There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the College considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance under those circumstances, the College will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

The College may apply Medical Assistance Amnesty as a resolution to minor policy violations under the following circumstances:

- For a student who requires medical assistance;
- For a student who is a victim of certain crimes, such as physical assault, sexual assault, or sexual misconduct;
- For a student who is assisting another student in need of medical assistance.
- For a student who is reporting a serious crime and/or policy violation to the appropriate authorities;

The determination of whether or not Medical Assistance Amnesty is granted is based on the totality of the circumstances and is determined by the Director of Student Rights and Responsibilities. The list of minor policy offenses for which a student may be granted Medical Assistance Amnesty includes:

- Possession or consumption of alcohol by persons under 21 years of age;
- Irresponsible use of alcohol;
- Open container violation.

The granting of Medical Assistance Amnesty by The College of Wooster has no bearing on any criminal or civil proceeding that may be filed through the City of Wooster or State of Ohio court systems. Medical Assistance Amnesty may, but will usually not, be granted under the circumstances similar to those listed below:

- When there are multiple or repeated incidents involving the same student;
- In cases in which a drug offense could result in a criminal arrest or a felony drug violation (e.g., when drug paraphernalia is present and State law requires that it be reported);
- When a student has a history of conduct violations at the College. (Exception: If the student is a victim of a crime, their history of conduct violations does not prevent the granting of Medical Assistance Amnesty.)

In cases where Medical Assistance Amnesty is granted, no violation of the code of student conduct will be recorded against the student. However, the College reserves the right to require a student to complete one or more educational programs in lieu of formal, conduct sanctioning. Failure to complete the required program(s) may result in the loss of Medical Assistance Amnesty in which case the College would proceed with recommended policy violations.

Safe Harbor

The College of Wooster believes that students with substance addictions or dependencies deserve the opportunity to seek assistance outside of the threat of drug tests or conduct sanctions without concern of minor policy violations being filed through the student conduct process. Students who voluntarily seek assistance for themselves may be granted Safe Harbor. In consideration of the safety, health, and well-being of the student, the College reserves the right to require a student to complete one or more educational programs and/or to agree to a written action plan to address the addiction/dependency. Failure to complete the required educational programs and/or to follow the written action plan may nullify the Safe Harbor protection.

Disorderly Conduct

Students and student organizations must not engage in behavior that threatens the safety, security, or functioning of the College, the safety and security of its members, or the safety and security of others. Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the College, in-class, or College-sponsored events; and/or infringes on the rights of others. Failure to comply with requests of campus officials also constitutes Disorderly Conduct.

Off-Campus Conduct

It is expected that the conduct of all College of Wooster students will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the community. Students should be guided by a mutual concern for the community, integrity, property, and need to live in an environment conducive to the fulfillment of their individual lifestyles. Behavior off-campus does not guard students from a response from College staff if the behavior or actions interfere with the mission of the College or the relationship with the larger community.

Smoking and Tobacco Use

College policy and Ohio law prohibit the use of all tobacco products, including smokeless tobacco, vaping, and/or e-cigarette style devices:

- in all College buildings, including residence hall and program house facilities in their entirety;
- within a 25-foot radius of any College building;
- in all College-owned or College-leased vehicles;
- at all College-sponsored events and activities, including, but not limited to, athletic contests and practices, regardless of venue, and inclusive of all spectators' grandstands and bleachers.

This prohibition applies to everyone, including, but not limited to:

- all College students;
- all College personnel;
- all campus visitors, vendors, and contract employees; and

- all game personnel (players, coaches, trainers, managers, and game officials), in accordance with NCAA regulations.

The storage of hookahs for tobacco use is allowed in residences, however the use of them follows the general college tobacco policy. The possession of bong and other drug paraphernalia are not allowed.

The College will provide preventative education, counseling, and other services that address emotional and physical dependency, and will foster an environment that supports students in their efforts to live in a tobacco-free environment. Floor communities and program house residents alike may conduct group discussions within their communities, including issues related to smoking and second-hand smoke. Employee assistance referrals are available through the Office of Human Resources.

Incidents reported to the Office of Safety and Protective Services or the Office of Residence Life may result in corrective actions by Residence Life staff, which may include:

- attendance at educational intervention, including meeting with the Alcohol, Tobacco, and other Drug Prevention Specialist;
- assessment regarding tobacco use including any cost associated with the assessment, and participation in any intervention recommended by the assessment;
- adjudication and appropriate action within the College's conduct system.

Respect for the Rights of the Community

The College expects that in all relationships with each other, students will be guided by a mutual concern for each other's feelings, integrity, and need to live in an environment conducive to academic achievement. The College believes that such concern requires sensitivity and a sense of responsibility in all relationships within the community on campus, off campus, and in any capacity as a member of the Wooster community both in-person and virtual.

For its part, the College undertakes to provide educational programs, guidance, and counseling in those areas involving personal relationships and to create and support a residential environment which in its diversity will complement and enhance the academic and social purposes of the College.

Anti-Harassment/Discrimination

Any member of the campus community who acts to deny, deprive, or limit the educational, employment, residential, and/or social access, benefits, and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed in the Statement of Non-Discrimination is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the process described in the Student Conduct System.

Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct.

Separation by sex and/or gender identity is allowed in certain circumstances, including, but not limited to: housing, locker rooms, bathrooms, choirs or choruses, and fraternities

and sororities. The College of Wooster has a separate Policy against Sexual Misconduct which applies to all students, faculty, and staff in all Wooster programs. The policy is available here: (www.wooster.edu/offices/titleix/).

Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. The College of Wooster will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, The College of Wooster may also impose sanctions on the harasser. The College of Wooster's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, pervasive, and objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

Offensive conduct and/or harassment that does not rise to the level of discrimination or harassment that is of a generic nature may result in the imposition of discipline under College policy, and may be addressed through civil confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the AVP of HR, and students should contact the Vice President for Student Affairs and Dean of Students.

Harassment that is not discriminatory or bias-related in nature is still prohibited and may still be addressed through the College conduct system.

The College of Wooster condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by College policy or law.

Bullying and Cyberbullying

Repeated and/or severe aggressive behavior likely to intimidate, threaten, or intentionally hurt, control, or diminish another person, physically or mentally, is considered to be bullying whether done in person or through electronic means. Bullying is prohibited and will be addressed through College process.

The Title IX Coordinator will be involved in the assessment of the complaint and will work in conjunction with the Division of Student Affairs to address concerns of bullying in cases where bullying may be a sex or gender-based offense and/or has also violated the Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy.

Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student or supervisor and employee). Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party create real or perceived impropriety and may be unethical. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to romantic or sexual involvement, this past consent may not remove grounds for a later violation of applicable sections of this policy, as consent within any sexual or

intimate relationship may be withdrawn at any time. For these reasons, dating, romantic, or sexual relationships between students and faculty or students and coaches, including relationships that occur when the College is not in session or students are on leave, are prohibited. Faculty and coaches who violate this prohibition are subject to appropriate College adjudication processes and disciplinary action.

For the personal protection of members of the community, relationships in which power differentials are inherent (department chair-faculty, faculty-staff, staff-staff, staff-student, Resident Assistant students over whom they have direct responsibility) are generally discouraged. However, if a relationship does exist, individuals with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor. It will likely be necessary to remove the employee from the supervisory or evaluative responsibilities or to shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. While only faculty-student and coach-student relationships are prohibited by this policy, failure to self-report all other such relationships to a supervisor as required can result in disciplinary action for an employee.

Demonstrations and the Right of Dissent

Every member of the community has the right to speak freely, the right to listen to others, the right to assemble in public meetings, and the right to express themselves. Because these rights are for each member of the community, it follows that no member of the community has the right to prevent or to disrupt an exercise of such rights by others, whether the persons involved are expressing approval or disapproval of an idea or of an action.

Demonstrations with the intent to cause destruction of property or present a risk of harm to persons are not permitted and may be viewed as harassment, discrimination, intimidation, or creating a hostile environment on the campus. Those involved may be subject to appropriate response and/or referral through the College's conduct process. Demonstrations may not interfere with bystander's academic freedom, college sanctioned events, and/or college property.

Firearms and Other Weapons

In accordance with Ohio's Concealed Carry Law ([link](#), 2923.12, *et seq.*), College policy prohibits handguns on College property, in College-owned or leased vehicles, and while conducting College business. Individuals who have been issued a permit by the State of Ohio to carry a concealed weapon are not exempt from the provisions of this policy. The storage of weapons in College-owned facilities is likewise prohibited. Ohio law allows for concealed weapons in locked non-College vehicles or while a license holder is in the process of placing a handgun in a locked vehicle on a college campus.

Additionally, under no circumstances are other weapons or objects carried for the purpose of injuring or intimidating others permitted on College property, including outdoor areas (except by employees as needed to perform bona fide duties of their work). Other weapons or objects include, but are not limited to: all types of firearms; mace/pepper spray; tasers and other similar devices; switchblade knives and knives with a blade longer than four inches (knives longer than four inches are allowed if there is a clear use as a cooking utensil. These are to be kept in the student's room and not left in the kitchens); dangerous chemicals (except when necessary for academic or other approved College work or function), explosives including blasting caps and other detonation devices; pellet guns, paintball guns, BB guns, brass knuckles, slingshots, martial arts weapons (except when used for previously approved activities of chartered

organizations), and chains. Violations of this policy will result in disciplinary action that may include separation from the College.

This policy applies to all employees (faculty and staff), students, contract and temporary workers, vendors, consultants, and anyone visiting or conducting business on College property. Violations of this policy will result in disciplinary action that may include separation from the College.

The carrying of weapons by law enforcement officials conducting official business on College property is the only exception to this policy that will be considered.

Fireworks

Possession and use of fireworks on campus is prohibited. The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation.

The College reserves the right to confiscate firearms, other weapons and fireworks and may impose maximum penalties for violations of the above. Failure to comply may also result in action by the civil authorities.

Gambling

There shall be no College-sponsored lotteries or games of chance on campus.

Hazing

Hazing Defined by The College of Wooster

Any activity, whether or not the act is voluntarily agreed upon, created through a new member process or in conjunction with membership with a student club/organization, sports team, other group on campus, or new employment, that produces, causes, or creates a substantial risk of mental or physical harm, embarrassment, or harassment is prohibited, regardless of the intent or end result of the activity. The College will investigate hazing allegations whether they are reported to have occurred on campus or off-campus. The College will consider an activity to be hazing if the behavior exhibits and/or includes force, coercion, or restrictions on freedom of movement, speech, association or the management of daily needs.

Every member of the campus community has a responsibility to report any incidents of hazing or suspicions of hazing that come to their attention. Reports may be filed with Security and Protective Services, the Director of Student Rights and Responsibilities, the Office of the Dean of Students, or the Director of Student Activities and Lowry Center. The Title IX Coordinator will be involved in the assessment of the complaint and will work in conjunction with the Division of Student Affairs to address concerns of hazing in cases where hazing may be a gender-based offense and/or has also violated the Sexual Harassment and Misconduct Policy.

Such acts of hazing may include, but are not limited to: forced or coerced use of alcohol or other drugs; creation of excessive fatigue; requiring new members to perform personal service to current members or their partners/friends; requiring new members to call current members, or their partners/friends, by a specific name or nickname or speak a specific phrase when addressing them; physical and psychological acts that embarrass or cause undue stress; restricted movement or assigned to stay in a space for extended period of time; wearing of apparel or costumes that would not normally be worn; restriction or monitoring of individual member actions; engaging in public stunts; degrading or humiliating games and activities; missions, treasure hunts/scavenger

hunts, “kidnapping” or any other activities which are not consistent with the educational mission of the College, or the regulations and policies of the College.

Hazing Defined by the State of Ohio

2903.31 - Hazing:

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.

No person shall recklessly participate in the hazing of another.

No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

2307.44 - Hazing Civil Liability

Any person who is subjected to hazing, as defined 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. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743. of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Housing Policies

Modifications and Use of Residence Hall Spaces

Any physical changes to a room (e.g., permanently installed hooks, painting) require prior approval through Residence Life. Paneling, wallpaper, border, and similar wall coverings violate local and state fire codes and are not permitted. Due to personal injury and liability and campus insurance limitations, loft or loft-like structures (this includes the use of cinder blocks to loft beds), and any other modifications to school furniture are not permitted at The College of Wooster. Students may be allowed to use an extra set of bed ends provided by Residence Life, to loft or bunk their beds. Residents may not hang beds from the residence hall ceilings or walls. Further, no modification to college issued furniture is permitted. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds. Penetration of the ceiling is not permitted per state fire code.

Students are not permitted to paint rooms, including the common spaces, within the house.

Students are responsible for the cleanliness of their personal space, including disposal of trash and recyclables. For safety purposes, students should maintain their rooms in a way that allows quick and safe egress to their doors in case of emergency. It is also expected that spaces used by students are left in the order that they were found. Students are encouraged to utilize lounge space and other meeting spaces on-campus, but it should be cleaned to the best of their ability after they have finished using the space.

Students who do not properly clean up their space and/or whose uncleanliness causes permanent damage to the room or furnishing may be subject to fines and/or the student conduct process. Damages that occur to public areas (e.g., restrooms, lounges, study rooms, etc.) that are not attributable to a specific individual or group may be equally shared by the residents of the area(s) where those damages occurred.

Student room furniture may not be moved out of student rooms to public rooms or out of the residence hall/house. Lounge furniture may not be moved into student rooms or out of the residence hall/house. Indoor furniture is not to be moved to front porches or decks at houses and apartments. No structures may be constructed which are attached to or otherwise damage or permanently alter rooms or furnishings.

Water beds and unapproved mattresses may not be used in College-owned housing. The College-provided beds are flame retardant, up to fire code, and approved for high-volume residencies.

The College is not responsible for loss of or damage to students' personal property. It is recommended that students insure their personal property.

Animals in Student Residences

With the exception of approved Service or Emotional Support Animals (ESA) for students with disabilities, animals, including pets (with the exception of fish), are not permitted in College of Wooster student housing at any time because of health regulations, noise, and sanitation concerns. Fish aquariums must be well-maintained to prevent sanitation concerns or cruelty to the fish. Students and their roommates who have an unapproved animal in their residence will be asked to remove the animal within 48 hours of the College receiving notice that the animal is present. If the animal is not removed, students are subject to disciplinary action including a \$50.00 per day fine and/or termination of their housing agreement. Regular follow-up visits will be made to ensure that the animal has been removed. Program houses dedicated to training service animals must participate in the housing selection process. It is expected that rooms and personal property will be maintained in an orderly and sanitary condition which protects health, safety, and the rights of roommates.

Determination of Need for Support Animal

The College of Wooster is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Service or ESA as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the College's policies regarding such animals. Students who seek to bring a Service or ESA to campus must first contact the Learning Center, located in APEX.

The Learning Center will determine, on a case-by-case basis, approval of student's request for a Service or Emotional Support Animal. When necessary and appropriate to the determination, the Learning Center will collaborate with other offices on campus, and may share information related to the student's request on a confidential,

need-to-know basis. In making this determination, The Learning Center will consider the needs of the student as well as the impact of the animal on the campus community. Students seeking to have a Service or Emotional Support Animal in residential housing must submit a request for review each academic year. The approval of a request is animal-specific and is not transferable to another animal. A request for a Service Animal or an ESA should be submitted at the same time housing selection begins for housing, if the need is known at that time. The animal must not be in residence prior to approval by the Learning Center.

Types of Support Animals

Service Animal: A "Service Animal" is any animal that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals do not qualify as Service Animals. Examples of work or tasks provided by a Service Animal include, among others, guiding a person with impaired vision, alerting a person with a hearing impairment, and pulling a wheelchair. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Emotional Support Animal: "Emotional Support Animals" (ESA) are (1) animals that provide assistance, or perform tasks for the benefit of the person with a disability, or (2) animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual's disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Other ESAs are trained by their owners. Unlike a Service Animal, an Emotional Support Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. ESAs may be considered for access to college housing, however, they are not permitted in other areas of the college (e.g., libraries, academic buildings, classrooms, labs, student center).

Pet: A "pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service or an Emotional Support Animal. Students are not permitted to keep or bring pets on college property or in housing, with the exception of fish in a 10-gallon fish tank.

Approved Animal: An "Approved Animal" is a Service or an Emotional Support Animal that has been permitted in The College of Wooster's housing as a reasonable accommodation under this policy.

Owner: The "Owner" is the resident student who has been permitted to keep an Approved Animal in housing under this policy.

Residential Living and Unauthorized Residences

Students must live in College housing, though exceptions may be made for students:

- Who are living exclusively in the permanent, primary residence of parent(s)/guardian(s) within thirty (30) driving miles;
- Who have a medical condition requiring off-campus living facilities;
- Who are married, divorced, widowed or a custodial parent (documentation required);
- Who will be 24 years of age or older prior to September 1 for the academic year

In these cases, students must apply for an exemption by the Vice President for Student Affairs and Dean of Students or their designee.

Any lease or arrangement to live off-campus that the College does not have knowledge of and has not been approved is considered to be unauthorized housing. For any unauthorized housing arrangements discovered (e.g., signed leased, city citation, etc.), the student(s) will be fined, sanctioned, and may not be released from the responsibilities of their on-campus housing assignment. Additionally, the College will not intervene on behalf of the student with any third-party proprietor(s).

Students may not reside or utilize residential rooms that they are not assigned. Spaces should be utilized by the student who is assigned that living space. Any student that does a room change or utilizes residential space without permission from the Office of Residence Life will be considered in violation of this policy which may result in sanctions up to and including suspension from the College.

Guests and Visitors

Guests and visitors of students are welcome in the residential units on a limited basis.

A “visitor” is defined as any non-College of Wooster person, including alumni, visiting a current College of Wooster student.

A “guest” is defined as a currently enrolled College of Wooster student who is not currently assigned as a resident of a particular space.

Students that are on-leave from or withdrawn the institution will be considered a visitor and are expected to follow all policy and procedure. It should be noted that conduct deemed a violation of College policy may impact the re-enrollment of the student should they choose to return as a current student.

All currently enrolled College of Wooster students have 24-hour access to the common spaces of the residence halls.

College of Wooster students are permitted to have guests and visitors under the following circumstances:

- Resident host assumes responsibility for their visitors and must accompany them for the duration of the visit. Residents are responsible for informing their visitors of College of Wooster policies and appropriate parking areas;
- Residents are responsible for registering a visitor’s car if it is on-campus. All hosts and visitors should report to Security and Protective Services to obtain a visitor’s parking pass, at no cost to the visitor, which can be issued for up to three days. Unregistered vehicles, vehicles parked in fire lanes, or blocking trash dumpsters may be towed at the expense of the owner;
- All visitors and guests must have the approval of roommates to be in the room, especially during overnight visits;
- Visitors and guests may stay overnight a maximum three (3) consecutive nights and no more than six (6) nights total in any 30-day period. An extended pattern of visitation may lead to immediate removal of the guest or visitor
- There may be no more than three guests or visitors per student at one time. If a student has guests or visitors then they must adhere to all fire safety capacity policies;
- No overnight visitors or guests may sleep in common areas.
- Knowingly inviting or hosting a person who has been banned from the campus is not permitted;
- Visitors are not permitted to stay overnight during early arrival, break, and extended stay periods

Minor Visitors

It is required that a host registers their guest if the person is under the age of eighteen (18) years old. To register a guest, a host must fill out the registration form with Security and Protective Services. The guest must provide photo of a valid government issued driver's license or government issued identification card and attach it to the registration form. The completed form will then be forwarded to the Office of Residence Life and Security and Protective Services.

Babysitting is not allowed in the residence halls; any exceptions must be approved through Residence Life. All minor visitors are held to the same policies as non-minor visitors.

Storage of Personal Belongings

Students may not store personal belongings on campus and should seek outside storage vendors if this service is desired. Belongings left behind in residential facilities after the student has checked out of a space or their housing has been terminated for that space, may be disposed by College personnel. The College is not responsible for replacing belongings that are left behind or stored without prior permission from the Office of Residence Life.

Storage of bicycles in stairwells, halls, or rooms is prohibited. Students are not permitted storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls unless they are in designated and approved storage areas. Storage areas will be approved in collaboration with Student Activities and Residence Life.

Termination

The College reserves the right to terminate this Agreement without refund due to improper conduct. Upon signing the Agreement, the student is obligated to its terms. Students removed from College housing must exit the building immediately unless otherwise authorized by the Vice President of Student Affairs/Dean of Students. If the student withdraws from the College, this agreement will be terminated and eligibility for any refund will be determined by the College refund policy. Students who are suspended, leaving, or withdrawing from the College must immediately vacate their College housing assignment unless stated otherwise.

Personal Use

All students residing on-campus agree that the housing assigned to the resident shall be used only by the individual assigned to the space and may not be transferred, assigned, or sublet to another person. Residents may not be assigned to more than one (1) residency space at the same time or occupy more than one (1) space at the same time. The space will be used only for personal living, sleeping, and studying. No commercial business operation, solicitation, canvassing, sales, marketing, or advertising will be conducted out of the assigned space. Residents should be aware that they are subject to all local, state, and federal laws, including those regarding gambling, firearms, and the use and possession of alcoholic beverages and illegal drugs.

Vacancies

When vacancies occur in College housing spaces, the College has the right to show these spaces and assign new occupants to fill these vacancies. The College also reserves the right to reassign the remaining occupant of a housing space to different accommodations. During the academic year, if student(s) have a roommate who fails to move in, leaves the College, or moves to other College housing, the remaining student(s) must accept a new roommate, make a housing change subject to availability, or inform Residence Life of an individual they would like to fill the space within five (5) business

days. After five (5) business days, the College may consolidate assignments and assign new students to the empty space(s).

Students are not given the option of maintaining a room as a single when a space becomes available in the room and should expect that the vacant space will be reassigned. Students requesting to move into a specific space that is vacant must be able to fill all beds assigned to that space. Students exhibiting inappropriate behavior intended to discourage prospective roommates, such as removing or dismantling or using the other sets of furniture, or otherwise manipulating the housing assignment process, will face serious ramifications, including the loss of privileges to make housing preferences in the future and/or possible referral for disciplinary action.

The College retains the right to fill any vacancies that occur over the summer and winter break at its own discretion.

Reassignment

The College reserves the right to make changes in room assignments and to assign a student to any room at any time. In the event of a campus emergency, all students in campus residence halls have the obligation to make space available within their assigned housing for occupancy by other students.

Check-in

Upon checking in to College housing, students are responsible for acknowledging the condition of their assigned space by signing the Room/Suite/House Condition Report within twenty-four (24) hours of arrival. The purpose of the Condition Report is to provide information about housing conditions that may need to be addressed as well as to serve as a basis on which the premises will be inspected for any damages upon check-out. Changes to the Condition Report must be submitted to Residence Life, in writing, within five business days of check in and contain detailed information about the condition of the item described.

At the time of checkout, students will be billed for all damages/losses above ordinary wear and tear that were not noted on the check-in Condition Report. Failure to sign the check-in Condition Report will result in the loss of the right to appeal damage charges assessed upon checkout. The student is responsible for the behavior of their guests and may be held responsible for damages caused by them. No furniture assigned to a student room or lounge may be removed.

Check-Out

The student must arrange a time to complete the check-out process with Residence Life staff member 24 hours in advance of checking out. The student also has the option to return an Express Check-Out form to the Residence Life Office once the room is completely vacated. If the check-out process or an Express Check Out are not completed, the student waives the right to contest an improper check-out fee of \$100 and any damage charges.

It is the student's responsibility at the end of the occupancy period to remove all personal possessions and leave room in regulations set forth in the Express Checkout form. All College-owned property that is in the room at the start of the occupancy period must be in the room at the end of the occupancy period. Students are expected to reassemble furniture and to remove all trash, personal belongings, and College property not itemized on the Condition Report prior to check-out. Fines and/or charges will be assessed for failure to meet the check-out requirements or for damage or loss of College property. Residence Life and Facilities staffs are all able to assess fines/charges to students. It is important for students to understand that additional charges may occur after check-out when a final inspection is completed by College staff. Students must vacate College-

owned housing by the published deadlines. Failure to vacate will result in the assessment of a late check-out charge of \$100.

Wait List

Students who, after receiving an assignment, would prefer another housing option may place themselves on the waitlist beginning on the third week of classes fall semester. Students who apply for single housing during housing selection and are not offered the opportunity to take part in that process due to numbers will automatically be placed on the Singles Waitlist for the following academic year. Those students will be offered first priority, according to housing selection number, when those spaces become available. Priority is on a first-come, first-served basis. Reassignments required for students in temporary housing will take priority over students on the waitlist. Applications for the housing waitlist are only good for the academic year in which the request is made. The College reserves the right to alter priorities for students on the waitlist on a case-by-case basis.

Housing Outside of Housing Dates

Students may apply for break housing during these periods. During certain break periods, only a select number of halls will remain open. Students are expected to work with others in the on-campus community to secure housing and complete the online forms provided on the Residence Life webpage. It is the student's responsibility to secure permission from Residence Life to arrive early or depart later than stated dates of the agreement, or to remain in designated residential facilities during periods when halls are closed. If students are found responsible for violating College Policies or the law during break periods, they may be asked to leave housing until the day before classes resume. If approved, these options may be an additional cost to the student.

Intimidation, Coercion, and Threats

Intimidation, coercion and/or threats will be defined as words or actions that stigmatize, threaten, or endanger another individual's emotional or mental well-being or cause an articulable fear for their personal safety. Any of this behavior is prohibited.

No Contact Orders

Students are expected to abide by all provisions when/if issued a No Contact Order. Violations of No Contact Orders are subject to adjudication under the College conduct process. This includes violations of No Contact Orders by third-parties connected with violating party.

Noise

It is expected that students will monitor the level of noise which they are producing and/or which is emitted from their rooms. "Unreasonable Noise" is a violation of Ohio State law and Wooster City ordinances and as such the College expects students will be aware of their noise levels. This includes personal noise as well as noise produced by audio equipment. Excessive noise which interferes with the normal activities of others (e.g., sleep, study, and conversation) or the normal functioning of the College (e.g., classes, conferences, and residential programs) will not be permitted. The following are the expectations of the all-campus noise policy. These minimums apply to each residential community.

All-Campus Hours

Courtesy Hours: 24-hours-a-day, seven days a week. For 24-hours-a-day, noise should not interfere with others' need to study, sleep, or relax in their private room. During this time, if a person makes a reasonable request for others to lower their noise, it should be met by a reasonable response.

Study Hours: 9:00 p.m. to 11:00 p.m., Sunday through Thursday. A person should be able to study in their room or a study lounge without the noise of others interfering.

Quiet Hours: Sunday through Thursday, 11:00 p.m. to 8:00 a.m. Friday and Saturday, 1:00 a.m. to 8:00 a.m. During this time, noise should be kept at a minimum. Group discussions should take place in lounges or in private rooms. A person should be able to sleep without the noise of others interfering.

Sound and Audio Equipment

The College views the use of sound equipment (e.g., stereos, radios, televisions, other sound systems) as a privilege and not a right. As such, all individuals must take responsibility to ensure that the use of this equipment does not interfere with the normal activities of others (e.g. sleep, study, and conversation) or the normal functioning of the College (e.g. classes, conferences, and residential programs). Regardless of whether or not a complaint comes from another resident, the staff in a residential unit and/or Security will determine when noise levels are excessive. Failure to comply with a request to reduce the noise level will result in disciplinary action.

Speakers are not to be played through open windows or on the exterior of residential units. Regardless of whether or not a complaint comes from another resident, irresponsible use of audio equipment could result in the denial of the privilege of having audio equipment on campus.

Outdoor Events

The College recognizes that groups of people engaged in organized social activities occasionally produce higher volume levels. Such a privilege should be exercised with due consideration for the rest of the community (residential units, campus, or town). However, excessive exterior noise, resulting from organized parties, speakers which are played outside of windows, or individual or group disturbances will result in disciplinary action.

As with any other social events taking place outdoors, those involving music and/or more than 25 people must be registered (i.e., approval may be denied by the Office of the Dean of Students) at the Facilities Office four days in advance and are expected to end by 11:30 p.m.

Physical Violence/Assault

Physical violence will be defined as behavior that encompasses any action where physical contact is made resulting in harm or with the intent to cause harm. Under no circumstance is physical violence an acceptable means to resolve problems, disputes, or interpersonal relations. Such actions include, but are not limited to:

- assault and battery (simple and/or by means of a dangerous weapon),
- fighting/brawling,
- slapping,
- shoving.

It should be noted that any physical violence deemed to rise to the level of a felony will be reported to law enforcement agencies, as applicable.

Recording and Filming

Recording or filming in any space in which a reasonable person would have an expectation of privacy (e.g., residence hall room, locker room, office, toilet, or shower) is prohibited unless consent is obtained by the individuals who are being recorded or filmed. Live tweeting, streaming, or other use of Social Media as a form of recording

actions or conversations where one has a reasonable expectation of privacy are considered under this policy.

Retaliation

Retaliation is words or actions taken in response to reporting of a policy violation or participation in the College's complaint process or the follow up to a complaint. Retaliation will be a violation of this policy when it is sufficiently serious (e.g., severe and/or pervasive) to discourage a reasonable person from accessing their rights under this policy. The protection against retaliation applies to both parties and to all witnesses. All persons who believe they have been subjected to retaliation under this policy are encouraged and entitled to seek support, utilize available resources, and come forward with their concern or complaint.

Behavior that may be considered retaliatory includes but is not limited to:

- Discouraging an individual from reporting an incident;
- Discouraging witness participation;
- Threatening or intimidating a participant in a complaint, investigation, and/or hearing;
- Intentionally causing negative consequences for a participant in a complaint, investigation, and/or hearing.
- Behavior using another individual, through third party, may also be considered a means of retaliation.

Sexual Harassment and Misconduct

Students should review the details of the Anti-Sexual Harassment, Discrimination and Misconduct Policy for full understanding.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a College program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent and objectively offensive as to create an intimidating, hostile, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, that may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single experience of sexual harassment alone may create a hostile environment if the experience is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of experiences to create a hostile environment. The determination of whether an environment is "hostile" will be based on the totality of the circumstances, including, but not limited to:

- The frequency of the speech or conduct;

- The nature and severity of the speech or conduct;
- Whether the speech or conduct was physically threatening;
- Whether the speech or conduct was demeaning;
- The effect of the speech or conduct on the complainant’s mental and/or emotional state;
- Whether the speech or conduct was directed at more than one person;
- Whether the speech or conduct arose in the context of other discriminatory conduct

Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

The Ohio Revised Code (ORC) defines non-consensual sexual conduct as, “vaginal intercourse between a male and a female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another.” This definition is applicable to criminal prosecutions for non-consensual sexual conduct (including rape, sexual battery, and unlawful sexual conduct with a minor) in Ohio, but may differ from the definition used by The College of Wooster to address policy violations.

Non-Consensual Sexual Contact

Defined as:

- Any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Sexual Exploitation

Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another person or persons. Examples of sexual exploitation include, but are not limited to:

- Taking advantage of another’s sexuality; threatening to disclose an individual’s sexual orientation or gender;
- Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give or deny consent to sexual activity;

- Extending the bounds of consensual sexual contact without the knowledge of the other individual, e.g. knowingly failing to use contraception without the other party's knowledge;
- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Taking pictures of or video or audio recording another in a sexual act, or in any other private activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (including, but not limited to, allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures or video without the consent of all involved individuals);
- Prostitution: defined as the exchange of sexual acts for money, drugs, or other compensation or the facilitation of prostitution of another individual;
- Observing or attempting to observe another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection;
- Encouraging or permitting another person to engage in non-consensual sexual activity.

Indecent Exposure and Streaking

A person commits indecent exposure if that person exposes their genitals in a sexually explicit manner in any public place or in any place where there are other persons present under circumstances in which one knows or reasonably should know that this conduct is likely to offend or alarm others.

Stalking

Stalking is defined as repetitive and menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

Cyber-stalking is a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. Cyber-stalking is considered stalking under this policy if it meets the conditions above.

The Title IX Coordinator will be involved in the assessment of the complaint and will work in conjunction with the Division of Student Affairs to address concerns of stalking in cases where stalking may be a sex- or gender-based offense and/or has also violated the Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy.

Student Organizations and Activities

Campus Performers and Contracts

The College places a high value on bringing in musicians, speakers, performers, and other outside entertainment to enhance the College experience. It is imperative that students coordinate with the Director of Lowry Center and Student Activities when they have an interest in inviting someone to ensure that an identified space for the event meets all capacity and safety standards. Students interested in hosting a performance in a campus house must gain permission before this occurs.

Any students interested in entering into contract with a performer or other outside source should coordinate with the Director of Lowry Center and Student Activities.

Students and student organizations are not permitted to enter into contracts without support from the College.

Campus Events or Activities

Students interested in organizing a campus event or activity must do so under sponsorship from an approved student organization or office.

All spaces being used must be reserved on Connect Daily and approved through the Office of Lowry Center and Student Activities.

All students or student organizations interested in showing movies, documentaries, pre-recorded material, or streaming material (e.g., Netflix, Hulu, HBO GO) must comply with the Federal Copyright Act which governs how copyrighted materials may be used.

Pre-recorded material is for personal use only. Ownership of pre-recorded material does not constitute ownership of a copyright. It is a violation of Federal law to exhibit pre-recorded video/media beyond the scope of your private room or apartment. This includes residence hall lounges and any public space on-campus.

In accordance with the Noise Policy and city ordinances, all campus events must end no later than:

- Outdoor events: 11:30 pm;
- Indoor events: 11:00 pm Sunday through Thursday and 1:00 am Friday and Saturday.

Requests for events to continue beyond the designated timelines must be submitted to Student Activities for consideration.

Student Organization Membership

Student clubs and/or organizations are defined as groups that have received recognition by Campus Council or other departments on campus. The club and/or organization must have a current charter and must have gone through the application process on an annual basis. Students are not permitted to join clubs and/or organizations, including a fraternity or sorority, if the student is not eligible according to established College standards.

Reasons a student may not be eligible to join an organization include, but are not limited to:

- Student GPA is below an established standard;
- Student has outstanding student conduct issues or is on conduct probation;
- Student has been restricted from membership due to a student conduct sanction;
- If the organization is not recognized by the College

All student organizations must be open and welcoming to all College of Wooster students.

Membership in any student organizations may not be denied to any student without following a procedure that has been designated and approved in collaboration between the College and the student organization. Questions and/or concerns regarding behavior of an organization member should be reported to the Director of Student Rights and Responsibilities or the Director of Lowry Center and Student Activities.

Selective chartered organizations may have process and procedure for how they select members of their groups. Selective organizations must submit their selection process and procedure on a yearly basis to Campus Council's charter committee. Details on timeline for this can be found by contacting Campus Council or the Director of Lowry Center and Student Activities.

Recognition of Student Organizations

Student looking to create organizations can apply for a charter through Campus Council. Campus Council has the authority to approve and to revoke charters of student organizations that they oversee. This applies to all student organizations, regardless of the status of their permanent or non-permanent charter. Organizations that have a charter held by Campus Council are subject to a Charter Review. Further information on this process may be found in the Student Organization Handbook.

It should be noted that some student organizations are not chartered through Campus Council and have a charter/recognition through other departments on-campus. Questions or concerns regarding those groups should be directed to the office/department that holds their charter.

Club Sports

Club sports are a subset of student organizations at The College of Wooster. All club sports must go through the same application process with Campus Council for recognized or chartered status as well as have a non-visiting faculty or staff advisor. There is a level of physical activity and/or travel associated with these teams, therefore there are additional requirements for club sports, such as submitting liability waivers and an annual report of yearly performance. These requirements can be found on the College website in the Student Life section or by calling the Office of Student Activities. For more information, visit the Club Sports Manual website at: www.wooster.edu/students/governance/council/.

Unrecognized Organizations

Student organizations made up of College of Wooster students must be recognized by the College. Involvement in/with an unrecognized organization/group poses a serious risk for students including an increase in individual liability and potential for harm. Unrecognized student organizations are unable to access services and functions of the College and students participating in unrecognized organizations may face student conduct violations.

Students are not permitted to live in a house or apartment run by or on behalf of an unrecognized organization/group.

Students affiliated with an unrecognized group may not participate in recruitment of students and/or conduct new member education activities.

Theft

Theft is prohibited. Theft includes, but is not limited to the following:

- Removal of lounge furniture in one's own building or removal of furniture from one building to another;
- Theft of computer equipment;
- Theft from any room in a residential unit, College office, or Service Building, including the Bookstore and dining halls; and
- Theft of books, equipment, or personal belongings from Lowry Center, the Physical Education Center, the Student Wellness Center, and/or from individuals.

In addition, the unauthorized use of individual or department telephone identification numbers (Personal Security Codes), photocopier code numbers, and computer accounts is considered an act of theft.

Library books, journals, and other materials are essential to the academic program of the College and must be available to all students on a fair and equal basis. Because theft of

Library materials deprives students and faculty of vital resources, it is considered a particularly serious offense.

The unauthorized removal of property for any reason, including, but not limited to, scavenger hunts, will be treated as theft.

Theft may result in action by the civil authorities as well as the College.

Respect for Functioning and Property of the College

It is assumed that the conduct of all students will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the College as it seeks to fulfill that purpose. Likewise, individual and group behavior which inhibits members of the community — students, faculty, and administrators — from carrying out their respective educational tasks and duties is unacceptable.

Access and Use of Facilities and Grounds

Building Access

For reasons of safety, all residence hall exterior door card readers are programmed to allow access at all times. Students living in small houses may gain access to their houses 24 hours a day using exterior door card readers or assigned exterior door keys where applicable. Residents are responsible for their guests in a residential unit and should take responsible precautions to guarantee the security of other students living in the unit.

Students may not have the key(s) or swipe access to their student room or residential unit duplicated or to permit another individual to use one's key(s) or card key.

Students may not access buildings and other College grounds after closing hours (hours vary per building or space). Should a student have permission to access a building or space after closing hours, Security and Protective Services should be contacted to grant access. Students granted access to a space after closing hours are not permitted to bring other students into the space unless they have been given written permission by a member of the College staff.

Roof, Attic, and Basement Access

Students are not permitted on roofs except as necessary for emergency evacuation.

Students may not use attic spaces in their residential spaces without permission from Residence Life.

Basement access is permitted for the purpose of using laundry facilities. Students may not utilize basement space for social activities, storage, or as a living space.

Lounge Space

Students are strongly encouraged to utilize lounge spaces to socialize, complete homework, hold meetings etc. However, lounge spaces may not be utilized for the purpose of sleeping or holding "sleepovers". Students needing immediate assistance locating a place to sleep outside of their assigned residential space should contact Residence Life or Security and Protective Services.

Window and Door Propping

In order to ensure the safety and security of all residents, propping of any locked exterior doors or windows is prohibited and may result in referral to the conduct system if found to be tampered with. Screens must stay in windows at all times.

Use of Computers and Information Technology

It is expected that individuals using the College's technology resources and services will do so in a responsible fashion. As technology resources and services are essential for the College to engage in its core mission, users conserve such resources, are considerate of other users, and adhere to all applicable policies, laws, and regulations.

The College views misuse and abuse of technology resources and services as a serious offense. Such abuse includes, but is not limited to: using technology resources and services to violate any of the Codes that govern behavior in the College community; using another individual's account credentials or sharing yours; using any College technology resources for commercial purposes; acquiring and sharing copyrighted materials without the appropriate permissions; inspecting, modifying, or copying programs or data without authorization from the owner. Students, staff, and faculty are encouraged to review the current, full statements of the College's technology policies, which are available online on the Information Technology website (<http://technology.spaces.wooster.edu/>).

Be aware that all information created, stored, or transmitted on or via College of Wooster servers, networks, telecommunications, and computer systems may be inspected at any time when necessary for the conduct of College business. Remember that even when you have tried to delete or erase a message or an electronic file, it may still be accessible through a backup system or as a permanent record on the system or in the system memory, and that not only the College, but third parties with appropriate authority, including but not limited to law enforcement personnel, are entitled to access any electronically-stored information.

To read each principle that pertains to students, refer to the links below:

- [User Responsibilities and Appropriate Use Principles](#)
- [Acceptable Use of Electronic Content](#)
- [Passwords](#)
- [Portable and Mobile Devices](#)
- [Copyright Infringement Policies Procedures Sanctions](#)
- [Wireless Networking Policy](#)
- [Guest Wireless Acceptable Use Policy](#)

Destruction of College Property

All members of the community must respect the physical plant of the College. Destructive behavior, whether or not intentional, including destruction, defacement, removal, and/or vandalism is prohibited. Persons who create safety hazards or damage shall pay any fines or costs imposed on the College.

Fire and Personal Safety

Open Fires

Open fires (bonfires, campfires, etc.) are prohibited by Wooster City ordinance. Grilling and other outdoor cooking are limited to designated picnic areas. Exceptions for open fires may be made only by the Wooster Fire Department, Student Activities, and Security and Protective Services. In order to hold an event with open fire, students must complete an "Outdoor Request" form and submit it to Student Activities. Student Activities will collaborate with Security and Protective Services and other campus constituents to coordinate exceptions with the Wooster Fire Department. "Outdoor Request" forms must be submitted at least twenty-one (21) days prior to the event. No fire will be permitted to exceed two (2) foot by three (3) foot in size. Failure to comply with the city

ordinance may result in a substantial civil penalty and/or fine as well as action through the College's conduct process.

Fire and Personal Safety Procedures

Fire and Personal Safety Procedures are posted on the back of the door of each student's room in a residence hall and program house. Procedures may also be found in the College's Annual Security Report online.

A map outlining the fire evacuation route for each residence hall and program house is posted on each floor of a residence hall or program house.

In the event of a fire alarm, everyone must evacuate the building by way of the safest and closest exit and/or stairway. Never use an elevator to exit during a fire alarm. Once outside never re-enter the building until you are told to do so by the Fire Department or by College of Wooster Security and Protective Services.

Fire Drills

Fire Drills will occur once a semester for each residence hall. It is expected that all students will comply with the Fire and Personal Safety Procedures of the College. Individuals who are found to be in violation of the procedures will be referred for action through the conduct process.

Firefighting Equipment and Prohibited Items

Misuse or abuse of firefighting equipment and/or alarms is prohibited and maximum penalties may be imposed for violations. Nobody may tamper with firefighting equipment and/or alarms. Tampering includes but is not limited to: covering smoke detectors, ejecting fire extinguishers, removing fire extinguishers from their placements without the purpose of putting out a fire, removing batteries from smoke detectors, etc. Battery operated smoke detectors in residential units will be inspected each month. Tampering with firefighting equipment is subject to fines up to one thousand dollars (\$1,000) per violation. Tampering includes, but is not limited to:

- Covering or removing smoke detectors that prevents activation;
- Pulling a fire alarm in a false and malicious manner or falsely reporting an incident;
- Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector;
- Playing with or discharging a fire extinguisher in a non-emergency situation.

Use of fire within College facilities (particularly within residential units) endangers life and property and is viewed as a serious offense. Maximum penalties may be imposed for such violations. Because of the possible danger involved, the College has provided a list of Prohibited Items. Failure to observe this regulation will be considered a serious violation and if a fire occurs, the student(s) involved bears full liability and may be subject to dismissal from the College.

Failure to comply with this policy and City ordinances and will result in referral for conduct action and/or action by Civil authorities.

Prohibited Safety Items/Conduct

- Candles and/or incense (lit or unlit). Candles can be owned and used for religious purposes, however they must be stored and lit in approved spaces. Contact the College's religious and spiritual staff for information;
- All personal grills, including but not limited to, smokers, charcoal grills, and propane grills;
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol – burners;

- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof.
- Hover boards;
- Pressurized tanks (e.g., helium tanks);
- Flammable and/or combustible liquids/chemicals including gasoline and charcoal;
- Fireworks, smoke bombs, sparklers, etc.;
- Halogen lamps;
- Electrical appliances with an exposed heating source (e.g., toaster ovens, toasters, hot plates);
- Overloaded electrical receptacles;
- Multi-plug devices;
- Extension cords;
- Non-UL approved surge protectors;
- Surge protectors linked together;
- Air conditioners (except for approved housing accommodations that are provided and installed by the College);
- Smoking inside any residential space; this includes the use of vaping devices and/or electronic cigarettes;
- Draping curtains or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems and windows;
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls cannot exceed 25% of the total wall surface;
- Hanging stringed lights on the exterior of buildings without the advanced, expressed, written consent. Inside residence halls, students may use up to three strands of stringed light per room;
- All stringed lights must be UL-approved. Lights may be lit only while students are present in their rooms. Contact with drapes, bedding, or other combustibles is prohibited;
- Live trees or wreaths are not permitted within residence halls, houses, or in places of assembly at any time. Only certified fire-retardant artificial trees and wreaths are allowed.

Automated External Defibrillators

An Automated External Defibrillator (AED) is used to treat a person who experiences sudden cardiac arrest. It is only to be applied to a person that is unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Tampering with AED devices is subject to referral to action through the conduct system and/or action by civil authorities.

Identification

College I.D.s

The College of Wooster I.D. Card (C.O.W. Card) is used for identification on campus, admission to College dining facilities, entrance to residence halls/houses and as a debit card at certain locations including some vending machines. The card is valid for the entire time a student is enrolled at the College. It is not transferable. Students may not allow other students to use their card.

Students must show their C.O.W. Card upon the request of College officials, including but not limited to: Dean of Students staff, Residence Life staff (including resident

assistants), and Security and Protective Services personnel. It is also necessary to show the C.O.W. Card when cashing checks at the Financial Services Counter, Lowry Center.

Loss of the C.O.W. Card should be immediately reported to the Campus Access Office (Keys and IDs). A \$20 charge will be assessed for the replacement of a lost card. A card that is damaged due to wear can be replaced at no cost, provided that the entire card is returned and that it is evident that the card is simply worn out. Any student misusing a C.O.W. Card will be subject to disciplinary procedures.

Other Forms of I.D.

No person shall be in possession of a fictitious ID or fraudulent ID. No one shall possess any person's identity other than their own for any purpose that is fraudulent or in a manner that is in violation of state or federal laws.

Motor Vehicles, Parking, and Bicycles

The College assumes no responsibility or liability for any vehicle or its contents while it is operated or parked on campus. Every member of the campus community driving or parking a motor vehicle on or around campus is responsible for knowing the State of Ohio and the College of Wooster motor vehicle regulations. It is expected that students who maintain motor vehicles on campus will operate them in a safe and sensible fashion.

Registration and Parking Permits

Any student registered at The College of Wooster who wishes to drive or park a vehicle on College property must register their vehicle with Security and Protective Services and display a valid parking permit. Permits are limited to the number of spaces available on campus. They are sold on a first-come, first-serve basis and are sold every academic year.

At the time of registration, a student must be prepared to show their College of Wooster ID, vehicle information, and license plate number. No vehicle may be parked on College of Wooster property without a valid parking permit. Registration forms and parking permits are available at Security and Protective Services, 24-hours a day, seven days a week.

Parking permits:

- Are not transferable from one individual to another;
- Must be displayed in lower left-hand corner (driver's side) in the rear windshield of the vehicle, whenever parked on College property, with the permit number visible to the rear of the vehicle. Some vehicles may be issued hang tags due to their housing location, those tags should be displayed on the rear-view mirror with the permit number visible;
- Permit individuals to park in any space available in the lots designated in accordance to their permit (ex: North or South student lots);
- Should be removed from a vehicle before the vehicle is sold or traded-in.

Visitor parking passes are available 24-hours a day, seven days a week, and must be obtained in order to drive and park on campus. Visitors may register up to three consecutive days free; after that there is a \$5 per week charge. No student may obtain a visitor permit.

Most street parking in the area of campus is governed by local community ordinances and strictly enforced by the Wooster Police Department.

All members of the campus community must park in the area designated by their permit type (student, staff, visitor, etc.) and as indicated on the signs for each lot.

Bicycles

Bicycles may not be stored or parked in any residence hall public area which has not been explicitly designated for bicycle storage. All bicycles should be adequately secured when not in use. For the purpose of theft protection, individuals bringing bicycles to campus are strongly encouraged to take advantage of the registration service offered by the Security and Protective Services Office or the Wooster City Police Department.

Improper Use of Vehicles

In addition to civil or conduct action, irresponsible use of a motor vehicle may result in the denial of on-campus parking and/or use of the vehicle on College property.

The College reserves the right to revoke or deny registration and campus parking privileges for the following reasons:

- Continued failure to abide by the regulations (chronic violations), as shown by five (5) or more parking violations accumulated during an academic year;
- Falsification of information on registration forms;
- Tampering with, defacing, or defrauding a parking permit;
- Actions deemed hazardous to the safety and property of others or The College of Wooster.

Primary responsibility for a parking violation remains with the owner or permit holder of such vehicle. Therefore, violations occurring with an individual's vehicle while driven by another may affect the owner's parking privileges, and any fines will be billed to the owner's account. A permit will be immediately suspended if a permit holder has acquired more than five (5) parking violations in a semester. The parking permit may be reinstated after all tickets have been paid, but any additional tickets that occur in the following semester will result in the parking permit being immediately revoked until the end of the following semester. There will be no reimbursement for the cost of the parking permit or any other incurred expenses for parking violations.

A student whose vehicle is chronically in violation of parking regulations or is used in an act of vandalism may also be referred to the College Conduct system for disciplinary action. No refunds will be given for permits that have been revoked.

Parking Violation Appeals

If an individual wishes to file an appeal for a parking violation, they should file an appeal form at Security and Protective Services within five (5) days of being issued a violation. The violation notice must accompany the appeal form. Appeals will not be accepted after the five (5) business day deadline.

Please note that failure to find an open space in one of the designated lots for your permit type is not a valid reason to appeal a parking violation. The Parking Appeal Review Committee (PARC) is a representative group of students, faculty, and staff who meet monthly to review written appeals. Appellants will be notified in writing of the committee's decision. PARC decisions are final with no appeal process beyond the committee.

Publicity, Posting, and Advertising

This policy applies to students as well as all recognized student groups and all departments. Any organization with student members who live on campus will be responsible for posting its own materials. Nonresidents will not be given access to the halls for posting purposes. Advertising materials found in other locations will be removed and destroyed.

Campus-Wide Guidelines

Posters, flyers, handbills, notices, and other publicity must be for approved campus events.

Posting may not have reference to alcohol, drug use, nudity, or illicit activities in written or pictorial form.

Flyers are only to be posted on official posting boards. All others will be discarded.

All advertising material must clearly identify the sponsoring organization or individual on all materials.

No permanently affixing adhesive materials may be used on any surface.

Do not cover any current posters. If a poster is expired, it may be removed to make space for an upcoming event.

All advertising and posting messages must adhere to College policy.

Outdoor Publicity

Generally, publicity cannot be posted outdoors. Trees, light posts, benches, buildings, and doors are not approved posting locations.

Chalk

Students interested in advertising events and/or other activities must fill out an “Outdoor Request” form and submit it to the Office of Lowry Center and Student Activities at least fourteen (14) days in advance. Students may not use chalk if they have not been approved by the Office of Lowry Center and Student Activities.

Students interested in chalking must adhere to the following guidelines:

- Only water-soluble stick-type chalk (sidewalk chalk) is permitted. Under no circumstances should spray chalk, paint, markers, or similar products be used on unapproved surfaces;
- Chalking must be at least fifty (50) feet from any building entryway. If there is desire to chalk closer to a building then the student and/or organization must make this request through the Office of Lowry Center and Student Activities;
- Chalking is only permitted on College property. If a student is uncertain what is considered College property, they should consult with the Office of Lowry Center and Student Activities;
- Chalking is only permitted on concrete or asphalt roads or walkways. Chalk may not be used on brick or stone surfaces. Chalking must only occur on horizontal surfaces (e.g., sidewalks) that are considered open areas, not covered by an overhang, and are reasonably expected to be reached by rain;
- Chalking is not allowed on vertical surfaces (e.g., buildings, walls, benches, picnic tables, trees, signs, poles, planters, statues, the labyrinth etc.);
- College staff may remove chalking in any specific area of campus if they deem necessary.

Violations of these conditions could range in response from removal of the message and student responsibility for the repair of damages to conduct action.

Lowry Center Posting Policy

Posters may be hung inside the building on the two main staircases and/or the bulletin board on the ground floor at the base of the spiral staircase.

Posters are limited to one per event per stairwell.

All posters must be approved and stamped at the Lowry Center Information Desk. Publicity/posters displayed anywhere in the building other than the above-mentioned places are prohibited and will be removed.

Bulletin boards found on the ground floor of Lowry Center are reserved for student groups and/or campus offices. No posting is permitted on those boards unless approval has been obtained from the student organization or office.

Maximum poster size is 32 inches by 40 inches.

Posters may be hung for a period of eight days prior to the advertised event.

Sandwich boards placed outside Lowry Center, on the day of an event, may be reserved through the Office of Lowry Center and Student Activities.

Posters and banners may be hung on the board in front of Lowry, but the board must be reserved and approved through the Office of Lowry Center and Student Activities.

Posters may be hung on the bulletin boards by the mail boxes without being stamped. This is the only space that entrepreneurs, businesses, and other commercial interest groups material may be displayed.

For special events, the windows by the main entrance may be painted. Window painting requires the approval of the Office of Lowry Center and Student Activities. A model design must be presented with the request. Approved window painting can be displayed for a maximum of seven (7) days.

Residential Facilities

Posters, flyers, handbills, notices, and other publicity such as promotions may not be placed under the doors of the residents in residence halls.

Door-to-door solicitation is not permitted.

Posters exceeding 11x17 must be approved for display.

No publicity may hang outside of a window.

Academic Buildings

Publicity may be posted in academic buildings, provided that posters do not interfere with the information that is posted by the faculty.

Vending and Fundraising

Since the College's founding, the citizens of the City of Wooster and Wayne County have been consistently generous in supporting College programs and activities. Accordingly, the College wishes to maintain the goodwill that currently exists with the local community. The College also has had, from its founding, an emphasis on the cultivation of the qualities of leadership and service through engagement with the broader community. The College's fundraising policy is governed by these two guiding principles.

Sales

Students may sell advertisements for College publications (*Voice*) in the local community. With the permission of the Vice President for Student Affairs and Dean of Students, members of the *Voice* staff may offer subscriptions to parents, alumni, and friends of the College.

With prior approval (see "Approval Process" below), chartered student organizations and other College-authorized student organizations may conduct sales on campus for funds to benefit their organization.

The sale of food products is limited by public health laws and College policy as outlined in the document entitled, “Sales and Consumption of Food and Non-Alcoholic Beverages on The College of Wooster Campus,” available from the Director of Campus Dining Services or the Secretary of the College.

Other Solicitation

On Campus

There shall be no door-to-door solicitation of any kind in any College facility. There shall be no on-campus activity for the purpose of soliciting credit card applications.

With prior approval (see “Approval Process” below), College individuals, groups, or organizations may solicit for funds on campus under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society). The sponsor of the activity is responsible for paying all related costs of the solicitation activity.

Off-Campus

College individuals, groups, or organizations may solicit for funds in the City of Wooster and Wayne County if the solicitation is under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society).

With prior approval (see “Approval Process” below), chartered student organizations and other College-authorized student organizations may engage in off-campus fundraising activities to benefit their organization.

Chartered student organizations, departments, and offices of the College may solicit goods in-kind from local vendors for a campus event. The value of the goods received may not exceed \$75 per vendor per event; no cash donations may be accepted.

Except for the specific circumstances outlined above, solicitation of funds and sale of goods and services to parents, alumni, trustees, and friends of the College by college individuals, groups, or organizations, whether for personal advantage or to benefit the College or any aspect of its program, is a violation of College policy and is subject to disciplinary action.

General Solicitation

In accordance with the College’s policy on partisan political activity, no political fundraising may take place on campus, including the solicitation of campaign contributions and the sale of campaign materials.

While campus individuals and organizations are free to collaborate on event funding or to request funds from bodies constituted for the purpose of providing funding for campus events (Student Government Association, Cultural Events Committee), individuals and organizations are not permitted to issue blanket and/or anonymous appeals on campus for contributions to events.

Non-College-related individuals, groups, or organizations may not solicit for funds or sell goods or services in residence halls. Sale on other portions of the campus may not take place without prior approval of the Vice President for Student Affairs and Dean of Students (or designee) or the Director of Lowry Center and Student Activities.

Approval Process

Approval of a requested fundraising activity requires:

- a written request to the appropriate individual at least one week in advance of the proposed activity; and
- written verification of the benefiting organization's 501(c)(3) tax-exempt status, if the beneficiary is not the College.

Requests for approval should be directed to the Vice President for Student Affairs and Dean of Students or their designee.

Exceptions to the College's fundraising policy must have the prior approval of the President of the College.

THE CONDUCT SYSTEM

The College of Wooster seeks to create an environment that promotes the intellectual and personal development of its students. The Conduct process is intended to instill and reinforce the values and the policies of the community and to further students' knowledge about the expectations of the College and student development of behaviors that are appropriate in a learning community. The process should promote the development of respect for others, ethical judgment, and a sense of accountability for what occurs in the College community. Students are not only members of the College community, but also are members of the larger society.

The Conduct System at The College of Wooster is designed to address infractions of *The Scot's Key*, Academic Integrity, and other relevant policies, rules, and regulations of the College (hereinafter, "College policies"). The College's Conduct System should not be confused with the state and federal criminal justice systems.

The purpose of the Conduct System is to review alleged violations of College policies by individual students, groups of students, or student organizations. The various components of the conduct system are designed to respond to such violations, to determine the facts based on a standard of the preponderance of the evidence, to ascertain responsibility or non-responsibility regarding the alleged violations, and to assign sanctions when appropriate.

Students should be aware that the staff of the College may be bound by law to report certain offenses to the criminal justice authorities. In cases where students have allegedly violated both campus regulations and statutory laws, proceedings may occur simultaneously in the College's Conduct System and in the criminal justice system.

The College reserves the right to investigate and resolve complaints of alleged misconduct which occurs on College property or at off-campus College-sponsored events; which affects the College's relationship with the community; which involves off-campus conduct that is referred to the College; or which affects the College community and/or the pursuit of its objectives. Such investigations may involve incidents occurring from the time of a student's offer of admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded).

The approach of the College's Conduct System is to be educational and restorative, if appropriate. While separation from the institution is a possible outcome in the most serious cases, a more typical result will involve some form of educational interventions, community service, educational projects, and/or professional assessments.

Limitations and Standard of Proof

The limitations of the College's Conduct System should be recognized. When an individual believes there has been a violation of local, state, or federal law, charges may be filed in the criminal justice system since the College's Conduct System cannot assess penalties that are equivalent to those that can be obtained within the criminal justice system. Members of the Student Rights and Responsibilities staff and Security and Protective Services staff can assist students with contacting the appropriate state and federal criminal justice agencies and provide support throughout the process. The proceedings are independent of each other and one need not necessarily await the outcome of the other.

The burden of proof that the College will utilize to determine outcomes for conduct cases is the preponderance of evidence, more likely than not. It is important to note that the burden of proof in the criminal justice system is different than that in the College's conduct system, and outcomes may be different if a student participates in both processes.

Reporting Incidents

Campus-Community Members

Any member of the campus community may file a complaint against any student for a violation of College policy by providing a statement to the Office of Security and Protective Services or the Director of Student Rights and Responsibilities. Refer to the Contact Information section of *The Scot's Key*.

Unless otherwise noted, there is no time limit for filing complaints, but early reporting is encouraged so that violations can be handled efficiently and effectively.

- Complaints of **sexual violence and/or sex or gender discrimination** will be referred to the Title IX Coordinator but may be filed with the Office of Security and Protective Services or the Director of Student Rights and Responsibilities;
 - Responsible employees must report any information about sexual violence to the Title IX Coordinator. Most employees of the College, including faculty, staff, administration, and some student employees, including Resident Assistant staff, are considered responsible employees for reporting purposes;
 - The only staff that are not required to report information about sexual violence are those whose professions are recognized by law as requiring privileged (confidential) communications with clients, patients, etc., such as Licensed Counselors, Longbrake Student Wellness Center staff (except the Title IX Coordinator), and ordained Clergy. It is important to note that these staff are not required to report only when they are acting in their privileged role. If such staff members serve in a dual capacity, such as a faculty position or in another non-confidential role, they are required to report any information they receive in their non-confidential role;
- Complaints of **discrimination based on race, color, national origin, age, or disability** may be filed with the Office of Security and Protective Services or the Director of Student Rights and Responsibilities;
- All other complaints that are **non-academic in nature** may be filed with the Director of Student Rights and Responsibilities or the Office of Security and Protective Services;
- Complaints that are **academic in nature** should be filed within one (1) month of the incident occurring, barring extenuating circumstances. Reports may be filed with the Director of Student Rights and Responsibilities or Academic Affairs.

Non-Campus Community Member

Any non-campus community member may submit a complaint concerning student misconduct to Security and Protective Services, the Director of Student Rights and Responsibilities, and/or the Office of the Dean of Students within thirty (30) working days following the incident. Upon receipt of such complaint a determination will be made, within the sole discretion of the Director of Student Rights and Responsibilities, or in collaboration with the Title IX Coordinator when applicable, as to whether a policy violation will be filed against any student(s) by the College, on behalf of the complainant, in the College's Conduct System.

Please note that there is no time limitation to file a complaint that is associated with the Sexual Harassment and Misconduct Policy.

Received Complaints

Complaints will be received, investigated, and managed in a timely manner, but breaks and recesses may delay the completion of the process. Informing a College Official constitutes making a complain and may result in follow-up action.

Complaints may be received in the following ways:

- Security and Protective Services may file an incident report in cases where they encounter students whose conduct may have violated College policy and/or local, state, or federal law;
- Other offices may file an incident report in cases where they encounter students whose conduct may have violated College policy. Those offices include, but are not limited to: Residence Life, Student Activities, Dean of Students, and Academic Affairs;
- In-person reports;
- Wooster Police reports submitted to the College;
- Anonymous reporting forms. It should be noted that reports filed anonymously will be investigated to the fullest extent possible, but the outcome and response from the College may be limited based on the information provided.

Incident Review and Investigation

Incident Review Committee

Upon receipt of a complaint involving an alleged violation(s) of College policy, the Incident Review Committee, appointed by the Vice President of Student Affairs and Dean of Students, will review the matter to determine if further investigation is needed.

- The scope shall be limited to conduct which occurs on College property or at off-campus College-sponsored events, conduct which affects the College's relationship with the community, off-campus conduct that is referred to or discovered the College, or conduct which affects the College community and/or the pursuit of its objectives;
- College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of College policy, even though civil litigation in court or criminal arrest and prosecution are pending. Proceedings will move forward without regard for the status of criminal proceedings;
- The College reserves the right to invoke interim suspension or take other actions whenever an individual, group of students, or a student organization, and their presence on College property or at College-related events poses a risk of harm or disruption to the safety and/or security of others, to property, and/or the orderly functions of the College;
- The College is required by law to refer a variety of violations of State and/or Federal law to civil authorities. Individuals who are subjected to any of these behaviors are encouraged to explore the option of pressing charges in the criminal justice and/or the College Conduct systems.

If investigation is not needed, the case shall be referred to the Director of Student Rights and Responsibilities to be assigned to a Conduct Hearing Officer or Panel.

Interim Suspension/Removal from Campus

The Vice President for Student Affairs and Dean of Students, or designee, may enact an immediate suspension of a student, a group of students, or a student organization from all or any portion of the College premises, College-related activities, and/or student organization activities. This will occur when the Vice President for Student Affairs and

Dean of Students, or designee, has reasonable cause to believe that an individual, group of students, or a student organization, and their presence on College property or at College-related events poses a risk of harm or disruption to the safety and/or security of others, to property, and/or the orderly functions of the College. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of an investigation and conduct process, if applicable.

Petition for Reinstatement

Students that are removed from campus by interim suspension may, within three business days of the suspension, petition the Vice President for Student Affairs and Dean of Students for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a risk of harm and/or disruption to others, or to property. A decision on such petition will be made by the Vice President for Student Affairs and Dean of Students or designee. An individual who chooses to voluntarily withdraw may still be subject to the conduct process if/when the student is readmitted.

Modifications to Behavior and/or Activity

Individual(s) or a student organization may be required to modify or suspend behavior and/or activities prior to the initiation of a formal investigation when behaviors and/or activities are viewed as threatening to the well-being of members of the community, to property, or orderly functioning of the College.

In either case, in the absence of extenuating circumstances, an investigation will commence within two (2) business days of the notification of a suspension.

Formal Investigation

If further investigation is needed, the matter will be referred to the Director of Student Rights and Responsibilities, Security and Protective Services, or other offices as applicable.

- Investigations of sexual misconduct will be conducted only by authorized, trained staff and/or qualified, external investigators;
- Security and Protective Services staff will be the primary investigator for other allegations of policy violations;
- Student Rights and Responsibilities staff, Residence Life staff, and other designated staff are permitted to investigate allegations of policy violations;
- Investigations of academic misconduct will be conducted by staff appointed by Academic Affairs.

An investigation may take at least 21 business days, or more, depending upon the number and availability of witnesses, the academic calendar, and other factors. Cases where violence and/or harassment has occurred will take priority. It is a goal to resolve complaints within 60 business days from notice of complaint. The timeframe will exclude the days that classes are not in session. The College may extend an investigation process for reasonable circumstances and will provide this information to the complainant and respondent in writing. The 60-day window will not include appeals that may be filed.

For cases that are referred to formal investigation: All parties will receive notice in writing that a formal investigation is commencing by the Director of Student Rights and Responsibilities or designee, and/or the Title IX Coordinator or designee. Further detailed information specific to complaints under the Anti-Sexual Harassment, Discrimination and Sexual Misconduct Policy:

- The investigation will generally involve meeting with the complainant, respondent, and witnesses separately to conduct interviews, collect

information, and clarify information shared with the investigator from all persons involved;

- The complainant, respondent, and witnesses have the right to decline meeting with an investigator, but that will not stop the investigation from continuing;
- The investigator may contact witnesses outside of the provided list or other persons that the investigator believes may have relevant information to the alleged violations. Witnesses may decline participation in the investigation.

Following the completion of an investigation, or if further investigation was not needed, the complaint will be reviewed by a team consisting of the Director and/or Associate Director of Security and Protective Services and the Director of Student Rights and Responsibilities, or designee, to analyze policy and determine if there is enough information from the complainant to meet the criteria of a policy violation. The policy analysis will not include the weighing of evidence, assessment of credibility, determinations of finding, or a discussion of any possible sanctions. Any of the following may happen:

- No recommendations of policy violation(s) through the Conduct Hearing process. Notification will be sent to a respondent and a complainant, as applicable.
- Recommended policy violations will be initiated through the Conduct Hearing process.
- Policy violations will be deferred with or without conditions. This is likely in cases where informal resolution is initiated.

Possible Violations of Community Values

If it is determined that a student may have violated Community Value policies, the student will receive notice of the policy violation(s) and a notice, in writing through email, to meet with a Conduct Hearing Officer or Panel, unless it is deemed appropriate to communicate the possible violations in another way. It is the expectation of the College that a student will be regularly monitoring their official College email. A student's lack of checking their email does not constitute lack of notice by the College. Students will receive the notice in at least one of the following ways:

- An email to their official College of Wooster email address (*primary method*);
- In person;
- Placement of notice in campus mailbox;
- Mailed to the respondent's permanent address on file.

Hearing Types and Resolution Levels

1: Official Warning and Policy Reminder

In some cases, respondents may be sent an official warning letter. These warnings are not included on the student's conduct record, but serve as a caution that continuance of inappropriate behavior will result in an official Conduct Hearing. Students given this letter will not be permitted to appeal the decision.

Policy violations that may be resolved in this method include, but are not limited to:

- Motor Vehicle
- Tobacco Use
- Housing Policies
 - Animals
 - Guests/Visitors
 - Improper Check in/out
- Publicity/Posting
- Noise
- Access of Facilities
- Computer Use
- Vending/Fundraising

2: Administrative Student Conduct Hearing

Respondents are given the opportunity to schedule a meeting with a Conduct Hearing Officer, appointed by the Vice President for Student Affairs and Dean of Students and assigned by the Director of Student Rights and Responsibilities, to discuss the policy violations that have been brought against them.

The Conduct Hearing Officer will determine an outcome of the policy violations following the meeting. An outcome may not be immediately determined in the meeting in situations where there are multiple respondents involved in a complaint, or if additional information is needed for an informed decision. The Conduct Hearing Officer will notify the respondent of the outcome in a follow-up email communication.

Failure to attend a scheduled meeting may result in a determination being made without the input of the respondent. Respondents that do not attend the meeting will not be permitted to appeal the decision unless the severity of the sanction is not consistent with the violation. It should be noted that if a respondent's file has a record of similar violations then a sanction may be issued based on the totality of the respondent's history and circumstances presented.

All sanction options (See "Sanctions") are available to the Conduct Hearing Officer, except suspension, expulsion, and degree revocation. Depending on severity, the investigation, and other factors some violations at this level may be heard by a Conduct Hearing Board. Policies subject to this type of resolution may include but are not limited to the areas listed below.

- Alcohol and Other Drugs
- Demonstrations
- Destruction of Property
- Disorderly Conduct
- Fire Safety
- Fireworks
- Gambling
- Hazing
- Housing Policies
 - Modifications
 - Personal Use
 - Unauthorized Residence
- Identification
- Intimidation
- Coercion/Threats
- Off-Campus Conduct
- Physical Violence (minor)
- Recording/Filming
- Retaliation
- Theft
- Repeat violations of Official Warnings

3. Conduct Hearing Board

Comprised of students, staff, and/or faculty with no fewer than three (3) persons sitting on the panel.

- Due to their sensitive and confidential nature, students may not sit on the Panel in cases where there may be sensitive issues including, but not limited to:
 - Physical violence;
 - Harassment and/or discrimination;
 - Sexual Harassment and Misconduct;
- Student representatives may also be excluded from a conduct hearing panel at the request of the complainant or respondent, or for other reasons including but not limited to exam week and breaks or recesses in the academic calendar.

All sanction options (See "Sanctions") are available to the Conduct Hearing Board. Policies subject to this type of resolution may include but are not limited to the areas listed below.

- Alcohol and Other Drugs (Third offense/Major)
- Anti-Harassment/Discrimination
- Bullying/Cyberbullying
- Consensual Relationships
- Firearms and Other Weapons
- Physical Assault/Violence
- Sexual Harassment/Misconduct
- Major Violations of Policies that can result in separation
- Repeated violations of policies
- Administrative Hearing policies

Role of the Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students has sole authority to elect to hear any case as an administrative hearing and impose any sanction. In a case where the Vice President for Student Affairs and Dean of Students elects to conduct an administrative hearing, they will still follow general guidelines of a hearing process as necessary and appropriate.

Resolution Proceedings

During a conduct hearing, the Conduct Hearing Officer or Panel will discuss the incident report and any other supplemental information that may have been provided during an investigation with the parties involved in the case.

- Upon request, the respondent may have the opportunity to meet with a staff member prior to their conduct hearing to discuss the possible violations, review hearing material relevant to the case, and ask questions about the conduct process. If a student does not request to meet, then they will be provided access to the hearing materials during their conduct hearing. It should be noted that in some cases both the complainant and a respondent will receive a copy of all final investigation and hearing materials prior to the hearing. Cases where records will be provided in this manner include, but are not limited to:
 - Sexual Harassment and Misconduct;
 - Harassment and Bias-related;
 - Physical assault.
- All College conduct proceedings are confidential, and, therefore, hearings are closed to anyone not directly involved in a case. Any account of the results of a conduct hearing must respect the privacy rights of those involved, and must comply with the restrictions imposed by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to information relating to individual students. Unless otherwise compelled by an applicable exception to FERPA, the College will not release specific information about conduct hearings involving possible violations against students;
- A respondent, complainant, advisor of choice, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder) into a hearing room. The Panel will make an audio recording of the hearing to be kept on file in a secure location in the Office of the Dean of Students and/or in a secure database management system for at least seven years. Reasonable care will be taken to create a quality audio recording and minimize technical problems; however, technical problems that result in no recording or an inaudible one will not be a valid argument for appeal;
- If a respondent is a current student, no notation will be placed on the respondent's personnel record of a complaint of pending disciplinary action prior to the conclusion of the resolution process. If a respondent chooses to withdraw from the College prior to the completion of the resolution process, a notation will be made in the student's personnel record that a withdrawal

occurred with pending investigation and/or with a pending disciplinary action;

- An Outcome Letter will typically be sent to the respondent within five (5) business days of the Conduct Hearing Officer or Panel completing a hearing;
- Typically, sanctions issued will go in to effect immediately, regardless of timing of appeal process. However, either party may request to the Director of Student Rights and Responsibilities that sanctions are not put into effect until the conclusion of the appeal process if there are compelling circumstances.

Notification of Outcomes to Parties Other than Respondent

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions.

Complainant's Right to Receive Notification of Outcome

As allowed by FERPA, when a student is accused of a policy violation that would constitute a crime of violence or forcible or non-forcible sex offense, the College will inform the complainant in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. FERPA defines "crimes of violence" to include:

- Arson;
- Assault offenses (includes stalking);
- Burglary;
- Criminal Homicide—manslaughter by negligence;
- Criminal Homicide—murder and non-negligent manslaughter;
- Destruction/damage/vandalism of property;
- Kidnapping/abduction;
- Robbery;
- Forcible sex offences;
- Non-forcible sex offences .

Such release of information may only include:

- The alleged student's/responding student's name;
- The violation committed;
- The sanctions assigned (if applicable).

In cases of sexual misconduct and other offenses covered by Title IX (including, but not limited to, sexual harassment, sexual misconduct, relationship violence, stalking) only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding(s) and sanction(s).

Expedited Process

In cases where a prompt hearing is essential (e.g., when graduation or the end of the academic year is imminent) an expedited process may be initiated by the Director of Student Rights and Responsibilities. In an expedited process, all time periods referenced in the student conduct process may be waived and altered to reflect the needs of the individual case.

Role of an Advisor

In cases where there have been allegations of physical violence, harassment, and/or discrimination, or sexual harassment and/or misconduct, a complainant and a respondent has the right to an advisor of their choice.

If a complainant or a respondent wishes to have a support person in other cases, this shall be permitted on a case by case basis and the request must be submitted at least two (2) business days prior to the conduct hearing.

If a complainant or respondent in a case involving allegations of physical violence, harassment and/or discrimination, or sexual harassment and/or misconduct wishes to engage an attorney as advisor, they may do so at the party's own expense. The College does not provide or pay for attorneys as advisors. All advisors are subject to the same campus rules, whether they are attorneys or not. When an advisor is chosen, they will be provided a copy of the rules to review and sign. The advisor's role in any meeting or hearing is limited to privately conferring with or writing notes to the advisee as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for a break in the proceedings. The advisor may not submit material or speak on behalf of the party and may not address any other participant or the hearing panel. A witness may not serve as an advisor. The College will however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting as may be convenient and available.

Advisors will refrain from interferences with the investigation and resolution. If the advisor disrupts or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting or hearing, that meeting typically continues without the advisor present. Subsequently, the Director of Student Rights and Responsibilities or the Title IX Coordinator (as applicable) will determine whether the advisor may be reinstated, or may be replaced by a different advisor.

The College does not guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

A complainant or respondent may select one advisor of their choice to accompany them to meetings addressing the complaint. In order to protect the privacy of all parties involved, multiple advisors/support persons are not permitted.

As a component of hearing cases the sharing of documentation will be necessary. The College provides a consent form that authorizes such sharing. The parties must complete this form before the College is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend.

Role of Witnesses

Either party may present witnesses, as long as those witnesses can attest to new information not found during an investigation and are not being called to testify to the character of an involved party. The parties may submit to the Director of Student Rights and Responsibilities a list of witnesses they believe have relevant information to the outcome of the hearing. The investigator may meet with these witnesses to gather information and statements. Witnesses will only be called on during a hearing if there is

a need for clarifying information. Witnesses will only be permitted inside the Hearing location during their own statements.

Sanctions

The College places high value on being a member of a community and the conduct process is meant to help students develop new skills and a fuller sense of moral and ethical standards as individuals, members of the College community, and citizens of the City of Wooster. The goals of the sanctioning process are meant to be educational and developmental, when appropriate.

When assigning the sanction(s) the resolution body may take into consideration the activities in which a student or student organization is currently participating. Appropriate programs or bodies (e.g., Athletics, Study Abroad, Volunteer programs, Campus Council) will be notified of conduct outcomes as necessary.

If a sanction is violated, the individual may be subject to a rehearing by the same conduct body which previously heard the case. Violation of a sanction includes, but is not limited to: failure to complete an assignment, not following directives issued following a hearing, and violation of a no-contact order.

Possible sanctions may include, but are not limited to, the following:

- **Rescind Admission:** The College reserves the right to rescind admission without an investigation prior to the first day of classes;
- **Statement of Concern:** May be issued to students who are found in the presence of a policy violation, but who are not held formally accountable for that violation. It is important to note that repeated presence and/or hosting of situations where policy violations occur may rise to a level where further conduct sanctions will be assigned;
- **Written Warning:** A notification that a student has committed certain violations and that continuance of such conduct will result in more severe disciplinary action;
- **Educational Initiatives:** Includes, but is not limited to alcohol or other drug education programs, mandatory substance use assessment, mandatory counseling assessment, research project/paper, reflection paper, developing a program in collaboration with another office, and/or trainings;
- **Community Service:** Service hours to give back to the campus or local community;
- **Restitution:** Reimbursement for defacement, damages to, or inappropriate use of property;
- **Housing Restriction:** Residential re-assignment, removal from College housing, loss of lottery number associated with room selection order, and restrictions on type of housing student may select;
- **Parental Notification:** The College reserves the right to notify parents and/or guardians of a student's conduct in cases where there are multiple violations of the Alcohol and Other Drug Policy, if there is a severe and/or concerning incident, or in cases where a student has been separated from the College due to conduct hearing proceedings;
- **Disciplinary Probation:** Student is not in good standing with the College, but there is no immediate loss of privileges. Information regarding conduct probation will be released to individuals when determining student eligibility to participate in College sponsored programs including, but not limited to: study abroad, break service trips, Resident Assistant applications, program house applications, participating in senior week activities, and/or

commencement exercises. Further policy violations while on conduct probation will result in higher sanctions;

- **Disciplinary Probation with Restrictions:** Same as “Disciplinary Probation”, however this probation can include but is not limited to the loss of any or a combination of the following privileges:
 - Participation in student publications;
 - Participation in intercollegiate athletics;
 - Participation in intramural athletics;
 - Participation in study abroad;
 - Participation in Senior Week Activities and/or Commencement exercises;
 - Participation in public performances, events, or ceremonies in College-sponsored activities (public appearances that must be required for course work are the only exception);
 - Holding an office in any student organization;
 - Registration of a motor vehicle;
 - Exercising the privilege of choosing housing options;
 - If a student is found responsible of a second violation of the Code while under recorded disciplinary probation, the student may be suspended;
 - Removal from the campus, except for classes, for a stated period of time.
- **Loss of Campus Privileges:** Students may be given the privilege to maintain their academic schedule, but are not permitted to participate in meetings, social activities, and/or events that do not contribute to their academic endeavors;
- **Suspension:** Separation from the College for a pre-determined period of time, with the right to apply for readmission at the end of the period of suspension. While suspended, a student is not allowed to be on campus or to attend any official College event, including off-campus events. The intent is for the student to have time away from the College to consider the implications of their behavior and to return to campus with a better understanding of their responsibility within the community. In the event that additional sanctions are imposed in conjunction with the suspension, these sanctions will most likely be expected to be completed prior to an application for readmission to be considered. Parents/guardians will be notified by the College in cases of suspension. Suspensions will be noted in the student personnel file in the Office of the Dean of Students;
- **Expulsion:** Separation from the College with no provision to return. A student that has been expelled is not allowed to be on campus or to attend any official College event. Parents/guardians will be notified by the College in cases of expulsion. Expulsions will be noted in the student personnel file in the Office of the Dean of Students;
- **Revocation of Degree:** A student's degree may be revoked in cases where a complaint was filed prior to Commencement exercises, but the process, including appeals, was not completed until after Commencement.

Student Organization Sanctions

For organizations and groups, sanctions may include, but are not limited to:

- Educational interventions: Includes, but is not limited to alcohol education, mandatory substance use assessment, mandatory counseling assessment, research project/paper, reflection paper, developing a program in collaboration with another office, trainings;
- Loss of permission to hold future social events;
- Loss of group housing privileges;

- Probation;
- Suspension;
- Revocation of privileges, including College recognition, for a specified period of time. If recognition is to be revoked then this will be referred to Campus Council for review.

If action has been taken that affects the charter of a campus organization, the Director of Student Rights and Responsibilities shall notify Campus Council of this action within ten (10) business days of the decision, including all appeals.

Appeals

Respondents have the right to appeal the outcome of a student conduct hearing. In cases involving sexual harassment and misconduct violations, and as defined by applicable policy, the complainant may also appeal the outcome of the hearing. The appeal is not meant to rehear or reargue the same case and is limited to the grounds below. The appeal must state the specific grounds for the appeal and include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email or online form, by the deadline provided in the decision letter, which is typically five (5) business days after the date on which notice of the decision is sent to the student. Each party or organization shall be limited to one appeal. The decision of the appeal officer is final.

Appeals may be filed under the following circumstances:

- Procedural error that resulted in material harm or prejudice to the student (e.g. by preventing a fair or impartial hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice resulted;
- Substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the conduct hearing body;
- Sanctions imposed are substantially outside the parameters or guidelines set by the College for this policy violation or the cumulative conduct record of the responding student.

Students may not appeal under the following circumstances:

- Non-attendance by the responding student may not be the sole grounds for an appeal;
- Dissatisfaction with a decision.

Submitting an Appeal

Typically, a respondent has five (5) business days from the receipt of the Outcome Letter to submit an appeal unless a different date has been identified by the conduct hearing officer(s) or panel. The identified deadline may not be less than five (5) business days.

Either party may appeal an outcome when the complaint involves:

- Arson;
- Assault offenses (includes stalking);
- Burglary;
- Criminal Homicide—manslaughter by negligence;
- Criminal Homicide—murder and non-negligent manslaughter;
- Destruction/damage/vandalism of property;
- Kidnapping/abduction;

- Robbery;
- Forcible sex offences;
- Non-forcible sex offences.

To file your appeal, students should complete the Appeal Request Form, found online. If applicable, supporting documentation should be attached. The submitted form is sent to the Director of Student Rights and Responsibilities.

Students neither meet with nor make oral presentations to the appeal officer, except at the request of the appeal officer in order to obtain relevant information.

Students who do not submit their appeals by the date/time specified in their outcome letter waive their opportunity to appeal unless prior approval for an extension has been granted.

Students who do not provide information concerning the basis of their appeal waive their opportunity to an appeal.

Appeal Officers

All appeals, when the sanction has been imposed by Conduct Hearing Officers, shall be reviewed and determined by the Director of Student Rights and Responsibilities or designee.

All appeals, when the sanction has been imposed by the Director of Student Rights and Responsibilities, shall be reviewed and determined by the Vice President for Student Affairs and Dean of Students or designee.

All appeals, when the sanction has been imposed by a hearing panel, shall be reviewed and determined by the Vice President for Student Affairs and Dean of Students or designee.

All appeals related to academic misconduct shall be reviewed and determined by the Provost or designee.

Appeal Proceedings

The appeal officer will decide the appeal based upon a review of the conduct record and supporting documents.

The appeal officer may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

The appeal officer may:

- Uphold the original decision and/or sanction(s);
- Dismiss the case or individual violation(s) against the student and lift any or all sanction(s);
- Modify, enhance, or reduce the sanction(s);
- Refer the case to the original hearing body or refer the case to a new hearing body for a rehearing. If possible, a new hearing body should be different from the one that originally decided the case.

Failure to Comply

Whenever disciplinary sanctions are levied against a student, they are expected to complete those sanctions in their entirety. Any student who does not fully comply with disciplinary sanctions is subject to further conduct action. The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior.

Hearing officers may proceed without the active participation of a responding party, and may draw reasonable conclusions on the preponderance of evidence from reports and information available without the participation in the hearing process.

Students that do not participate in a conduct hearing will not be permitted to appeal a sanction.

Students are expected to complete the sanctions issued in the conduct process. Failure to do so may result in further conduct action. Students that are graduating may not receive authorization to participate in senior week or commencement exercises if they do not complete their sanctions.

CAMPUS COUNCIL

Preamble

The College of Wooster is “a community of independent minds, working together”¹ that includes faculty, staff, students, alumni, and trustees. Oversight of the College’s policies, procedures, and practices is facilitated by a structure of shared governance among its constituencies. The College of Wooster benefits from policies that foster, support, and maintain an environment that is conducive to supporting the College’s mission, specifically, providing a rigorous, comprehensive liberal arts education for students, and conducive to promoting the welfare of all members of the campus community and organizations of the College.

A committee comprised of representatives from the campus community helps to facilitate the exchange and understanding of attitudes, concerns, and ideas from different campus constituencies. Therefore, there shall be a Campus Council whose membership shall include representation as defined herein, from the administration, faculty, staff, and students to resolve concerns and achieve equitable solutions related to issues within the campus community. The Council shall have authority to legislate in the areas of student activities and organizations and to issue advisory opinions or recommendations in any other area of the College to the President, the Board of Trustees, officers of the College, and/or campus organizations or committees.

This memorandum is meant to reflect the understanding of the purposes of this committee and to convey the authority herein granted by the Board of Trustees for Campus Council to perform its duties as so defined. This memorandum is subject to the review and approval of the Board of Trustees subsequent to changes and additions as proposed by either party with regular reviews every three years.

I. Name

The name of this governing body shall be the Campus Council of The College of Wooster (Council).

II. Membership

In order to ensure the effectiveness of its deliberations, the total membership of Council shall not exceed eighteen voting members and two non-voting members. The current membership of Council is as follows:

A. Voting Members (18)

1. *Students (9)*

- a. Service and Civic Engagement Representative
- b. Selective Organizations Representative
- c. Gender and Sexuality Diversity Representative
- d. Racial Diversity Representative
- e. International Diversity Representative
- f. Four member-at-large Representatives

2. *Faculty (3)*

- a. Three members of the faculty serving two-year terms

3. *Administrative Staff (3)*

- a. The Provost or his/her alternate, designated for the year
- b. The Dean of Students or his/her alternate, designated for the year
- c. The Vice President for Finance and Business or his/her alternate, designated for the year

¹ From the Mission Statement of The College of Wooster as adopted by the Board of Trustees

4. *Hourly/Salaried Staff (3)*
 - a. The Director of Lowry Center and Student Activities
 - b. An Hourly and a Salaried staff member, each appointed by the Staff Committee on an annual basis
- B. Non-voting Members
 1. Secretary: A College staff member shall serve as the Council secretary
 2. President of the College
- C. Obligations/Expectations of Council Members
 1. All members should attend all meetings of Council and participate in all group matters.
 2. In the rare circumstance that a member is unable to attend a meeting, the Chair of the meeting should be notified in advance.
 3. Members should always be prepared for meetings. (Reading minutes or reports to be approved, review agenda, etc.)
 4. Council members are required to serve on at least one standing committee and other ad-hoc committees as necessary. Committee members should be prepared and actively participate in committee-related matters.
 5. All representatives are required to regularly report back to their respective constituency and from their constituency to Council; issue representatives are required to do so through a monthly open town hall meeting.²
- D. Procedures
 1. Election of Representatives
 - a. Student
 - i. Members-at-large elected to Council by the student body in a general election conducted by an Election Committee of Council during or before the sixth week of Semester II.
 - ii. Issue representatives elected to Council through a caucus process (refer to Section II, A, 1, a-e).
 - i. Students interested in serving as an issue representative will notify the Election Committee by the end of the fourth week of Semester II.
 - ii. Prior to the end of the sixth week of Semester II the Election Committee will hold a caucus for the issue where two rounds of voting will occur. Candidates with the top two vote totals in the first round will move to a second round where the person with the most votes will be elected. Organizations and students interested in the issue will form the caucus.
 - b. Faculty
 - i. Appointed by the Faculty's Committee on Committees
 - c. Staff
 - i. Appointed by the Staff Committee
 2. If a vacancy shall occur on the Council, such vacancy shall be filled by appointment for the unexpired term — by the President to replace a Dean, Director, Vice President; by the Council to replace a student representative, by the Staff Committee to replace a staff member; and by the Faculty's Committee on Committees to replace a faculty member.
 3. The term of office for each member of Council shall begin with an organizational

² Amended by Campus Council September 5, 2013 (Vote 16-0-0).

- meeting of Council held in the Spring semester following the election.
4. The term of faculty members will run on an academic year basis and shall rotate so that ordinarily no more than one new member is appointed each year.
 5. Regular meetings of Council will be held on Thursdays from 11:00 a.m. to 12:30 p.m. when the College is in regular session.
 6. The Chairperson of the Council shall be selected from the student members each year by a majority vote of the Council at its organizational meeting which shall be chaired by the Provost or their designee. At its discretion, Council may select a vice-chair(s).
 7. Members may be removed from Council by their respective sponsor for negligence of their duties to their respective sponsor; Council may remove members for negligence of their duties.

III. Powers

A. Legislative

1. The Council shall have unlimited power to initiate, discuss, and formulate recommendations on any matters it deems appropriate and to submit these recommendations to the appropriate campus body including the President and the Board of Trustees.
2. The Council shall have authority to legislate with regard to social regulations, social functions, student conduct, student activities, and chartered organizations.
3. The Council may initiate recommendations on academic matters by forwarding such recommendations to the Provost for his or her action where appropriate or for referral to the appropriate faculty committee. If the faculty committee does not issue a report on the Council's recommendations within fifteen school term days or the committee rejects the Council's recommendations, then the Council may request the Provost to place the recommendation directly on the next faculty agenda for consideration of the Faculty.
4. The Council shall have authority to delegate the execution of its policy to appropriate departments and organizations of the campus community.

B. Advisory

1. The Council may act in an advisory capacity on any matter which has been submitted to the Council for consideration.
2. Any group or individual member of the campus community may petition the Council on matters within the Council's jurisdiction. The Council shall not interfere in decisions reached by Judicial Board, but this limitation shall not preclude the Council from reviewing and legislating changes in the existing judicial systems which come within the Council's jurisdiction.

C. Arbitration

1. Students should attempt to resolve issues within normal administrative channels. Failing resolution, students may file a grievance for any issue that does not fall under the jurisdiction of the Committee on Academic Standards and/or the Judicial Board. If a grievance is filed, the Council may pursue either of the following courses of action:
 - a. Council may choose to elect a Council person to serve as ombudsperson. The ombudsperson's function will be to attempt to resolve the grievance and to advise the Chairperson of Council of the action taken.
 - b. Council may appoint a special Grievance Review Committee.
 - i. If Council votes to establish such a committee, each party to the dispute may select one member of the campus community to sit with the Committee to represent each party (but not to vote).
 - ii. The Grievance Review Committee itself shall consist of five members, appointed by Council, with each party to the dispute having the right to peremptory challenge of one member. One of the five members of the Committee shall be a Council member

selected to act as Chairperson of the Committee.

- iii. The functions of the Committee will be to hear all sides of the matter in dispute and, if it decides, to produce a written report of their conclusions which shall then be submitted to the President.
- iv. Upon submitting their report, the Grievance Review Committee will meet with the President for a final discussion of the matter.
- v. In those instances where the President may not agree with or accept the Grievance Review Committee's judgment, he/she will submit a written explanation of the decision to all parties involved, including the Chairperson of Council.
- vi. Presidential decision in the matter will be final.

D. Executive

1. The decisions of the Council will go into effect 30 days after enactment or upon notification of Presidential approval. The President shall have 30 days to consider the decision (including proposed amendments to this memorandum) beginning the day on which the President is notified of the decision. The President may pursue any of the following courses of action:
 - a. Inform Council that he/she has approved the decision.
 - b. Inform Council that he/she is holding the matter for consideration by the Trustees at the earliest opportunity.
 - c. Recommend modifications in the decision to the Council for their further deliberation. Upon reconsideration of the modifications, Council may adopt them, modify them further, or reject them. In the last two cases, the President shall have an additional 15 days to consider the matter.
 - d. Inform the Council that he/she is vetoing the decision in which case the Council may, by two-thirds vote of the entire membership, submit the decision to the Board of Trustees or its appropriate committee at the next opportunity.
2. In connection with the foregoing powers, the Council may appoint committees to accomplish its purposes and invite members of the campus community to participate in the proceedings of the committees. When Council appoints non-members to participate, they shall have voting privileges. The Council may utilize staff, faculty, and students of the campus community to provide information and may use these groups to gather opinions and suggestions from constituent members.
3. The powers herein granted to the Council are not intended and shall not be construed to be in derogation of the inherent powers of the Board of Trustees or the President.
4. The President shall meet with Council at least once per semester.

IV. Operation

- A. A quorum shall consist of nine members: one member from each of the four groups must be present for the purpose of establishing a quorum. If there is no quorum, the Council shall be able to discuss matters, but shall not be able to vote. The Chair shall have a right to vote.
- B. The agenda of each meeting shall be the responsibility of the Chair. Any member of the Council may place a matter on the agenda subject only to removal from the agenda by a majority vote of the Council.
- C. All meetings of the Council shall follow modified parliamentary procedure. Executive session may be called by a majority vote of the Council to discuss issues dealing with specific individuals like appointments. With the exception of amendments to the Memorandum (Section IV. E.), all decisions of the Council shall be by a majority vote.
- D. The secretary, under the guidance of the Chair, shall submit to THE VOICE any decisions deemed relevant to the campus community. This shall be done within one week following

the decision by Council. Any member of Council may request that this be done with any decision made by Council.

- E. The Campus Council Memorandum shall be a continuing memorandum, subject to amendment by two-thirds of the Council membership at such time as one or more of its constituencies (faculty, staff, administration, President, student body, or trustees) deem necessary. It may be subject to the review and approval of the President in accordance with Section III (D. 1.). The composition of the student membership and student election procedures⁴ shall be reviewed by Council every third year beginning in 2012.

V. Committee Bylaws

- A. The Bylaws shall consist of regulations/guidelines for the Committees of Council.
- B. Council will amend the Bylaws when policy or practice changes. Council must conduct a formal review of its Bylaws at least every two years.

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